

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**August 15, 2012
5:00 p.m.
R. Emmett Boyle Conference Center**

AGENDA

1. Call to Order
2. Chairperson Comments
3. Swearing in of New Board Members
4. Consent Agenda* 10 Min
 - a. Minutes of the Full Board 06/06/12
 - b. Minutes of the Executive Committee 07/05/12, 08/01/12
5. Action Items* 5 Min
 - a. Gary E. West Property Acceptance
6. Informational Items:
 - a. President's Report 25 Min
 - b. Revision of Policy #3 – Program Review
7. Adjournment

*Action Items

**West Liberty University
Board of Governors**

Minutes

June 6, 2012

Attendance:

Lisa Allen, Beverly Burke, Richard Carter, Brian Joseph, David Syrylo, Ann Thomas, Carrie White

Unable to Attend:

George Couch, Patrick Kelly, Paul Limbert, Rob Marks, Robert Steptoe

Administration/Faculty/Staff:

Bill Baronak, Robin Capehart, John Davis, Mary Ann Edwards, John Gompers, Anthony Koyzis, Jim Stultz, Jack Wright,

1. Call to Order:

Chair Joseph called the meeting to order at 5:05 p.m.

2. Chairperson Comments:

None.

3. Consent Agenda*:

Chair Joseph asked for a motion to approve the consent agenda items, those being the minutes of the full Board of April 18 and May 23, 2012, minutes of the Executive Committee of April 4 and May 23, 2012, the Annual Graduate Degree report, and the Tentative Schedule of Meetings July 2012-June 2013.

A motion that the West Liberty University Board of Governors approve the Consent Agenda items was then made by Ann Thomas and seconded by Richard Carter; motion passed unanimously.

4. Informational Items:

a. President's Report

President Capehart stated that there is a 7% increase in enrollment currently over the same period a year ago. Spring commencement was a packed house, graduating approximately 11% more graduates than a year ago. We will be seeing larger graduating classes as we get into the increased enrollment we've seen for the last several years.

The Masters of Science in Physician Assistant Studies program will launch on July 2, 2012. WLU is the only public regional university in West Virginia to offer a terminal degree.

Tuition and fees were approved for WLU by the HEPC. One thing that came out of that process was that, when you went in to meet you have to write a justification; ours was 36 pages long with charts and graphs. The Chair of the HEPC asked for something on two pages. In summary, wanting to make a point, it was noted there is a 5% rule now and with the \$200 capital fee it pushed WLU over the top. The point President Capehart made was, in trying to get our tuition to a certain level, with WLU's tuition already low, that 5% is different. It brought the HEPC to the realization to look at institutions separately and their varying circumstances; try not to look at just percentages. Also with regard to the \$200 capital fee; we were interviewed by the newspaper about the fee and one question was "why does everybody have to pay the fee; why not just those in the sciences?" President Capehart stated that first of all, if it were just paid by those in the sciences it would be an incredibly large fee. This is a capital fee; the same type of fee as when a dorm is built. Also, those selling the bonds want to see a broad base stream of income; this is a capital enhancement to the institution as a whole, not to a particular number of students. We've never had a capital fee that doesn't apply to everybody; that's the purpose. Chair Joseph stated that it would most likely be correct to say that even if you are a non-science major you're likely to take a class in the science building.

President Capehart stated that it's been said WLU has a hiring freeze; that is not what we have. As was mentioned in the last Board meeting, we are taking an opportunity to catch our breath in terms of enrollment. We are graduating high numbers at this point; it's not like three or four years ago when we were bringing in 550 new students and graduating 150. We are catching our breath in terms of new employees. If you saw the advertisement for the Director of Media Relations, Jason Koepler has done some restructuring in his area. What happened was there were four positions that were over there; one part-time Director of Media Relations, two consultants and a development position in Florida. The first three positions were eliminated and the fourth was reduced from \$30,000 to \$12,000. When you look at the bottom line, with the reduction of all positions, we end up with a savings, even with a new hire, of \$38,000. Although more of a restructuring, at the end of the day we agree it is important to get the word out about WLU.

Although the events are not firm at this time, President Capehart asked members to at least save the date on July 1st and 2nd. We are looking to have some celebrations as things come about; it will be fun. On July 2nd we have two events we want to talk about; first is the PA Program students. We will have some type of event that morning regarding the PA Program. Following that we will have a ground breaking for the Health Science building on Monday, July 2nd. The event for July 1st will be announced at a later date.

On an unrelated issue, as many of the Board members know, Gary West purchased the property across the road. There have been ongoing discussions about the possibility of WLU taking an interest in the property over there; not as a restaurant. Hopefully, we will be able to come up with something fairly quickly.

