

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**August 19, 2009
5:00 p.m.
The Highlands Center
WLU**

AGENDA

1. Call to Order Mr. Joseph
2. Chairperson Comments..... Mr. Joseph
3. Approval of Minutes*
Executive Committee 08/05/09
Full Board 06/10/09 5 Min..... Mr. Joseph
4. Approval of Reports* 10 Min..... Mr. Joseph
5. Expulsion Notification Resolution* 10 Min..... Mr. Davis
30-Day Comment Period Mr. Cook
6. Classified Staff Salary Administration Resolution* 10 Min..... Mr. Warmuth
30-Day Comment Period
7. Board of Governors Policy No. 3 – Program Review* 10 Min..... Dr. Lukich
30-Day Comment Period
8. President’s Report 25 Min..... Mr. Capehart
9. Adjournment

*Action Items

**West Liberty State College
Board of Governors**

**Executive Summary
June 10, 2009**

Attendance:

Beverly Burke, Richard Carter, Lynne Exley, Roseanna Keller, John Larch, Paul Limbert, Shane Stack, James Stultz, Michael Turrentine

Unable to Attend:

Brian Joseph, Larry Miller, Michael Stolarczyk

Administration/Faculty/Staff:

Reid Amos, Robin Capehart, J. D. Carpenter, Jim Clark, Scott Cook, Mary Ann Edwards, John Gompers, Pat Henry, Jeff Knierim, Donna Lukich, John McCullough, Tammi Secrist, Brian Warmuth, Jim Watson, Jack Wright

1. Call to Order:

Ms. Exley, Mr. Larch called the meeting to order at 5:00 p.m.

2. Chairperson Comments:

Chair Exley gave an update on events coming up on campus and other information as presented in full text on the BOG web site and in the WLSC Elbin Library.

3. Approval of Minutes*:

Chair Exley asked for a motion to approve the minutes of the full Board of April 22, 2009 and June 2, 2009, and the Executive Committee minutes of April 15, 2009 and June 3, 2009.

<u>Full Board</u>	<u>Executive Committee</u>
04/22/09	04/15/09
06/02/09	06/03/09

J. Stultz, M. Turrentine, PASSED, that the listed minutes be approved by the Board of Governors as presented in full text on the BOG web site and in the WLU Elbin Library.

4. Approval of Reports*:

R. Carter, J. Stultz, PASSED, that the reports be approved as presented in full text on the BOG web site and in the WLU Elbin Library.

5. Annual Graduate Degree Report*:

B. Burke, M. Turrentine, PASSED, that the Annual Graduate Degree report be approved as presented in full text on the BOG web site and in the WLU Elbin Library.

6. Bachelor of Social Work Program*:

R. Keller, B. Burke, PASSED, that the Bachelor of Social Work Program be offered within the College of Liberal Arts, Department of Social and Behavioral Sciences be approved as presented in full text on the BOG web site and in the WLU Elbin Library.

7. Election of Officers*:

J. Larch, M. Turrentine, PASSED, that the nominations for the election of officers for the West Liberty University Board of Governors be approved as presented in full text on the BOG web site and in the WLU Elbin Library.

8. Tentative Schedule of Meetings July 2009-June 2010*:

R. Carter, P. Limbert, PASSED, that the Board adopt the meeting schedule for July 2009 through June 2010 as presented in full text on the BOG web site and in the WLU Elbin Library.

9. Approval of President's Salary Increase*:

J. Stultz, J. Larch, PASSED, that the West Liberty University Board of Governors approve the President's salary increase to \$170,000 for fiscal year 2009-10 as presented in full text on the BOG web site and in the WLU Elbin Library.

10. Capital Land Services Review:

P. Limbert, R. Carter, PASSED, that the West Liberty University Board of Governors monitor all communications with regard to the drilling of natural gas as presented in full text on the BOG web site and in the WLU Elbin Library.

11. Warwood Center Update:

R. Keller, P. Limbert, PASSED, that the West Liberty University accept the resolution for the sale of the Warwood Center as presented in full text on the BOG web site and in the WLU Elbin Library.

12. SMART-Center Update:

Mr. Wright gave an update on the SMART-Center as presented in full text on the BOG web site and in the WLU Elbin Library.

13. Laptop Program Update:

Mr. Clark gave an update and answered questions regarding the laptop program as presented in full text on the BOG web site and in the WLU Elbin Library.

14. FY 10 Budget Update:

Mr. Wright gave an update on the FY 10 budget as presented in full text on the BOG web site and in the WLU Elbin Library.

15. President's Report:

President Capehart presented his annual report and a look the many things which have taken place on campus. A bullet point list is attached to the minutes.

Motion to move to Executive Session pursuant to WV Code § 6-9A-4 was then made by Paul Limbert and seconded by John Larch; motion passed unanimously.

Following discussion, a motion was made to rise from Executive Session by Jim Stultz and seconded by Beverly Burke; motion passed unanimously.

16. Adjournment:

The meeting adjourned at 6:58 p.m.

Lynne Exley _____
Chair

Mike Stolarczyk _____
Secretary

**West Liberty University
Board of Governors**

**Minutes
June 10, 2009**

Attendance:

Beverly Burke, Richard Carter, Lynne Exley, Roseanna Keller, John Larch, Paul Limbert, Shane Stack, James Stultz, Michael Turrentine

Unable to Attend:

Brian Joseph, Larry Miller, Michael Stolarczyk

Administration/Faculty/Staff:

Reid Amos, Robin Capehart, J. D. Carpenter, Jim Clark, Scott Cook, Mary Ann Edwards, John Gompers, Pat Henry, Jeff Knierim, Donna Lukich, John McCullough, Tammi Secrist, Brian Warmuth, Jim Watson, Jack Wright

1. Call to Order:

Chair Exley called the meeting to order at 5:00 p.m.

2. Chairperson Comments:

Chair Exley thanked Mary Ann for taking the minutes of the meeting and Sodexo for another great meal. She also welcomed John Gompers, who will be commenting on a few things during the meeting, and thanked John Larch for chairing the last Board meeting.

Board members will notice they have a copy of Dr. Javersak's book in front of them. This is a gift from the Board and it's signed by Dr. Javersak. This book should complete the whole history of the College to University. When some Board members came on Board you received a green history book; this book continues the history.

Chair Exley acknowledged the hard work of the University Week Committee headed by Ron Witt. The entire week was an outstanding celebration.

She also complimented Scott Cook and his Commencement Committee for the wonder set-up at graduation. This was the largest graduation crowd in a long a time. Scott did a great job and his efforts are not unnoticed. There was also a sea of Board members. Nine members attended, which is absolutely phenomenal.

As mentioned at previous meetings, Chair Exley encouraged members to attend the upcoming Board of Governors Summit in August. This is a wonderful summit hosted by the Chancellor. The Summit is August 21-22; brief but important. All of the State colleges and universities will be represented.

When members came on board, some came on for a two-year term and some turned into a four-year term with the Board. One of us, however, has been here for ten years. Roseanna Keller was appointed in 1999 and has worked through three governors; Underwood, Wise, and now Manchin. Roseanna has been a dedicated Board member, a member of the Presidential Search Committee, and is currently serving on the Nominating Committee. Roseanna has also contributed generously in financial support to West Liberty. After ten years it may be possible that she may not be appointed again. Chair Exley would like to acknowledge this remarkable contribution to West Liberty. For those at the May commencement you may remember Roseanna wanting to get a picture her digital camera of the Board when Jesse was taking pictures. Chair Exley presented the Board commencement photo to Ms. Keller and invited those members present to sign on their gown for visibility.

Ms. Keller then stated that it has been a pleasure to work with such a dedicated group and for such a wonderful initiative. Working with the quality of people on this Board has been an education. When she came on board in the fall of 1999 she thought she was coming because many of the Bayer employees' children were attending West Liberty. It's been a wonderful ten years and she's learned a lot. She stated that she is even more dedicated to this institution and knows what an asset and wonderful institution it is. It's been a pleasure and she thanked the group.

Chair Exley noted that the Governor appoints the replacement to the Board according to his own schedule.

3. Approval of Minutes*:

Chair Exley asked for a motion to approve the minutes of the full Board of April 22, 2009 and June 2, 2009, and the Executive Committee minutes of April 15, 2009 and June 3, 2009.

<u>Full Board</u>	<u>Executive Committee</u>
04/22/09	04/15/09
06/02/09	06/03/09

A motion to approve the minutes of the full Board of April 22, 2009 and June 2, 2009, and the Executive Committee minutes of April 15, 2009 and June 3, 2009 was then made by Jim Stultz and seconded by Mike Turrentine; motion passed unanimously.

4. Approval of Reports*:

Chair Exley thanked Scott Cook, Donna Lukich, Jeff Knierim, and J.D. Carpenter for their Board reports.

She asked if there was a request to move any of these reports into the regular agenda to discuss or for further clarification. With no request to move any of the reports to the regular agenda, Chair Exley asked for a motion to approve the reports.