President Capehart thanked David Syrylo for his service on the Board over the last year. David stated that he will be returning next semester to complete his final year at WLU. He appreciated his time on the Board; although hectic at times but worth it in the end. He stated he is currently on an internship in North Carolina, but West Liberty has been more like home for him, and that it wouldn't feel that way if it weren't for the people there, and for the Board, and again thanked the Board. President Capehart thanked David and wished him luck in his future.

President Capehart also wanted to thank Brian Joseph; it's been a pleasure to work with him as Chair of the Board, although he will remain on the Board. It's been a good relationship, got a lot done, and the President gave Brian credit for many things happening on campus the last couple years. Chair Joseph thanked President Capehart and is looking forward to Chair Carter's tenure.

b. Advanced Academy of West Virginia

The Advanced Academy is for high school students qualified to do college work who will begin taking college classes, coordinated with their high school curriculum, and receive college credit. This is not an academic program needing Faculty Senate approval; it's not a discipline. Dr. Koyzis stated that the program is not uncommon across the county. The oldest program is at the University of Iowa. It's simply a repackaging of courses for high school students to enroll at the university, take courses, and the university will provide additional social and emotion support. It functions like a potential learning center meeting the needs of the students' learning abilities. Students are here at a young age; 16, 17, and 18, taking college courses. At the suggestion of the State, WLU will provide social and emotional support for these students.

Students will be brought in with a principal who in some respects will shepherd the students around. Mrs. Thomas asked if these students are shepherded at WLU or in the high school, to which it was stated it would be here at WLU. These students are college students; the Advanced Academy is something to congratulate Ron Witt and Susan McGowan-Koyzis on for the work they've done putting together the information. This is a program we have talked about doing since President Capehart's first year in office. With the formation of the Academy and upgrading the Honors Program to the Honors College, we are put in the position to move the program forward.

President Capehart stated that in meetings with the HEPC they have been very excited about the program. These students will actually come in and register as college freshman while they are enrolled in their local high school, and will pay tuition and take classes through the Honors College. This is not an academic program or program that leads to a certificate or degree; this is an early entrance to college program for high school students exhibiting a high degree of achievement who are interested in accelerating their academic careers. Dr. Koyzis stated that

many times this is referred to as a middle college. The majority of middle college students in other states are students physically removed from high school needing mediation. President Capehart stated that it appears the HEPC is so impressed with the program they will be providing some funding for the program. Mrs. White asked if these students are only registered for general studies courses, to which it was stated "yes."

5. Action Items*:

a. Pipeline Right-of-Way Agreement

Mr. Wright stated that Appalachia Midstream Services, a division of Chesapeake, would like to lease the pipeline right-of-way on the furthest part away from the University. We have negotiated with them that they would pay up front for one pipeline, which may start very quickly, by paying \$47,000 plus for the first pipeline. Within two (2) years if they exercise their right for a second pipeline, they would pay another \$47,000 plus. After that any additional pipelines on the right-of-way are subject to further negotiations. Mr. Gompers has reviewed and approved the agreement along with the WV Attorney General's office. A public hearing was advertised; nobody showed up and there are no public comments on the right-of-way agreement. It has also been reviewed by the Executive Committee of the Board. Mr. Wright asked if there were any questions.

A motion that the West Liberty University Board of Governors Chairman is hereby authorized, empowered and directed to execute and deliver to Chesapeake Appalachia, LLC, a Pipeline Right-of-Way Agreement in accordance with the form of the agreement attached hereto. The Chairman and/or President and/or Executive Vice President/Chief Financial Officer, John E. Wright, are hereby authorized, empowered and directed to execute and deliver any other agreements, documents, instruments, certificates and other papers and do all such acts and things as may be necessary and desirable to consummate the transaction authorized herein and otherwise to carry out the purposes and intent of this Resolution was then made by Richard Carter and seconded by Lisa Allen; motion passed unanimously.

b. Certificate in Entrepreneurship

Ms. White stated that the Certificate in Entrepreneurship is a combined effort between herself and Tom Michaud, Dean of the School of Professional Studies. This is not a degree or a minor, but a certificate for someone interested in earning 15 credit hours in entrepreneurship studies. It's considered an adult education or continuing education program in response to a lot of requests we have been getting for entrepreneurship classes. Students are not full-time but can take the professional studies path. Ms. Allen asked how this is different than the minor, to which Ms. White stated the minor is 18 credits and the certificate is 15. Chair Joseph asked the motivation behind the certificate, to which Ms. White stated that there were requests from people who don't necessarily want to be full-time students, but they want to take courses and get a certification that might help them in their work.

K-12 teachers are interested in incorporating entrepreneurship in the K-12 curriculum but need the Entrepreneurship Certificate in order for this to take place. Chair Joseph stated that this would be huge. The creativity and entrepreneur mind-set of children from first to third grade happens very early; their self-reliance. Ms. White stated that tomorrow there is a meeting with the State Department of Education and WLU has been invited to attend. This is the second meeting; Ms. White and Ron Witt attended the first one. WLU is the first and only university to have a specific program like this, and they are very interested in having it for K-12 educators in the State.

Courses are offered on-line and during the summer so K-12 have access to these courses, can take them and receive their certification. Under State regulations, if they earn 15 hours above their degree they are eligible for a pay increase. President Capehart stated that this was a discussion started several years ago with a lot of good ideas, and Carrie really did a wonderful job picking this up and running with it. The certification gives us a niche and a name no one else will have. Ms. White thanked President Capehart and stated that Dr. Michaud, Ron Witt and she were going tomorrow to the State Department of Education to pitch the proposal to incorporate the requirements for K-12 teachers.

Ms. Allen noted that the difference between the minor and certificate is three hours; is it specific classes? Ms. White stated that with regard to the minor the students can take anything; the certificate is specific classes. It has been streamlined primarily for educators so they can get the

hours they need. Ms. Allen stated that for three years now she has come up and worked with John Bonassi and it's been a ton of fun to go in and talk about business for three hours. The questions students ask are fascinating and it's fun to see the fire in their eyes and make a connection with business people. She would be happy to assist with the program. It's important because they have and ask practical questions, have their own business models they're working on and it's a great connection. Ms. White stated that because this will involve a mix of majors they will have different academic backgrounds, making for a creative classroom.

A motion that the West Liberty University Board of Governors approve the Certificate Program in Entrepreneurship within the School of Professional Studies was then made by Lisa Allen and seconded by Ann Thomas; motion passed unanimously.

c. New Teaching Specializations: French, Theater, Gifted Endorsement

Dr. Koyzis stated that the French and Theater Certifications provide WLU students the opportunity to be certified to teach at Pre-K-Adult level in each field respectively. These are actually existing majors but the provided curriculum designates the courses required to achieve certification in either field. There are no new faculty needs for the proposed certifications.

The Gifted Endorsement is an up and coming program; we are responding to a need for students within the education majors for the opportunity to add to their degree. Students completing the provided curriculum will have the designation for Gifted and Talented in addition to their primary certification area. There are also no new faculty needs for the proposed endorsement.

A motion that the West Liberty University Board of Governors approve the French and Theater Certifications and the Gifted Endorsement within the College of Education was then made by Ann Thomas and seconded by Richard Carter; motion passed unanimously.

d. Policy 47-Tobacco Use and Guidelines

Mr. Stultz stated that since this is Chair Joseph's last meeting as Chair, he wanted to say that in his time as Vice Chair it was enjoyable, and he appreciated the opportunity to have been an asset to his immediate right. It was nice to have a chance to be on the Board during that time.

Per the request of the Board which tabled Policy 47 at the last meeting, we did go back and look at the policy. The enforcement provision was lifted from the policy itself, and the policy gives designees accountability for enforcement provisions of the policy. Enforcement will become Procedure No. 247-Tobacco-Free Campus Enforcement, an administrative procedure which will bring about implementation of the policy itself. Enforcement will be progressive with a first warning and additional steps which will be applied through the procedure upon passage and implementation of the policy as we go forward with education of the workforce and student body.

One change that has occurred of major significance, in addition to putting a procedure into place for discipline, is that the policy be implemented January 1, 2013 as opposed to this year. There are several reasons for this change, one of which is to use this time to address the issue of tobacco addiction. With the beginning of the year we see this as a time to make a positive wellness change and probably an easier time to launch at that point; people want to make a change in the nature of what they do, habits they have. Finally, this fall we have the normal activities and tension that builds with incoming freshmen students and special emphasis on parking; we think it's best to give ample time to work with employees, faculty senate, student government, and classified staff council and get their support for implementation. WVNCC implemented their policy and WVU, as mentioned at the last meeting, is in the process with their policy but taking a year of explanation and building support. Their policy goes into effect next year; this is a good middle of the road approach.

Chair Joseph stated he appreciates the changes and is sure it was a time consuming effort. Mr. Stultz stated that the committee represented a cross section of groups who are very supportive and recognize that it will be difficult for some individuals to go into with a positive attitude. We need to build support and put programs in place to overcome addiction. This will begin with new hires being informed that WLU will be going smoke-free and Mr. Cook will make this an emphasis with students during orientation.