A motion to approve the reports submitted by Enrollment Services, Provost, Division of Student Affairs, and Office of Development, was then made by Richard Carter and seconded by Jim Stultz; motion passed unanimously.

Chair Exley asked J.D. Carpenter to take a few minutes and address the Board with regard to his report since it was not part of the agenda packet was and received this evening. Dr. Carpenter stated that this type of report is something he's done at each school he's been but had not had the opportunity to do so at West Liberty. The report is two-fold. One, is since what so many folks do is obvious, for instance we know what Donna Lukich, Scott Cook, and Reid Amos do, Student Affairs tends to be one of those mushy kind of things that, when things get put away, things that you don't know what to do with, it ends up with us. Part one of that purpose of the report is to give an idea of what this Division does. We make assumptions on a daily basis that everybody knows what we do, only to be corrected. Secondly, to brag about my staff, one of the hardest working groups of people I've had the pleasure to be associated with. Last year they were nothing short of amazing, proud of them, and wanted to share that information. Chair Exley thanked Dr. Carpenter for his update.

5. Annual Graduate Degree Report*:

Dr. Lukich stated that she was asked to provide the HEPC with a report on graduate programs. She asked that Dr. McCullough add or expand on this information if he so chooses. As Board members are aware we have one masters program, a Master of Arts in Education with three concentrations available to students; Advanced Teaching, Technology Integration, and Multi-Categorical Special Education. Having done some statistical review we have offered seven of our courses in the first year of implementation out of a possible 20 courses that comprise this degree. In fall 2009 we plan to offer three courses, two for the first cohort in year two and the initial class for the second cohort. These classes will move from the Warwood Center to The Highlands Center. Presently there are approximately 28 students enrolled in the program. For a new program, this number exceeds our projection for the cohort start-up group. We are currently marketing this program for the fall. Dr. Lukich, Scott Cook and the College of Education are exceedingly pleased with the numbers for what we think is a quality Masters Program in Education. Dr. Lukich thanked Reid Amos and the Marketing area for the one sample marketing piece Reid Amos put together. We needed something very small for the time being so we could put it in all of the teachers' mailboxes for the summer and have it done in a very short amount of time. Dr. Lukich circulated the marketing piece to the Board members. She stated that the hope is that the current teachers will give us a call to find out more information and become a student.

A motion was then made by the West Liberty University Board of Governors to approve the Annual Graduate Degree Report for Academic Year 2008-09 by Beverly Burke and seconded by Mike Turrentine; motion passed unanimously.

6. Bachelor of Social Work Program*:

Dr. Lukich stated that it is a pleasure to bring the request to approve the Bachelor of Social Work proposal before the Board. Since many of the Board members are new, Dr. Lukich backed up historically to where we have been with this program and how we arrived at tonight's proposal. During Dr. McCullough's second term as Interim President, West Liberty requested permission to pursue this degree offering. The following fall, October 2007, we were finalizing work on the intent to plan and in late October the plan was actually submitted to the HEPC for approval. In November 2007 we received approval to proceed with the plan from the HEPC. Since that time our one full-time faculty member in Social Work, Sheli Bernstein-Goff, has been working to prepare a full curriculum and deal with all other items involved in the full proposal for the degree program. With assistance from Dr. Brian Crawford, Department Chair, and Bill Baronak, Interim Dean, we were able to look at the planned program at the April College Curriculum Committee meeting.

This field is viewed as a growing field with employment projected to increase 22% by 2016. West Liberty currently offers a minor in Social Work with 16 students in the minor. We have frequently been approached with the question as to whether this could be offered as a degree and when this might happen. The students know we have been working toward a degree program and are excited that the opportunity will be coming. We have prepared the full proposal and upon approval from this body we will be about to submit it to the HEPC. Total enrollment in the program is projected to be 60 students. This is a very appropriate number for this major. We will be able to accomplish the addition of this major by adding one full-time faculty member and the resources that would support accreditation. West Liberty does not have as many accredited programs as we would like and we are excited for this one to be added to that mix. Other than the one new faculty member, there will not be any extraordinary cost to the University for this type of program. This program should be very cost effective for the University.

Dr. McCullough stated that this degree was offered on our campus a number of years ago and discontinued. It was a viable program with solid enrollment for many years, 15 to 25 years ago. Based upon a review of career paths and opportunities we feel it will once again be a viable program and that is why the proposal rose to this point.

A motion was then made by the West Liberty University Board of Governors to approve the Bachelor of Social Work Degree Program to be offered within the College of Liberal Arts, Department of Social and Behavioral Sciences by Roseanna Keller and seconded by Beverly Burke; motion passed unanimously.

Chair Exley stated that she asked Dr. Lukich to bring a list of possible programs that may be offered at The Highlands. The intent is that Board members may be chatting about The Highlands in your travels and this way you will have some measure of what classes are offered. Dr. Lukich stated that the gold sheet is a list of courses currently planned for The Highlands. We will probably have three more added, taking our numbers to 41 courses at The Highlands, not including the online opportunities. We will have a number of courses offered in an online format. There will be a separate booklet describing the courses. We are pleased to have faculty participating to the level they have extended themselves at The Highlands. There is also a variety of formats in which the courses are offered. Some are one night a week, first and second half semester for half a day on Saturdays, some between 8:00 a.m. and 11:00 a.m. The second half will have another set of offerings to allow students to come to The Highlands five days a week. We believe we are giving quite an array of options for the students and have plans of aggressively marketing The Highlands. Mr. Cook has been meeting the last couple weeks to formulate a plan to market The Highlands.

Mr. Cook stated that they are currently targeting three specific stores; Best Buy, Cabela's, and AT&T. These three stores have significant tuition reimbursement for their employees. Dates have been set to meet with employees at the Marquee Cinemas since we will not be in our building until August. Reid Amos coined the phrase "ground attack," which we are mounting with publications that our staff will place in every store in The Highlands during July. We are also going to purchase names of Ohio County residents to let them know we are open for business, distributing a publication Reid designed, and notify them what classes are available. In the next month or so we should have everyone in Ohio County know we are at The Highlands.

7. Election of Officers*:

Ms. Keller, as a member of the Nominating Committee, stated that she is proud to present the slate of officers recommended by the Committee members. The slate is: Chair - Brian Joseph, Vice Chair – Jim Stultz, and Secretary, Richard Carter.

A motion to accept the nominations for the election of officers for the West Liberty University Board of Governors was made by John Larch and seconded by Mike Turrentine; motion passed unanimously.

8. Tentative Schedule of Meetings July 2009-June 2010*:

The Board of Governors is asked to review the proposed dates on the attached schedule for any major conflicts in order to establish firm meeting dates for year beginning July 1, 2009. Additional meeting dates may be built into this calendar to allow for the discussion of any unforeseen issues that may require the Board's attention during the year. A quorum of seven voting members is required to be present for the Board to officially take action on any item.

A motion was then made by the West Liberty University Board of Governors to adopt the meeting schedule for July 2009 through June 2010 by Richard Carter and seconded by Paul Limbert; motion passed unanimously.

President Capehart noted that the February 10, 2010 meeting lists to "prepare for legislative year." This should be included in the December meeting since the legislature convenes in January.

Chair Exley noted that the Executive Committee of the Board typically meets the Wednesday prior to the Board meeting.

9. Approval of President's Salary Increase*:

Chair Exley stated that the presidential compensation is based on an excellent two-hour evaluation conducted on June 3, 2009 with President Capehart. President Capehart has provided excellent leadership for West Liberty University and is committed to making a good College a great University. After reviewing the goals and objectives the Executive Committee was unanimous in their support of the vision, leadership, and commitment shown by the President. Chair Exley asked John Gompers, Counsel to the Board, for his comments.

Mr. Gompers stated that he was invited to be a part of the president's evaluation and also to attend the Executive Committee meeting, not only for the president's performance that was discussed but also the compensation issue which came up at that time. The president received an excellent evaluation for performance. When the compensation issue was introduced Mr. Gompers advised the Executive Committee that essentially West Liberty was out of compliance with regulations. The regulation stipulates that the president's salary should be the average of president's salaries in its peer institutions. West Liberty is no where near the average at this point in time and it is recommended that in the spirit of trying to follow the regulations, the University get into compliance. It was unanimously recommended that the president's salary be raised to \$170,000 for fiscal year 2009-10, which still does not bring West Liberty into compliance with regulations. It does show that there is an effort and desire to get into compliance over a period of time.

Mr. Gompers further stated that this was not only a bare-bones argument about the regulation or discussion regarding the evaluation, but we also looked into other facts; and the fact is West Liberty can financially do this. Financially West Liberty is in good shape at this time and has funds sufficient to make increases; the budget is balanced, enrollment has increased over the last three years which has helped income, and the University currently maintains a healthy reserve fund. Fund raising has also increased despite the economic downturn. Because of these reasons, the Executive Committee unanimously recommended the \$170,000 salary. The peer average salary last year was \$181,000. Even raising it to \$170,000 for 2009-10 will still not bring us into compliance but shows a good faith effort to do so. Chair Exley asked if there were any questions for Mr. Gompers or members of the Executive Committee.