A motion that the West Liberty University Board of Governors adopts the revision to Policy 47, Tobacco Use and Guidelines was then made by Carrie White and seconded by Ann Thomas; motion passed unanimously.

Mr. Strylo stated that this is a good foot forward because it will be difficult. Making students aware for the new class coming in, not just through email and advertising around campus. If we make them aware now they can't come back on us and say they didn't know. Chair Joseph stated this is a good comment and does not think that implementation will be trivial. It's going to take some real effort and thinks Jim's going to be pretty good working through this process. Mr. Stultz stated that during the period of time it takes for us to roll into the beginning of the new academic year we will still be utilizing the requirements of Policy 47 as it currently exists with regard to the description of the smoking areas and cleanliness. We will emphasize in the fall and continue to be concerned with the appearance of the campus.

e. Election of Officers

Mrs. Thomas read the nominations for officers, those being Richard Carter for Chair, George Couch as Vice Chair, and Paul Limbert as Secretary. These are the names slated for candidates for the West Liberty University Board of Governors.

A motion by the West Liberty University Board of Governors to adopt the slate of officers of Richard Carter, Chair; George Couch, Vice Chair; and Paul Limbert, Secretary was then made by Ann Thomas and seconded by Lisa Allen; motion passed unanimously.

5. Adjournment

The meeting adjourned at 5:42 p.m.

Brian Joseph

Chair

George Couch

Secretary

**West Liberty University
Board of Governors**

**Executive Committee
Minutes
July 5, 2012**

Executive Committee Members: Richard Carter, George Couch, Paul Limbert

WLU Administrators: Robin Capehart, John McCullough, Jack Wright

1. Chair Carter called the meeting to order at 9:10 a.m.
2. University Place Lease Signature Authority – Jack Wright briefly discussed the advantages of the University Place Lease and the revenue being generated. He further stated that the lease agreement has been approved by the West Virginia Attorney General. Renewal of the lease was unanimously approved.
3. The meeting adjourned at 9:15 a.m.

Richard Carter _____
Chair

Paul Limbert _____
Secretary

**West Liberty University
Board of Governors**

**Executive Committee
Minutes
August 1, 2012**

Executive Committee Members: Richard Carter, George Couch

WLU Administrators: Robin Capehart, Anthony Koyzis, Melinda Kreisberg, John McCullough, Jack Wright

General Counsel: John Gompers

1. Chair Carter called the meeting to order at 8:03 a.m.
2. BOG Business – The next meeting of the West Liberty University Board of Governors will be held in the R. Emmett Boyle Conference Center at 5:00 p.m. on Wednesday, August 15, 2012. The BOG Finance Committee will meet at a yet-to-be-determined date/time.
3. President's Report – President Capehart will update the Board on August 15 on a number of events/activities associated with the University, including his 2011-12 goals and goals for 2012-13.
4. Fundraising – President Capehart reported that fundraising efforts for the 2011-12 fiscal year exceeded \$1.7 million, and they surpassed the goal of \$1.3 million. Approved by the Executive Committee.
5. Gary West Property – President Capehart stated that Gary West would like to give the former Roadworthy restaurant building and the adjoining parking lot (recently purchased by him) to the University. John Gompers has talked with HEPC officials regarding the details of such an action. A due-diligence assessment – involving maintenance costs, usage, right-of-way issues, and other important elements – should be conducted and presented to the BOG. Jack Wright presented the details of a current-annual-cost-estimate report and discussed possible usages of the facility. Rich Carter voiced concern regarding possible future costs. The Executive Committee will recommend to the full Board that the gift of property be accepted.
6. Revision of BOG Policy 3 – Program Review – Melinda Kreisberg and Anthony Koyzis explained the proposed changes to the Policy and discussed the revision in wording and the revised definition of an academic "Major."
7. Nursing Program – Anthony Koyzis and Melinda Kreisberg discussed the consultant's report and the accreditor's report on the Nursing Program and the revisions that needed to occur – revising the curriculum, replacing the current Program Director, hiring three new faculty members, and addressing the RN to BSN Program. The Provost stated that the Program could be in jeopardy of closing within a year if changes are not made.
8. WVIAC/Possible New Athletic Conference – President Capehart discussed the meetings that have been held in exploring the possibility of a new athletic conference that would have a major focus on higher standards for athletics and a better quality experience for student-athletes. An experienced consulting group has developed a plan of action and is working with the core group of public institutions – WLU, Concord, Fairmont State, Glenville State, West Virginia State, Shepherd – in examining the feasibility of forming a new higher-profile conference or significantly altering the existing WVIAC. Additional benefits of the new conference were also discussed.

9. Review of New Positions – Jack Wright presented the proposals for the Assistant Professor of Education/Director of Arts & Education Center position, for the Social Work Field Education Coordinator position (part-time), and for the contract (non-employee) fundraiser. All three positions were approved by the Executive Committee.
10. The Executive Committee entered into executive session.
11. The meeting adjourned at 10:45 a.m.

Richard Carter _____
Chair

Paul Limbert _____
Secretary

PRESIDENT'S REPORT TO WLU BOARD OF GOVERNORS
A Condensed Summary of Accomplishments and Activities
August 15, 2012

- As of August 1, 2,442 students have enrolled for the Fall 2012 Semester, representing an **increase** in the number of enrollees over the same period a year ago.
- As of August 1, reservations for student housing for the Fall 2012 Semester are showing an **increase** over the number for the same time a year ago.
- Summer School 2012 produced **one of the largest enrollments** in WLU history and one of the largest ever tuition-based revenues for a summer term.
- As of June 30, in excess of \$1,760,000 in contributions, through the Office of Institutional Advancement, has been received by the WLU Foundation (excluding planned gifts) in the form of philanthropic support for annual, capital and endowment needs during the 2011-12 fiscal year.
- The Kelly Theatre Renovation “Encore Campaign” has produced over \$45,000 during 2011-12, with funding directed toward new seating and a new ticket office.
- The President’s Circle appeal has generated over \$1,320,000 in the 2011-12 fiscal year, and the Circle continues to grow, with its membership now standing at 166.
- As of June 30, corporate and foundation support was approaching the \$450,000 mark.
- Since 2007, fundraising has **increased by 104%**, and the average per-donor contribution has **increased by 180%** during the same five-year period.
- The Master of Science in Physician Assistant Studies program launched its inaugural class of eighteen students on July 2.
West Liberty is the **only** public regional university in West Virginia to offer a **terminal-degree program** and is the **only** public institution **of any kind in the state** to offer the unique and highly in-demand PA graduate degree.
- Pat Garrett, a well-known and highly respected music educator, is joining the Music Education Program in the Department of Music and Theater. He brings many years of quality experience as the award-winning band director

at Wheeling Park High School, and he will serve as WLU's Music Education Specialist, teaching classes in music education methods to Music Education majors, as well as trombone lessons and music skills to Elementary Education majors.

- The Advanced Academy of West Virginia, a program dedicated to academically talented high school juniors and seniors, will officially be launched on August 27. This unique and creative program has the potential to eventually serve academically gifted students from throughout the state.
- Campbell Hall of Health Sciences was celebrated via an official groundbreaking on July 2. The \$23 million state-of-the-art facility will house six programs of study: Chemistry, Dental Hygiene, Medical Laboratory Science, Nursing, Speech Pathology/Audiology, and the new graduate program in Physician Assistant Studies. The building is named in honor of President Emeritus Clyde Campbell, a WLU alumnus and former Chemistry Professor and long-term administrator.
- Maureen Zambito has been named Director of Media Relations. She brings an extensive background in public relations from her many years of service at Wheeling Jesuit University and Oglebay Institute. She will be responsible for the University's news releases and media initiatives, and she will assist with WLU's marketing campaigns.
- Robert "Bo" McConnaughy, five-time West Virginia Conference Coach of the Year and a member of the WLU Athletic Hall of Fame, retired from his 30-year career as Head Baseball Coach. He ranks among the nation's active coaching leaders with nearly 600 career victories. His teams captured seven WVIAC Northern Division championships and five conference titles. As a West Liberty student-athlete, he was an outstanding basketball and baseball player, and he continued his baseball career into the professional ranks in the Baltimore Orioles organization. He will continue with the University as Director of Intramurals and as Classified Staff Liaison with the Human Resources Department.
- Eric Burkle has been named Head Baseball Coach. He has served as WLU's Assistant Baseball Coach since 2008, and he has a solid understanding of his student-athletes, the conference, and all aspects of the game. A Wheeling Park High School graduate, he played his collegiate ball at Fairmont State, and he previously served as the Assistant Baseball Coach at Wheeling Central Catholic High School.
- Justin Edwards, a standout baseball player during his years at West Liberty, is returning to his alma mater as the Pitching Coach for the 2013 season. Having spent his past six years in professional baseball, most of them with

the Washington Wild Things, he will bring quality experience to the dugout and the bullpen in developing Hilltopper hurlers.