Mr. Limbert asked if this regulation is a new regulation this year or a regulation that has been in effect for a number of years. Mr. Gompers stated the regulation changed as of May 19, 2009 and the regulation prior to that would have stated that the president's salary could be raised no less than 20% and no more than 80% of the average CUPA amount. The regulation was changed because essentially the institutions were just going to 20% and nobody was going higher than the 20%. The

changed regulation prompted this discussion; the former regulation has been thrown out and changed to the peer institutions selected by the HEPC.

A motion was then made by the West Liberty University Board of Governors to approve the President's salary increase to \$170,000 for fiscal year 2009-10 by Jim Stultz and seconded by John Larch; Paul Limbert abstained; motion passed.

Mr. Turrentine stated that he has seen the information provided by Mr. Gompers and can appreciate the fact that West Liberty needs to be in compliance with regulations. It was embarrassing to see how far below the other institutions we were in our peer group. This has been an eye opening experience. On this same note, Mr. Turrentine asked that West Liberty now try to make a good faith effort to bring faculty member salaries into line with our peer institutions. This year we need to investigate the faculty salaries under the same standards we see for the president's compensation.

10. Capital Land Services Review:

Chair Exley stated that she received a letter March 17, 2009 from Capital Land Services. Capital Land Services is exploring this area to find clean burning natural gas. They came to the University because they wanted to explore the possibility of coming to our campus and they would pay us for whatever natural gas they find. Chair Exley approached the Executive Committee of the Board to discuss this matter and it was decided that the matter should be brought to the full Board on what to do with this income opportunity.

Mr. Wright attended the Executive Committee meeting where it was reviewed that the State owns 278 acres at the University and it does have the gas rights for all but six or eight acres. Last August and September when natural gas was at \$13/NCF the groups in the area, which there are two or three, were offering \$3,000/acre with 16% royalty and no guarantee to drill. If you signed-on you might pick up \$834,000 with no guarantee to drill. Whether they drill or not is important. Mr. Wright continued with a lengthy breakdown of financial possibilities.

Ms. Keller stated that she has had some experience with this in her area with Chesapeake, another company exploring locally. There is a constituent group of 75 people in the Marshall County area. Chesapeake started out at one price and the price was going up until the economy went down and the offers came off the table. They approached Bayer to see if we could process the gas through what's called "fracking," (hydraulic fracturing). This involves injecting water deep underground to force out the gas, then separate it from the water and pump the water back out onto the hill side. Chesapeake pulled the deal back as soon as prices went down. Most land owners are waiting for prices to go back up. Some had already committed and once you commit, you're done; you can't go with another company.

Mr. Carter stated that it is not like this opportunity will go away in the future. The shale will still be there and should it be needed, somebody is going to be willing to pay to drill.

Mr. Limbert asked if we are looking for a decision this evening and if not, we could put together a committee, look at the alternatives and move forward. This situation can be monitored and we can move along.

A motion was then made by the West Liberty University Board of Governors to monitor all communications with regard to the drilling of natural gas by Paul Limbert and seconded by Richard Carter; motion passed unanimously.

11. Warwood Center Update:

Mr. Wright stated that in order to sell a state owned property you are required to get two appraisals. The State currently owns the Warwood Center. Two appraisals were received in May of 2009; one from John Kelly and one from William Buch. The average of the two appraisals is \$152,500. The State is required to sell the property at or above the average appraisal price.

A public hearing was held in this room on May 14, 2009, which lasted about a minute and a half. The public hearing is for one purpose; to let the public come and make whatever positive or negative comments they want about the potential sale. One person was willing to speak and asked what we were going to do with the Warwood Center, to which we declined to make a statement. No one else spoke.

The Warwood Center was put up for sale with Paull Associates on May 19, 2009, first advertised on May 24, and on Monday, May 25, the first person of interest was taken through the building by Paull Associates. A company by the name of JJBBB, LLC put in an offer to purchase the building the next day for \$165,000. Jake Robinson is the primary constituent in the group. The closing will be held August 31, 2009. Proceeds from the sale will go to the State and the University must petition the legislature for the return of the proceeds for capital improvements to the University. The next legislative session will be next January or February.

Mr. Wright asked if there were any questions. He could only state that Jake Robinson plans to rent the building out and is very interested in filling it up. Mr. Robinson owns six other buildings in Wheeling and Moundsville.

Mr. Gompers stated that a motion to approve the sale to a buyer for \$165,000 is needed to authorize the Board Chair to sign the deed, along with the President, and Chief Financial Officer to execute any other documents relative to the closing and actions necessary to close on the property.

Chair Exley read the proposed resolution into the record as follows:

“Proposed Resolution: RESOLVED, that the Real Estate Purchase Agreement, dated May 27, 2009, between Board of Governors of West Liberty University (Seller) and JJBBB, LLC (Buyer), for the sale of real estate located at 1610 Warwood Avenue, Wheeling, Ohio County, West Virginia (as described in Deed Book No. 760, at page 370), for the purchase price of \$165,000.00, is hereby ratified, confirmed and approved; and

RESOLVED, that the Chairman of the Board of Governors of West Liberty University is hereby authorized, empowered and directed to execute and deliver to JJBBB, LLC a Deed transferring said real estate and the aforesaid 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.”

A motion was then made by the West Liberty University Board of Governors to accept the Resolution by Roseanna Keller and seconded by Paul Limbert; motion passed unanimously.

12. SMART-Center Update:

Mr. Wright stated that we have two groups at the Warwood Center, one being the SMART-Center, which is a science center that teaches science to students from five to thirteen or fourteen years of age. Some of these courses are offered at schools in the area and other courses are non-school sponsored and are held during the summer.

The last six-years of operation of the SMART-Center were analyzed and our income was \$185,000, expenses \$540,000, with an average loss of \$60,000/year, and the Center was charged no overhead. In talking with Mr. Robinson about what they might lease West Liberty square footage for, although we have not been given a figure at this point, we assume \$4.00/sq. ft. The SMART-Center will need to move or have a lease by August 31st. We have offered the use of the CONSOL center between West Liberty and Bethany. This building is in better shape than the Warwood Center. The current employees in the SMART-Center were not interested in going to the CONSOL center, but it is a university operation and we could move it to that location. Of the two groups in the Warwood Center, the SMART-Center is by far costing us the most money at \$100,000 plus in the hole.

The second group in the Warwood Center is the Handle on Science, which is divided into sections. RESA 6 has been in the building for a number of years and essentially, they bring in teachers from local schools, teach them how to use science kits, put various scientific projects in these kits, and send them out to the grade and high schools. RESA 6 funds the equipment that goes into the science kits. They also receive funding through charging each school board some money to cover the cost of West Liberty's employee who handles the boxes. Over the past six years our revenues were \$195,000, expenses \$230,000, with a loss of about \$6,000/year. At 333 sq. ft. for their area we lose about \$20,000/year. We will be meeting with the RESA 6 people in the future. The Benedum Foundation gave the West Liberty Foundation a \$700,000 grant for the years at \$233,000. The grants run out this year so we need to take another look at the program. The Handle on Science personnel

tell RESA what items they need to put on order for the science kits as well as training for new teachers in RESA 6. The problem here is it looks like we have a \$20,000 annual loss on the program plus the lack of a full-time supervisor. We are going to meet with officials of RESA 6 and decide whether to continue the program.

Chair Exley stated that although the Board does not meet again until August, an earlier meeting can be set up if needed.

13. Laptop Program Update:

Mr. Clark stated that IT Services have been working continuously since last year on the Laptop program. If you observe laptop research it indicates the current laptop size and form factor for our students. Mr. Clark displayed an example of the kind of Netbook we are going to use. It's very light, has a Windows operating system and all of the software that West Liberty's students will need to study, write papers and do other scholarly activities. The price of these Netbooks has been continuously falling all year long. This model has 92% standard keyboard size and one of its most outstanding features is that it is very energy efficient. It can go an entire day of computing in three to four hours of classes without needing plugged in. Currently we have 318 reservations from our first time freshman that we have elicited to take the laptop this year. Our fee for servicing the laptops has also fallen. Last year the service fee for the larger laptop was \$75. This year the fee is \$25 for two semesters. After two semesters the Netbook becomes the property of the student.

The Laptop Support Center supports students for their entire needs of the laptop; any repairs, hardware, or other problems. The first year students who got to use their laptops had a few repairs along the way and we attempted to keep the downtime to an absolute minimum. The downtime average turn around was normally the same day, with the exception of hardware related problems and UPS delivery. This is better than the average retail outlet in the regional area.

Mr. Turrentine asked what the cost of the laptop would be, to which Mr. Clark stated that last fall the retail was \$480 but today's quote is down to \$302.

Mr. Carter asked for clarification on if a student pays a \$25 maintenance/service fee for the first two semesters they are then given the laptop, to which Mr. Clark stated yes. He then congratulated Jim for finding such a good device at a reasonable cost and for a more than reasonable service and maintenance cost. Mr. Clark stated that students tell us that the ability to stay here on the hilltop and get this service is a very important component. It could also be looked at as a retention item because the students aren't driving off the hill to deal with computer problems.

Mr. Turrentine asked Mr. Clark to discuss the laptop program and another aspect that affects areas of the campus. Mr. Clark stated that the yearly fee had been \$75 for four years. In the midst of setting priorities and budgetary items on the program we identified the fact that we needed to hold the cost of the program down to a certain level. With that goal in mind we were looking to get the best and most quality units for the students and to fill their needs. With the savings from the Sakai program, which enables us to offer on-line courses, we were able to generate more revenue; although up front it is actually going to be a little extra out-of-cost on that product.

Mr. Clark stated there was an Apple program which the University charged a one-time fee of \$150, which is significantly more expensive than HP. Apple's was a \$1,200 proposition and they are a very small component of the laptop program. Their software option for certain majors in graphic design, digital media, and the arts area are offered to approximately 18 students at this time. Those students tended to move towards or want the Apple computer. We have identified for academic purposes those students who need this software package. The Apple is currently still around \$950.

14. FY 10 Budget Update:

Mr. Wright stated that for the FY 10 budget the HEPC approved our tuition and fees as submitted at their last meeting. The total budget from the legislature passed last week and was submitted on Friday in the State Budget Office. A 5% reduction in budgets was planned and we were given back \$180,000, so the actual reduction is around 3.1%. The only thing that is still not settled would be as to whether to make the balance of this reduction up in stimulus money. This is still floating and no decision has been made from what had been previously approved. From where we stand we hope to have an approved budget this week.

President Capehart stated that he received a notice day before yesterday that the State college and university presidents are having a budget meeting next Thursday, a week from tomorrow, to talk about finalizing budgets. We will also talk about the distribution of the money that is coming from the Federal Government.

15. President's Report:

President Capehart presented his annual report and a look the many things which have taken place on campus. A bullet point list is attached to the minutes.

Motion to move to Executive Session pursuant to WV Code § 6-9A-4 was then made by Paul Limbert and seconded by John Larch; motion passed unanimously.

Following discussion, a motion was made to rise from Executive Session by Jim Stultz and seconded by Beverly Burke; motion passed unanimously.

16. Adjournment:

The meeting adjourned at 6:58 p.m.

Lynne Exley _____
Chair

Mike Stolarczyk _____
Secretary

**PRESIDENT'S REPORT
FOR
ACADEMIC YEAR 2008-09**

ADMINISTRATIVE

- Obtained University Status
 - Restructured institution to reflect new university status
 - University, Colleges, Schools, Departments
 - Planned and executed University Week events
- Completed "Distinction and Distinctiveness: A Strategic Plan for West Liberty University"
 - This plan embodied a new paradigm in which the University will focus on doing a few things very well
 - Pillars of Distinction – signature academic programs
 - Points of Pride – signature student life initiatives
 - Capital Improvement Plan
 - Approved by the Higher Education Policy Commission in January 2009
 - When introducing this plan for approval, Chancellor Noland complimented the strength of the plan that resulted from a new approach
- Recognition by HEPC of the value of our budget priorities
 - Health Care Science Center 1st on the list of new projects to be funded from bonds
 - Shaw Hall 4th on the State's list of revitalization projects
- Highlands Center
 - Prepared for opening in Fall 2009
- Completed review of Board of Governor's procedures
- Developed and executed comprehensive fundraising plan
 - Increase in fundraising despite economic downturn
- Reorganized Office of Communications into a more effective and efficient operation
 - Example: Media surrounding University Week
- Revised budget process
 - Established greater transparency and input
 - Budget became more of a working document
- Establishment of West Liberty University Academy of Honor
- Establishment and implementation of internal communications strategy
 - Attendance at constituency group meetings
 - President's blog
- Establishment of new West Liberty University brand
 - Seal
 - Logo
- Initiated commercialization of Channel 14 in order to provide greater opportunities for students while generating revenues
 - Contract with recent conference at Oglebay Park
- Significant capital improvements
 - Library roof
 - Campus lighting
 - Landscaping
 - Blatnik generator
 - Road paving
 - Completion of Beta Hall for full occupancy
 - College Hall sprinkler system

ACADEMICS

- Launched first masters program
- Began process for next two masters programs
 - MBA – finalize curriculum
 - Physicians Assistant program – interview phase for directors

- Created plan for expansion of dental hygiene program
- Significant expansion of online and hybrid courses
 - Migration to Sakai
 - Successful training of a majority of faculty members
- Laptop computer program successful
- Established School of Professional Studies to embrace nontraditional education alternatives
- Try College Program
 - Used as a model for other programs in the State
- Vastly expanded use of Channel 14 for educational and promotional purposes
- Conducted first University Colloquium
- Celebrated International Education Week

STUDENT LIFE

- Significant increases in institutional scholarships in light of study completed by Dr. Catma
- Significant increases in funding for on-campus activities resulted in an enhanced campus life
 - \$30,000 to \$125,000
 - Hiring of Student Activities Coordinator
- Establishment of ranking men's and women's honoraries
- Instituted "Midnight Breakfast" during finals week
- Opened University Place as the first "Honors House"
- Opened first two on-campus Greek Houses
- Opened International Student Center

PERSONNEL

- Salary adjustments for all faculty and staff
- Significant increases in funding for faculty development generated an accelerated pace of scholarly activity
- Significant increase in funding for staff development

CIVIC ENGAGEMENT

- Significant increase in community support and participation in campus activities
- U.S. Marine Corps Band concert
 - Won WVIAC Community Engagement Award
- University Economics Club
 - Dr. Roy Cordato
 - Steve Moore
- Distinguished Speakers Series
 - Dick Morris
 - Post-election Panel
- Hughes Lecture Series
 - Ted Kooser, former Poet Laureate of U.S.
- Established "Tomorrow's Talent" Performing Arts Summer Camp
- Hosted Governor's Academy for the Arts
- Community Concert series

ATHLETICS

- Opening Day and dedication of new Mondo-Turf
- National Champion in Wrestling
- Wrestling GPA in top 20 in the nation
- CBS televised WLU-WJU game
- Women's basketball nationally ranked GPA

FACTS AND FIGURES

- Enrollment increased for 3rd year in a row
- Projected enrollment for Fall 2009 – 3.5% increase
- Largest freshman class in 19 years
 - 9.5% increase over previous year
 - Metro rate 38% increase over previous year
- Largest spring enrollment since 2002
 - 5.5% increase over Spring 2008
- Increases in transfer students
- Significant increase Elbin and Promise Scholars
 - 21% increase in Elbin Scholars

**West Liberty University
Board of Governors**

**Executive Committee
Minutes
August 5, 2009**

Executive Committee Members: Brian Joseph, Jim Stultz, Richard Carter, Lynne Exley, John Gompers

WLSC Administrators: Robin Capehart, John McCullough, Jack Wright

1. Chair Joseph called the meeting to order at 8:10 a.m.
2. SMART Center – Jack Wright, CFO, presented a detailed review of (1) SMART Center FY 09 costs at the Warwood Center, (2) overall revenue history of the SMART Center, and (3) FY 10 cost projections for the SMART Center if housed at the Warwood Center. An in-depth discussion/examination followed. Pursuant to the conclusion of a significant financial loss to the University if the SMART Center continued to operate at the Warwood Center (based upon a multi-year history of financial deficits), it was moved by Richard Charter and seconded by Lynne Exley, to officially close the SMART Center on August 31, 2009. The motion was unanimously approved.
3. President's Report – President Capehart provided an update on (1) projected increase in 2009 fall enrollment for first-time freshmen and overall, (2) increase in external funds raised during 2008-09, (3) Highlands Center progress, and (4) situation with Roadworthy Restaurant.
4. Meeting adjourned at 9:15 a.m.

Brian Joseph _____
Chair

Richard Carter _____
Secretary

Enrollment Services Board of Governors Report

8/26/09

- 1) The number of registered students for the fall semester has been running 4 – 6 % ahead during most of the summer months. Our registered student headcount as of August 11 was 2350. At the same point in time in 2008, we stood at 2229 registered students.
- 2) We are on pace to meet our projected enrollment increase of 3.5%.
- 3) Our freshman class is on pace to be larger than last year's class, which was our largest in nineteen years.
- 4) The 2008-09 Undergraduate Tuition and Fee Waiver Report has been completed and submitted.