- Women's Soccer will play their inaugural season in the WVIAC on a new field that is being prepared near the site of the University's former softball field. Head Coach Barry Christmas has recruited a squad in excess of twenty student-athletes, and he believes this initial intercollegiate season can serve as a solid foundation as the program continues to develop.
- Head Football Coach Roger Waialae welcomed over 100 student-athletes as camp opened for the 2012 season. A number of transfers and freshmen will be competing with returning players for positions on this year's squad. Coach Waialae is optimistic that this can be a bounce-back year for the Hilltoppers as they renew the competitive posture that has symbolized his teams.
- The summer term of WLU's Community University at the Highlands Center has just completed with 57 students enrolled. Twelve courses were offered this summer by volunteer lecturers as lifelong learning opportunities for adults aged 50 or older. Subjects included genealogy, the Cuban Missile Crisis, non-profit board governance, web applications, and the assassination of JFK. The fall term of the Community University will start September 27 and run through November 16. The single tuition charge of \$25 entitles participants to enroll in as many classes as they choose.
- WLU is again participating in the YMCA Corporate Team Challenge, which is a series of athletic events taking place this summer. Currently, our team is in third place in the overall competition, which provides an opportunity for the University to interact with other organizations in the Greater Wheeling area. The Challenge enhances employee morale and camaraderie, as well as promoting health and fitness.
- A return relief-mission trip is being organized to further assist our "sister city" of West Liberty, Kentucky in recovering from the devastating tornado that hit that area on March 2. The Office of Community Engagement has kept in contact with the progress of relief efforts in West Liberty since a group of 44 Hilltoppers traveled to assist in recovery efforts in mid-March. Another group from WLU will return on October 26 to further assist in rebuilding the Kentucky community.
- The University was well represented in the annual Debbie Green 5K Race for a Reason in Wheeling as the six-member faculty-staff WLU Race Team produced strong finishes among the 700 total participants.

- One of the more significant locational moves in recent times has been completed as most all administrative offices—except for athletics and academics (at the college/departmental level)—have moved to newly renovated Shaw Hall, with the ultimate objective of providing better service to our students, prospective students, employees, alumni, donors, and BOG members.
- American Electric Power is completing a major upgrade in the campus electric infrastructure and power lines. The \$100,000 project has been undertaken at **no cost** to the University.
- Some near-term University sponsored or related events include:
 - == August 23 – Employee Appreciation Luncheon
 - == August 24 – New Faculty Investiture and Freshmen Convocation
 - == August 24 – Art in the Park Benefit for Art Therapy Scholarship
 - == August 27 – Fall Semester Classes Begin
 - == August 29 – Opening Convocation for Faculty and Staff

Disclaimer: This condensed summary report is intended to provide a relatively comprehensive overview of the contemporary accomplishments and activities associated with WLU; it is not intended to include each and every achievement and event that is part of the University.

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

POLICY 3: PROGRAM REVIEW

Section 1: General.

1.1 Scope - This rule establishes the Board's policy on review of academic programs.

1.2 Authority - West Virginia Code §18B-1-6, 18B-1B-4 and 18B-2A-4

Section 2: Basis of Program Review Process.

2.1 West Virginia Code §18B-2A-4 requires that the Board of Governors "review, at least every five years, all academic programs offered" at West Liberty University. The purpose of this document is to delineate the framework and steps in the program review process for the University.

2.2 The program review process will be consistent with the appropriate policy or policies of the Higher Education Policy Commission (hereinafter, "Commission").

2.3 For the purpose of this document, a "program" is defined as a curriculum or course of study in a discipline specialty that leads to a certificate or degree. **Each major within a program (but not each track or optional subfield) is considered a separate program.** ~~Delete phrase. Current HEPC guidelines define Degree programs as "an area of study approved by the institution and the Commission and listed on the official Commission inventory of degree programs, e.g. English, Social Work, Physical Education" (Title 133 Procedural Rule Series 88, Section 3.4). Degree programs may have more than one major, but only the full program is subject to HEPC approval. Individual majors constitute the full course of study available within the degree program.~~

Add the following changes in the revised version:

2.3 For the purpose of this document, a "program" is defined as a curriculum or course of study in the discipline specialty that leads to a certificate or degree and is equivalent to a "degree program" as defined by the West Virginia Higher Education Policy Commission. A degree program may have more than one major; all majors within the degree program constitute the "program."

Section 3: Assumptions Used in Developing the Review Process.

3.1 Program review is most effective when it is conducted on a regular cycle, and when some indicators are examined on an annual basis.

3.2 Program review is a collaborative process which includes both campus personnel and the Board of Governors.

3.3 A rational and comprehensive program review process requires differentiation among levels of degrees. The process, criteria, and standards for associate degree programs will differ significantly from those applied to baccalaureate programs.

3.4 The review process should be independent of any accreditation procedure, but may build upon accreditation self-studies and evaluations when they are illuminating.