UNDERGRADUATE TUITION AND FEE WAIVER REPORT

2008-09

General Academic Ability

BANNER							Financial
ID	Last Name	First Name	Hometown	State	Residency	Award	Need
@00022241	Adkins	Michelle	Frazeysburg	OH	Out State	10616	Yes
@00010615	Anderson	Stephanie	Bloomington	OH	Metro	9992	Yes
@00027267	Antill	Courtney	Powhatan Point	OH	Metro	3360	No
@00027147	Baird	Jennifer	Harrison City	PA	Out State	490	Yes
@00029645	Bell	David	Cumberland	OH	Metro	3360	Yes
@00026498	Blazak	Adam	Youngstown	OH	Out State	9992	Yes
@00041227	Cain	Sharon	Clarington	OH	Metro	8616	Yes
@00013001	Carter	Jamie	Moundsville	WV	In State	2000	Yes
@00041232	Clegg	Brendan	Bellaire	OH	Out State	7992	Yes
@00013285	Craig	Zachary	Clayton	MI	Out State	9992	No
@00020121	Deem	Nikki	East Liverpool	OH	Metro	8800	Yes
@00047270	Dempster	Davonna	Avella	PA	Out State	7992	Yes
@00031997	Drake	Jaron	Martins Ferry	OH	Out State	9992	Yes
@00010222	Eaton	Tricia	Sebring	OH	Out State	9992	Yes
@00050730	Farnan	Marianne	New Paris	PA	Out State	9992	Yes
@00018577	Felton	Lindsey	Follansbee	WV	In State	500	No
@00038606	Ferrebee	Ryan	Hopedale	OH	Out State	9992	Yes
@00028821	Forgrave	Adrienne	Rushville	OH	Out State	3360	Yes
199021279	Freshwater	Melissa	Wellsburg	WV	In State	1290	Yes
@00010418	Goode	Tiffany	Moundsville	WV	In State	1290	Yes
@00025391	Goodwin	Heather	Temperance	MI	Out State	500	Yes
@00040211	Guzniczak	Crystal	Weirton	WV	In State	1290	Yes
@00050899	Hansen	Victoria	Erie	PA	Out State	9992	Yes
@00040583	Kane	Michael	Bolivar	OH	Out State	9992	No
@00021980	Kreinbuhl	Derek	Dennison	OH	Out State	10616	Yes
@00026455	Lutz	Amber	Martins Ferry	OH	Metro	9992	Yes
@00044170	Maher	Melissa	Weirton	WV	In State	1290	Yes
@00046748	McCreery	Abby	Bolivar	OH	Out State	9992	No
@00012239	Medley	Rebecca	Wintersville	OH	Metro	3360	Yes
@00026337	Michel	Karen	Butler	PA	Out State	3360	Yes
@00010411	Montgomery	Torie	Wheeling	WV	In State	1290	Yes
@00045961	Neifeld	Brandon	Pembroke Pines	FL	Out State	9992	Yes
@00027815	Petardi	Jenna	Pickerington	OH	Out State	9992	Yes
@00024140	Pulice	Maria	Weirton	WV	In State	1032	Yes
@00010400	Sams	Tiffany	Washington	WV	In State	1290	Yes
@00026443	Schockey	Emily	Bellaire	OH	Metro	3360	Yes
@00016515	Schwaben	Megan	Woodsfield	OH	Out State	3360	Yes
@00050159	Scott	Jesse	Bellaire	OH	Metro	3360	Yes
@00040183	Sickles	Andrew	Washington	PA	Metro	495	Yes
@00015974	Stemen	Kolten	Ashville	OH	Out State	10616	Yes
@00011602	Thomas	Cody	Carroll	OH	Out State	10616	Yes
@00030207	Torrence	Jennifer	Sarasota	FL	Out State	8200	No
@00021940	Wiggins	Samantha	Grove City	OH	Out State	9992	No
@00025663	Young	Emily	Olmsted Falls	OH	Out State	9992	No
@00028296	Zheng	De Xiong	Bridgeport	OH	Metro	3360	Yes
	Total					\$ 276,941	37

Academic Ability - Creative Arts

@00024236	Acenowr	Matthew	Norwich	NY	Out State	2000	Yes
@00041562	Bishop	Jonathan	Bolivar	OH	Out State	3360	Yes
@00031335	Bruno	Antony	Wheeling	WV	IN State	500	No
@00050155	Clark	Andrew	Bellaire	OH	Metro	3360	Yes
@00038685	Eikey	Renae	Wheeling	WV	IN State	1290	Yes
@00040317	Granik	Svetlana	Wheeling	WV	IN State	500	Yes
@00022794	Hardy	Michael	Weirton	WV	IN State	2000	Yes
@00029155	Hedges	Samantha	Wheeling	WV	IN State	500	Yes
199321414	Keener	Christian	Bethany	WV	IN State	4184	Yes
@00040223	Krieger	Cory	Bellaire	OH	Metro	3360	Yes
@00037205	Lee	Tiffany	Wheeling	WV	IN State	2000	Yes
@00039877	Long	Justin	Shadyside	OH	Metro	8696	Yes
@00024063	Matteson	Jaymie	Avella	PA	Metro	1500	Yes
@00035564	McDonald	Michael	Wheeling	WV	IN State	1290	Yes
@00049425	McIntosh	Olivia	Wheeling	WV	IN State	4184	Yes
@00027165	McVey	Joseph	Coshocton	OH	Out State	3360	No
@00010075	Moon	Mitchell	Rayland	OH	Metro	8616	Yes
@00023944	Moyer	Andrew	Martins Ferry	OH	Metro	1000	Yes
@00051039	Renforth	Jonathan	Wheeling	WV	IN State	1290	Yes
199822642	Schneider	Gretchen	Wheeling	WV	IN State	1000	Yes
@00026443	Schockey	Emily	Bellaire	OH	Metro	1000	Yes
199921187	Schultz	Julie	Wheeling	WV	IN State	1290	Yes
@00030649	Troyan	Anielle	Martins Ferry	OH	Metro	3360	Yes
@00011624	Withers	Jerid	Bethany	WV	IN State	1290	Yes
	Total					\$ 60,930	22

Athletic Ability

@00025553	Ayers	Kayla	Parkersburg	WV	IN State	4184	No
@00023281	Banks	Darren	Collingswood	NJ	Out State	5308	Yes
@00010506	Beeler	Stephen	Waverly	OH	Out State	10616	Yes
@00023090	Besece	Clark	Dillonville	OH	Metro	2000	Yes
@00024491	Betz	Matthew	Louisville	OH	Out State	3360	Yes
@00042972	Buffo	Michael	Weirton	WV	IN State	1000	Yes
@00045775	Burchfield	Natalie	Toronto	OH	Metro	7000	Yes
@00035694	Burkle	Eric	Wheeling	WV	IN State	2092	No
@00033978	Cessna	Jennifer	Fort Ashby	WV	IN State	1267	Yes
@00014913	Cessna	Julie	Fort Ashby	WV	IN State	4122	Yes
@00014687	D'Antonio	Dante	Aliquippa	PA	Metro	3360	Yes
@00028237	Daugherty	Derek	Cambridge	OH	Metro	500	No
@00011290	Davis	Benjamin	Piqua	OH	Out State	3360	Yes
@00024623	Di Marco	Anthony	Torrance	CA	Out State	1680	No
@00024163	Doukakis	Christopher	El Segundo	CA	Out State	5308	No
@00035437	Fehoko	Tevita	Chula Vista	CA	Out State	1680	Yes
@00012793	Fortney	Jordan	Bowling Green	OH	Out State	3500	Yes
@00017670	Fortuna	Rebecca	Willowick	OH	Out State	1680	Yes
@00051490	Gibbs	Vance	Fredericksburg	VA	Out State	3360	No
@00036002	Hager	Billy	Ocala	FL	Out State	1680	No
@00016800	Harding	Nicholas	Lackawanna	NY	Out State	5308	No
@00024836	Helm	Katherine	Lancaster	OH	Out State	3360	Yes
@00016394	Hershberger	Erica	Sugarcreek	OH	Out State	4860	Yes
@00038501	Hills	Eddie	Palmetto	FL	Out State	2500	Yes
@00028865	Howlett	Ben	Marietta	OH	Out State	3500	No
@00021578	Hynes	Dustin	St. Clairsville	OH	Metro	1480	Yes
@00029884	Jackson	Sean	Olmsted Falls	OH	Out State	1000	No

@00020282	James	Thad	Southington Jacksonville	OH	Out State	1840	No
@00029403	Kampfe	David	Beach	FL	Out State	3360	No
@00023597	King	Kristina	Waterford	OH	Out State	3400	No
@00036114	Madia	Nicholas	Valencia	CA	Out State	1758	No
@00051369	Malerneer	Laura	Gahanna	OH	Out State	3672	No
@00029283	Marolo	Alexander	Beavercreek	OH	Out State	2350	No
@00041417	Mathey	Michael	Prospect	OH	Out State	3500	Yes
@00050082	Mirich	Ryan	Martins Ferry	OH	Metro	3360	Yes
@00041348	Mirich	Scott	Martins Ferry	OH	Metro	6000	Yes
@00022479	Morrow	Christopher	Van Wert	OH	Out State	10616	Yes
@00041481	Nugent	Nicholas	Brooklyn	NY	Out State	1000	Yes
@00025355	Ore	Branden	Chesapeake	VA	Out State	10616	Yes
@00012506	Pelle	Corey	Silver Grove	KY	Out State	3500	Yes
@00040803	Petrella	Ralph	Steubenville	OH	Metro	1680	No
@00042151	Presley	Jeremy	Steubenville	OH	Metro	2000	Yes
@00029964	Quintana	Marina	Las Palmas	Spain	Out State	5100	No
@00027976	San Felippo Santin-	Anthony	Oberlin	OH	Out State	2680	Yes
@00029965	Junior	Jandir	Campo Grande	Brazil	Out State	5100	No
@00010306	Shetzer	Barry	North Canton	OH	Out State	10000	No
@00011983	Smith	Cassandra	Fredericksburg	VA	Out State	10616	No
@00029275	Smith	Mitch	Ripley	WV	IN State	3400	Yes
@00035753	Srch	Daniel	Elk Grove	CA	Out State	4000	Yes
@00038618	Stewart	Lamar	Brooklyn	NY	Out State	1000	Yes
@00051378	Stewart	Zachary	Toronto	OH	Metro	1680	Yes
@00039982	Stone	William	Toronto	OH	Metro	500	No
@00029345	Surra	Douglas	Kersey	PA	Out State	3360	No
@00047258	Taylor	DeRon	Ashville	OH	Out State	1000	Yes
@00010654	Travis	Ryan	Massillon	OH	Out State	3360	No
@00023516	Varney	Joshua	Litchfield	OH	Out State	3360	No
@00035695	Walls	Kashif	Sicklerville	NJ	Out State	4950	Yes
@00024599	Wheeler	Joseph	Caldwell	OH	Out State	1000	Yes
@00025782	Wiggins	Deonte	Maple Heights	OH	Out State	1000	Yes
@00041431	Wolosinczuk	John	Akron	OH	Out State	3500	Yes
@00032595	Woods	Evelyn	Beloit	OH	Out State	4600	Yes
@00010628	Worek	Nathan	Fairfax	VA	Out State	10616	No
@00020645	Yager	Joshua	Powhatan Point	OH	Out State	380	Yes
	Total					\$ 228,919	37

Part-Time Enrollment Employees

@00024728	Bennington	Cheryl	Wheeling	WV	IN State	784	Yes
@00004702	Cheek	Melanie	Colliers	WV	IN State	523	No
199221320	Hanna	William	Wheeling	WV	IN State	392	No
199922531	Heinzeroth	Deborah	Wellsburg	WV	IN State	784	No
198621687	Miller	Rosemary	Wheeling	WV	IN State	392	No
	Total					\$ 2,875	1

Siblings

@00036028	Arnold	Laura	Walker	WV	IN State	1290	Yes
@00045198	McMahon	Holly	Wheeling	WV	IN State	1290	Yes
@00011585	Pearson	Tiffany	Follansbee	WV	IN State	1290	Yes
@00010232	Zelinski	Ryan	Glen Dale	WV	IN State	1290	Yes
	Total					\$ 5,160	4

West Virginia Residents With Need

@00043789	Flesher	Tamra	Paden City	WV	IN State	645	Yes
@00011518	Flinn	Tony	Williamstown	WV	IN State	645	Yes
@00043930	Francis	Natascha	Moundsville	WV	IN State	645	Yes
200122414	Freshwater	Stephanie	Wheeling	WV	IN State	1290	Yes
@00040317	Granik	Svetlana	Benwood	WV	IN State	1290	Yes
@00028298	Greenwald	Jessica	Bridgeport	OH	IN State	4264	Yes
200123172	Keener	Pamela	Bethany	WV	IN State	1290	Yes
@00043937	Loy	Julie	Wheeling	WV	IN State	645	Yes
@00024121	McCarty	Jonathan	Wheeling	WV	IN State	1290	Yes
@00041579	Mooney	Ariel	Lost Creek	WV	IN State	1290	Yes
199621723	Murray	Jill	Wheeling	WV	IN State	766	Yes
@00020658	Rice	Barbara	Weirton	WV	IN State	1290	Yes
@00017509	Roth	Natalie	Wheeling	WV	IN State	1290	Yes
@00027365	Salem	Nicole	Wheeling	WV	IN State	1290	Yes
@00030841	Spicher	Pariksit	Moundsville	WV	IN State	1290	Yes
@00015626	Waskevich	Melissa	Weirton	WV	IN State	2132	Yes
	Total					\$ 21,352	16

Children of Employees

@00035949	Bugaj	Lindsay	Bridgeport	OH	Metro	4308	No
@00019561	DeWitt	Kristin	West Liberty	WV	IN State	2092	No
@00014760	Fliess	Megan	Wheeling	WV	IN State	2092	No
@00023168	Kaczor	Elizabeth	Wheeling	WV	IN State	2092	Yes
@00019548	McCormack	Benjamin	Wheeling	WV	IN State	2092	No
@00048173	Mills	Stephanie	Windsor Heights	WV	IN State	2092	Yes
@00013610	Six	Matthew	Claysville	PA	Metro	4308	No
@00020727	Swiger	Shane	Wheeling	WV	IN State	1046	Yes
	Total					\$ 20,122	3

HSTA

@00049262	Bishop	Briana	Kingwood	WV	IN State	4184	No
@00018653	Brown	Kayla	Moundsville	WV	IN State	4184	Yes
@00022150	Carpenter	Michael	Lester	WV	IN State	3434	Yes
@00048793	Cochran	Candice	Webster Springs	WV	IN State	2092	Yes
@00044555	Gilbert	Lanette	Moundsville	WV	IN State	4184	Yes
P00000953	Gockstetter	Megan	Wheeling	WV	IN State	4184	No
@00030336	Kitlak	Kathryn	Wheeling	WV	IN State	4184	Yes
@00033383	Kuhn	Karissa	Glendale	WV	IN State	4184	Yes
@00045119	Law	Kameron	Morgantown	WV	IN State	4264	No
@00011959	Makara	Nadja	Moundsville	WV	IN State	4184	Yes
@00046032	McGill	Kyle	Moundsville	WV	IN State	4184	Yes
@00023283	Miller	Zachary	Wheeling	WV	IN State	2092	Yes
@00037131	Pell	Stephanie	Kingwood	WV	IN State	4184	No
@00006063	Persinger	Tara	Moundsville	WV	IN State	2092	Yes
@00023198	Royal	Kelly	Moundsville	WV	IN State	4184	Yes
@00029841	Timmins	Heather	Glen Easton	WV	IN State	4184	No
	Total					\$ 59,998	11

Foster Care

@00014511	Brown	Lillian	Harrisville	WV	IN State	4184	Yes
@00020357	Collins	William	Cameron	WV	IN State	4184	Yes
@00041076	Dentice	Bethany	Follansbee	WV	IN State	4184	Yes
@00021012	Snoberger	Benjamin	Fort Ashby	WV	IN State	4184	Yes
	Total					\$ 16,736	4

SUMMARY

	<u>In State</u>	<u>Metro</u>	<u>Out-of State</u>	<u>Total</u>	<u>Total</u>	<u>Fin. Need</u>
<u>HEPC 5% Allotment</u>						
General Academic Ability	9 Students	11 Students	25 Students	45 Students	\$ 276,941	37
Creative Arts	13 Students	8 Students	3 Students	24 Students	\$ 60,930	22
Athletic Ability	6 Students	11 Students	46 Students	63 Students	\$ 228,919	37
Employee Enrollment	5 Students	0 Students	0 Students	5 Students	\$ 2,875	1
Total	33 Students	30 Students	74 Students	137 Students	\$ 569,665	97
 <u>Additional 5% Allotment</u>	 <u>In State</u>	 <u>Metro</u>	 <u>Out-of State</u>	 <u>Total</u>	 <u>Total</u>	 <u>Fin. Need</u>
Siblings	4 Students	NA	NA	4 Students	\$ 5,160	4
WV Residents w/ Need	16 Students	NA	NA	16 Students	\$ 21,352	16
Children of Employees	8 Students	NA	NA	8 Students	\$ 20,122	3
Total	28	NA	NA	28	\$ 46,634	23
 <u>HSTA</u>	 <u>In State</u>	 <u>Metro</u>	 <u>Out-of State</u>	 <u>Total</u>	 <u>Total</u>	 <u>Fin. Need</u>
	16 Students	NA	NA	16 Students	\$ 59,998	11
 <u>Foster Care</u>	 <u>In State</u>	 <u>Metro</u>	 <u>Out-of State</u>	 <u>Total</u>	 <u>Total</u>	 <u>Fin. Need</u>
	4 Students	NA	NA	4 Students	\$ 16,736	4

Grand Totals

	<u>In State</u>	<u>Metro</u>	<u>Number Awarded</u> <u>Out-of State</u>	<u>Total</u>	<u>Total</u>	<u>Need</u>
HEPC 5% Allotment	33 Students	30 Students	74 Students	137 Students	\$ 569,665	97
Additional 5% Allotment	28 Students	NA	NA	28 Students	\$ 46,634	23
HSTA	16 Students	NA	NA	16 Students	\$ 59,998	11
Foster Care	4 Students	NA	NA	4 Students	\$ 16,736	4
TOTAL	81 Students	30 Students	74 Students	185 Students	\$ 693,033	135

Report to the West Liberty University Board of Governors
Division of Student Affairs
J.D. Carpenter, Ed.D.