3.5 The program review process must be accomplished within the limits of available staff and resources.

3.6 A continuous auditing process allowing for early identification of programs that need particular scrutiny is required to permit changes to be anticipated, appropriate intervention to take place, and corrective action to be accomplished within normal institutional and governing board planning efforts.

3.7 A readily accessible computerized database should be available to support the program review process.

Section 4: Evaluative Components

4.1. In order to address the elements of viability, adequacy and necessity, the University will develop a reporting format that includes the following core components: mission, faculty, curriculum, resources, student learning outcomes, other learning and service activities, viability, and program improvement. At the discretion of the University, additional components may be added.

4.2. Reporting formats developed by the University will be submitted to the Commission for review.

Section 5: Program Review Procedures and Levels of Review.

5.1. The program review process will provide for a review and evaluation of all programs leading to a certificate or degree at West Liberty University. The procedural elements used by the University shall be submitted to the Commission for review and shall include, at the minimum, the following components:

5.1.1. Delineation of the roles of faculty, administrators, and the governing board;

5.1.2. A process for external review that includes at least one reviewer as an outside evaluator for each program reviewed; and

5.1.3. A five-year schedule

5.2. The University shall submit the results of the program review actions in a common format designed to provide the Commission with essential information. The format elements are:

5.2.1. Name and degree level of program;

5.2.2. Synopses of significant findings, including findings of external reviewer(s);

5.2.3. Plans for program improvement, including timelines;

5.2.4. Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished;

5.2.5. Five-year trend data on graduates and majors enrolled;

5.2.6. Summary of assessment model and how results are used for program improvement;

5.2.7. Data on student placement, e.g. number of students employed in positions related to the field of study or pursuing advanced degrees; and

5.2.8. Final recommendations approved by the governing board. For programs with specialized accreditation, the University shall provide a copy of the letter continuing the conferral of accreditation. Accredited programs that meet productivity guidelines will not be subject to further review by the Commission.

5.3. The process will consist of three levels of activity: an annual audit, program review by the Board of Governors (in accordance with a five-year cycle), and special program reviews. The purposes, process, criteria, and possible outcomes of each of these review levels are presented in the following sections and subsections.

5.3.1. Annual Audit - The purpose of the annual audit will be to analyze the data collected on all programs in the system by using the computerized data base and, as needed, additional reports. Programs will be reviewed in terms of productivity in credit hours, course enrollments, numbers of majors, numbers of degrees awarded, cost and related information. The results of the annual audit will provide a continuous monitoring mechanism and will serve to alert both the University and the Board that specific programs may require further review.

5.3.2. Program Review by the Board of Governors - The purpose of the Board's review, conducted on a regular five-year cycle, will be to conduct an in-depth evaluation of the viability, adequacy, and necessity for each academic program, consistent with the mission of West Liberty University. This review process will build on the data of the annual audits and will include additional information about each program.

Comprehensive self-studies conducted in compliance with accreditation or other campus processes and completed within the previous sixty months may be used to provide the baseline data for the review, with any necessary updating of factual information or interim reports to the accrediting body.

The criteria, standards, and indicators of viability, adequacy, and necessity will vary among fields and among levels of degree programs. The same criteria and standards do not apply to associate degree programs, baccalaureate degree programs, and graduate programs. The Board of Governors will constitute a Program Review Committee (hereinafter, "Committee") to review appropriate programs during a given year. The program review process is to be carried out objectively using external consultants.

Programs that are accredited by specialized accrediting or approving agencies (for disciplines for which such agencies exist) recognized by the federal government and/or the Council for Higher Education Accreditation shall be considered to have met the minimum requirements of the review process with respect to adequacy. Programs so accredited or approved shall submit: the comprehensive institutional self-study conducted in compliance with the accreditation or approval process, a copy of the letter containing the conferral of accreditation or approval and a documented statement from the chief academic officer regarding program consistency with mission, viability, and necessity. Preparation of the self-study will involve a collaborative process which includes faculty, students, and administrators.

5.3.3. Campus personnel and external consultants will be involved in establishing the criteria, standards, and process of evaluation and in interpreting the information resulting from the review. To ensure that each program is reviewed at least once every five years, consistent with statutory requirements, the Board of Governors will identify approximately twenty percent of all programs for review each year. For each program identified for review, a self-study statement addressing the following items will be developed:

5.3.3.1 Viability - Viability is tested by an analysis of unit cost factors, sustaining a critical mass, and relative productivity. Based upon past trends in enrollment, patterns of graduates, and the best predictive data available, the program shall assess its past ability and future prospects to attract students and sustain a viable, cost-effective program.