- West Liberty's second Hilltopper Academy was held July 26-31st and was deemed a tremendous success. There were 10 more participants than last year. Additionally, there are preliminary numbers in from last year's group. As of today (August 3rd), the first year retention rate for students who qualified but did NOT participate in the program was 56%. The first year retention rate for those who DID participate in the program was 69%. Obviously, we are very encouraged by those results.
- West Liberty was chosen as one of only three institutions in West Virginia to participate in Map-Works, which is basically an integrated first-year student tracking system and is based on student characteristics, self-reported behavior, and historical data. This project is funded in year one by the Policy Commission. This will impact first year students through their First Year Experience class, Academic Advising, Housing and Residence Life, Athletics, and the Center for Student Success.
- The University's Critical Incident Response Team conducted its first "table-top" exercise last month with Wayland Harris (Threat Preparedness Director for the Ohio County Health Department) and John Tagg (Director of the Wheeling-Ohio County Emergency Management Agency). Both reported that we performed very well for the exercise and that our Critical Incident Response Plan is very solid. We look forward to continuing our partnership with them.
- I was also asked last month to serve on a national panel for a webinar about campus safety on college campuses, co-sponsored by Rave Wireless and Security on Campus, Inc. In addition to myself, the other two panelists were the Chief of Public Safety at Kansas State University and Donna Shalala, President of the University of Miami and former Secretary for Health and Human Services.
- We have also been working on the next version of "Parents 101" for the fall which will take the form of a blog this year. As always, our hope is to stimulate communication amongst our first-year parents and provide a route through which we can offer better communication with them.
- And then there are the "normal" summer activities – managing our summer conferencing program (which grew again this year), training first year experience faculty, managing orientation, updating the student handbook, getting all of the room assignments in order, etc.
- Speaking of Housing and Residence Life, the numbers for August 1st indicate a housing population of 1229 and growing. That indicates a 2% increase over last year; slightly down in first-year students (indicating more commuters?) and slightly higher in returning students (indicating higher retention). This is an overall 28% increase with growth every year since 2005.

Provost Report
August 19, 2009

1. The new Deans were hired for three areas:
 - Dr. Keely Camden, Dean, College of Education
 - Dr. Loren Wenzel, Dean, College of Business
 - Dr. Thomas Michaud, Dean, School of Professional Studies

2. 18 new faculty have been hired for fall 2009. Seven holding terminal degrees and one who anticipates completing the terminal degree this upcoming year. Those faculty hired since the April BOG meeting include:
 - ✓ Dr. Mark Even--Assistant Professor of Chemistry
 - ✓ Michael Aulick--Associate Professor of Theater
 - ✓ Moonjung Kang--Assistant Professor of Graphic Design
 - ✓ Craig Crow--Instructor of Management
 - ✓ Sara Smith--Interim Program Director and Assistant Professor of Nursing
 - ✓ Mark Pissos--Instructor of Computer Information Systems
 - ✓ Jenna Cook--Instructor of Mathematics
 - ✓ Dr. Tracy Hutchison--Assistant Professor of Dental Hygiene
 - ✓ Brianne Bayer--Instructor of Communications
 - ✓ Ryan McCullough--Instructor of Communications and Director of Forensics
 - ✓ Dr. Matthew Zdilla--Assistant Professor of Biology
 - ✓ Aaron Huffman--Instructor of Physical Education
 - ✓ Jasmine Garcia--Instructor of Broadcast Journalism and Supervisor of WGLZ Radio
 - ✓ Dr. Shannon Halicki--Assistant Professor of Foreign Language
 - ✓ Lina Hixson--Instructor of Nursing
 - ✓ Sarah Schimmel--Instructor of Special Education
 - ✓ Traci Tuttle--Instructor of Special Education
 - ✓ Dr. Dongsoo Kim--Assistant Professor of Political Science

3. Interviews are complete for the Director of the Physician Assistant Program. An offer will be made soon.

4. The Highlands Center opens with the start of fall semester. An open house is scheduled for the faculty. Classrooms, offices, and the student lounge are equipped to begin. Technology is available for faculty use in every classroom that is scheduled for use.

5. This will be a busy year in regard to Academic Program Reviews. The following programs will be conducting reviews as listed next.
 - ✓ BOG:

Graphic Design	English
Biology	Dental Hygiene
Nursing	

 - ✓ External Reviewer Schedule

Psychology	Communications
Biology	Chemistry
Exercise Physiology	

OFFICE OF DEVELOPMENT REPORT
8/19/09

Total Gifts Received: As of June 30, 2009, the West Liberty University Foundation had received a total of \$953,120 in contributions since July 1, 2008. Excluding estate gifts, this compares to \$862,479 for the same period last year

Annual Fund

Phonathon: The spring '09 Phonathon concluded on April 2, 2009 and our student callers, the Route 88'ers, worked hard to overcome resistance due to the downturn in the national economy. Nearly 600 donors who had given in the past refused this year and most cited the "economy" as their reason for doing so. Nevertheless, as of June 30, 2009, \$38,044 was received in actual cash donations and the Route 88'ers obtained donations from 49 first time donors.

Campus Campaign: The campus campaign for the FY10 Annual Campaign for Excellence is currently underway. Letters have been sent to all university employees by J.D. Carpenter, Employee Campaign Chair. Last year's campaign resulted in a 75% increase in employee participation with a 60% increase in total contributions.

Major Gifts

Board Giving: One of the annual goals of the WLU Foundation board is to achieve 100 percent participation in the Annual Campaign for Excellence, with President's Circle membership strongly encouraged. That goal was achieved with all thirty-two foundation board members making gifts totaling \$195,599 as of June 30, 2009. Twenty-eight of these individuals qualified for membership in the President's Circle.

President's Circle: As of June 30, 2009, the West Liberty University President's Circle had 161 members who contributed a total of \$747,768. Compared to the same time last year, 159 benefactors had qualified for membership with gifts totaling \$690,817.

Corporate & Foundation Giving

As of June 30, 2009, corporate support for the year totaled \$101,510. Foundation giving for FY09 reached \$199,972.

Submitted by:

Jeff Knierim
Chief Development Officer

**EXPULSION NOTIFICATION RESOLUTION
WEST LIBERTY UNIVERSITY**

Action Item

The Higher Education Policy Commission has delegated to the institutional governing boards the authority to require notification (among member institutions) when a student is expelled. Previously, the Commission's Policy Bulletin 57 reserved this authority to the Commission.

For obvious liability reasons, West Liberty University has an affirmative duty to notify its sister institutions when a student is expelled. [Students expelled from other institutions – public or private, anywhere – are not eligible for admission to the University.]

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors requires the Registrar to notify West Virginia public institutions of higher education when the University expels a student. Such notification shall be in writing and attached to the student's official transcript.

West Liberty University Board of Governors
August 19, 2009

**CLASSIFIED STAFF SALARY ADMINISTRATION RESOLUTION
WEST LIBERTY UNIVERSITY**

Action Item

The Board of Governors is asked to authorize a 30-day period during which campus constituencies (faculty, staff, and students) may review and comment on a new Board policy entitled "*Classified Staff Salary Administration*". Promulgation of this document is required by HEPC and is authorized under WV State Code §18B-9-5 entitled "*Classified Employee Salary*" and §18B-9-4(b) entitled "*Establishment of personnel classification system: assignment to classification and to salary schedule*".

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the dissemination of the new Classified Staff Salary Administration policy to constituent groups for review and comment.

WEST LIBERTY UNIVERSITY

POLICY 51: CLASSIFIED STAFF SALARY ADMINISTRATION

STATEMENT:

The University recognizes that a uniform and consistent method of salary administration for classified staff contributes greatly to an equitable workplace and employee satisfaction. It is therefore the institution's practice and policy to administer all salary actions for classified staff in a non-discriminatory and legal fashion in full compliance with all applicable state and federal rules, regulations, and statutes.

PROVISIONS:

GENERAL PROVISIONS and AUTHORITY

This policy is administered under the guidance and interpretation of WV Procedural Rule, Title 133, Higher Education Policy Commission Series 8, WV Code § 18B-1-6, §18B-1-8, §18B-9-4, and the Mercer Classification System. All individuals are paid in "arrears" pay, which is to say, for any given pay date the individual is receiving pay for the two-week period immediately behind (i.e. prior to) the current pay period. All individuals are paid by direct deposit of their paycheck and receive a Notice of Deposit in lieu of an actual paycheck. The employee may choose to enroll in the voluntary state-sponsored Electronic Notice of Deposit System or "ENODS" to eliminate the paper Notice of Deposit and thusly, access their payroll information electronically. In all cases, retroactive pay is prohibited unless specifically authorized by the State Auditor's Office. Retroactive pay is pay for service rendered prior to a specific Authorization to Pay has been received from the State of West Virginia.