5.3.3.2 Adequacy - The quality of the program shall be assessed. A valuable (but not the sole) criterion for determining the program's adequacy is accreditation by a specialized accrediting or approving agency recognized by the federal government and/or the Council for Higher Education Accreditation. The program shall evaluate the preparation and performance of faculty and students and the adequacy of facilities. The curriculum should be offered in a sequence and frequency that will allow timely progress toward graduation. An objective analysis of the program's curricular strengths and quality should be presented, and plans to correct deficiencies should be described. When describing a program's adequacy, the measures used to assess student performance and program quality shall be indicated. The self-study is expected to indicate the ways in which the effectiveness of the program is evaluated and how the results are used to plan for improvements of the program and effect curricular change. The self-study shall include information on studies of graduates and their employers to determine placement patterns and effectiveness of the educational experience.

5.3.3.3 Necessity - The dimensions of necessity include whether the program is necessary for the University's service region and whether the program is needed by society (as indicated by current employment opportunities, evidence of future need, rate of placement of the program's graduates). Whether the needs of West Virginia justify the duplication of programs in several geographic service regions also shall be addressed.

5.3.3.4 Consistency With Mission - The program shall be a component of, and appropriately contribute to, the fulfillment of the West Liberty University mission and the mission of West Virginia public higher education. The review should indicate the centrality of the program to the institution, explain how the program complements other programs offered, and state how the program draws upon or supports other programs. Both intrainstitutional and interinstitutional aspects of the program should be addressed. The effects (positive or negative) that discontinuance of the program might have upon the University's ability to accomplish its mission should be stated.

5.3.4. Focused Program Review - Either the Higher Education Policy Commission or the Board of Governors may request at any time that focused program reviews be conducted for a given purpose, such as, reviewing all programs within a discipline or concentrating on specific program review

components (e.g. assessment). Formal strategies for conducting such reviews will be developed consistent with the purpose of the review.

Section 6. Possible Outcomes.

6.1. Institutional Recommendation - The Board's five-year cycle of program review will result in a recommendation by the Committee for action relative to each program under review. The University is obligated to recommend continuation or discontinuation for each program reviewed. If recommending continuation, the Committee should state what it intends:

6.1.1. Continuation of the program at the current level of activity, with or without specific action;

6.1.2. Continuation of the program at a reduced level of activity (e.g., reducing the range of optional tracks) or other corrective action;

6.1.3. Identification of the program for further development;

6.1.4. Development of a cooperative program with another institution or sharing of courses, facilities, faculty, and the like; or

6.2. If the University recommends discontinuance of the program, then the provisions of the Higher Education Policy Commission's policy on approval and discontinuance of academic programs will apply.

6.3. For each program, the Committee will provide a brief rationale for the observations, evaluation, and recommendation. These should include concerns and achievements of the program. The Committee also will make all supporting documentation available to the Board of Governors and to the Higher Education Policy Commission upon request.

6.4. Committee Recommendation - The appropriate Program Review Committee will develop a recommendation for action and present it to the Board of Governors for action and referral to the Higher Education Policy Commission.

6.4.1. The Committee may make recommendations that go beyond those above. The Committee may request additional information and may recommend continuance on a provisional basis and request progress reports.

6.5. Appeals Committee and the Appeals Process - Any disagreement between a final recommendation of the Program Review Committee and the recommendation of the academic unit may be appealed to a Program Review Appeals Committee.

6.6. The Board of Governors will report, by May 31, to the Chancellor the results of the program reviews conducted each academic year.

Section 7. Productivity Review

7.1. University academic programs must meet at least one of the indicators prescribed by the Higher Education Policy Commission in Title 133, Procedural Rule, Series 10, Section 7 when the Commission conducts its biennial review of programs that have been in operation for at least five years. Said indicators appear in Section 7.4 below.

7.2. Based on Commission recommendation, the Board of Governors shall assign probationary status to programs (other than those exempted by the Commission) that fail to meet both productivity standards. Probationary status shall last for four years during which period the University will be expected to increase program enrollment and degrees awarded. The University will have 60 days from the date of Commission action on initial probationary status to provide the Commission with a plan for meeting degree program productivity standards with the four-year probationary period. At the end of the four-year period, the Board of Governors shall act to terminate or not terminate programs based on the recommendation from the Commission relating to programs' productivity performance.

7.3. The Board of Governors may petition for a program to be exempt from further review by submitting documentation that addresses the reasons for the request including how the program is critical to the mission of the University.

7.4. Annual productivity standards for degrees awarded and enrollments in majors are provided below, Institutional attainment for degree awards and enrollment in majors will be based on the average of degree awards or major enrollments for the five most recent years.

7.4.1. Degree Level	Degree Awards	Major Enrollment
Baccalaureate	5	12.5
Masters/1 st Professional	3	6
Doctoral	2	4.5