MERCER CLASSIFICATION SYSTEM

The Mercer Classification System in use by the State system of higher education mandates that all full-time, part-time, and temporary classified staff positions be identified with a job title and pay grade. Items common to all classified staff positions under the Mercer Classification System include:

Job Title. The label that uniquely identifies and generally describes a job. The same descriptive job title shall be given to a group of jobs, regardless of institutional location, which are substantially the same in duties and responsibilities and which require substantially the same knowledge, skills, and abilities performed under similar working conditions.

Pay Grade. A range of compensation values for a job defined by a series of step values. Positions which occupy the same job title shall be assigned to the same pay grade. Job titles having similar factor levels shall be classified within the same pay grade. The pay grade is further defined in salary schedules published from time to time by the Higher Education Policy Commission as approved by the WV Legislature. In general pay grade steps correspond with an individual employee's credited and completed years of service and range from step "0" through step "15."

FTE. Full time equivalency is the percentage of time for which a position is established, with a full-time position working 1950 hours per year being equal to 1.00 FTE. All other work schedules /FTE are derivatives of the preceding values.

PIQ or Position Information Questionnaire. This document describes the set of typical duties and responsibilities of a position including such items as essential and non-essential functions at a particular institution. It is the source document which is used to establish a job title and pay grade under the Mercer System of position classification utilizing a point-factor methodology. A PIQ may describe a position with a single incumbent or may apply to a position with a number of

employees at the institution each doing substantially similar work under the same job title and pay grade.

FULL-FUNDING

Effective July 1, 2008, the University achieved full-funding of the 2001 Mercer Classified Staff Salary Schedule. It is the University's intention to maintain all staff at full-funding consistent with the 2001 Schedule and any and all subsequent salary schedules as may be distributed by the state. In consideration of fiscal responsibility and budget, and in the event that any subsequent salary schedule approved by the Legislature and adopted by the Board cannot immediately be fully funded by the University, full-funding of the salary schedule may be implemented over a period of time as determined by the Board of Governors in consultation with the University's President and CFO.

Full-funding exists when all classified staff employees are at 100 percent of their appropriate salary step within their respective position's pay grade. Such determinations are to be made in consideration of each employees qualifying years of prior eligible service within the State of West Virginia.

ENTRY RATES

At full-funding, an individual with no prior eligible service is hired at step "0" of the position's respective pay grade. Subsequently, such employees advance to the next pay grade step by completing at least 9 months' service in any fiscal year (by June 30th). Individuals with prior eligible state service are hired at 100 percent of the respective step level the prior service indicates. Verification of prior eligible service must be obtained prior to placement at a starting step higher than step "0" where such placement may be warranted. In cases where verification has not been obtained, the individual will be started at step "0" and, only after verification, will the pay step be adjusted to reflect prior eligible service. In cases where full funding does not exist, the University shall employ all individuals at step "0" and adjustments for prior service, where applicable, shall occur at the next scheduled general salary increase or adjustment, irrespective of the individual employee having completed 9 months of service since their (re)hire.

PROMOTIONS and DEMOTIONS

A "promotion" is movement from a position requiring a certain level of skill, effort, and authority to a vacant or newly created position assigned to a different job title and higher pay grade requiring a greater degree of skill, effort, and authority. Under full-funding, individuals are moved to 100 percent of the appropriate step of the new pay grade in consideration of the individual's credited years of service. Where full funding does not exist, individual employees are moved an amount equal to 5 percent per pay grade or the minimum of the new pay grade, whichever is higher.

A "demotion" is movement from a position requiring a certain level of skill, effort, and responsibility to a vacant or newly created position assigned to a different job title and lower pay grade requiring a significantly lesser degree of skill, effort and responsibility. A demotion may be voluntary or involuntary

UPGRADES and DOWNGRADES

An "upgrade" is an advancement of the employee's current position to a higher pay grade as a result of a significant change in the position's existing duties and responsibilities. When a position is upgraded, the employee does not move to a different position in a higher pay grade. Rather, it is the employee's position that is moved to a higher pay grade because of a significant increase in the position's existing responsibilities as determined by job evaluation. When an

upgrade occurs to an employee occupying a title held by more than one individual, the position's current title shall be changed to a different title in the higher pay grade.

A "downgrade" is a reassignment of the employee's current position to a job title assigned to a lower pay grade as a result of a significant reduction in the existing position's duties and responsibilities. When a position is downgraded, the employee does not move to a different position in a lower pay grade. Rather, it is the employee's position that is moved to a lower pay grade because of a significant decrease in the position's existing responsibilities as determined by job evaluation.

SALARY ADJUSTMENTS IN GENERAL

To be eligible for a general "annual salary increase or adjustment", typically called the "annual adjustment," an individual must have completed at least 9 full months of service in the preceding fiscal year. In cases where the annual adjustment does not fall on an effective date of July 1st, the individual must have completed 9 full months of service by the date immediately preceding the effective date of the adjustment. For eligible individuals at a step level contained within the Mercer Salary Scale within their position's respective pay grade, the annual salary adjustment would advance the individual to the next step within grade. The maximum step within grade being step 15 under the current salary schedule.

A "base salary adjustment" is the amount that a base salary increases within the pay grade to reward performance, to rectify inequities, or to accommodate competitive market conditions. It is not considered the same as an "annual salary increase or adjustment (annual adjustment)." Base salary adjustments are not typically made on any regular basis and may be made on an individual basis versus an annual adjustment which is typically made for all eligible classified staff.

As long as the University remains fully-funded, it may grant general salary increases or adjustments to those employees who have reached the maximum of their respective pay grade, i.e. step "15." Under conditions where full-funding does not exist, no employee may receive a general salary adjustment or increase which would place them above 100 percent of step "15" (or the highest step of any subsequently adopted salary schedule, as appropriate).

PAY CALCULATIONS

Pay cannot be made retroactively for duties not performed. Base salary is calculated on a thirty-seven and one-half (37 1/2) hour work week.

Overtime pay for nonexempt employees is calculated at the rate of one and one-half (1 1/2) times the regular hourly rate, which is the total base salary plus any incremental pay divided by 1,950 hours. Overtime does not commence until forty (40) hours actually have been worked within one (1) work week. Regular hourly pay, also known as "straight time," is paid for work time between thirty-seven and one-half (37 1/2) hours and forty (40) hours in a work week.

Only actual hours worked are included in calculating overtime. Pay which is received for holidays, annual leave, sick leave, or work release time is not counted as working hours for purposes of the overtime calculation.

Annual leave, sick leave, and longevity do not accumulate in any part of a month for which an employee is off the payroll on a leave without pay or during a terminal leave period. A terminal leave period is that time between the employee's last day of work and his/her last day on the payroll.

INTERIM RESPONSIBILITIES

A significant change in duties and responsibilities of an employee on a temporary basis may justify an interim promotion or upgrade for salary purposes. Such a temporary reassignment shall be for no less than four (4) consecutive weeks and no more than twelve (12) consecutive months and shall only occur when the responsibilities being undertaken by the employee are those of another position that is vacant because of the incumbent's illness or resignation or because of temporary sufficient change in the duties and responsibilities of a filled position. The affected employee shall have his/her base salary adjusted upwards consistent with a promotion or upgrade for the duration of the interim period. At the end of the interim period or assignment, the affected employee shall have his/her salary reduced to its original level (but, including any salary increase which the employee would have received in his/her regular position had the interim assignment not occurred).

TRANSFERS

A "transfer" is movement from one position or job title to another position or job title requiring the same degree of skill, effort, and authority. Both positions are in the same pay grade. No pay adjustments are made as a result of a transfer. Transfers may be voluntary or involuntary, though transfers should be made in consideration of the best results for all parties. Transfers are not to be made due to work performance-related matters.

EXCLUSIONS and LIMITATIONS

Student employment, Casual employment, faculty employment (including adjunct), and Non-Classified Staff employment types are specifically excluded from coverage under this policy.

RESERVATIONS

The University reserves the right to interpret applicable policies, rules, and regulations to resolve any salary dispute that may arise with the intent of reaching an equitable and non-discriminatory resolution, as long as such resolution does not conflict with said policies, rules, and/or regulations.

Adjustment and resolution of salary issues is considered by the administration to be, in all cases, non-precedent setting as each individual situation is considered based on the unique factors associated with it.

Approved by the West Liberty University Board of Governors:

West Liberty University Board of Governors
August 19, 2009

**POLICY—BOG Policy 3 REVISION RESOLUTION
WEST LIBERTY UNIVERSITY**

Action Item

The Board of Governors is asked to authorize a 30-day period during which campus constituencies (faculty, staff, and students) may review and comment on the draft of a revised policy titled "Program Review." Following extensive revision to *Series 10 Policy Regarding Program Review* of the WV Higher Education Policy Commission, the Board of Governors Policy 3 has been revised to align with these changes.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approves the dissemination of the draft revised policy "Program Review" to constituent groups for review and comment for 30 days.

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.

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.

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, each institution 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 institutional 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 base-line 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 obviously do not apply to associate degree programs, baccalaureate degree programs, and graduate programs. The Board of Governors will constitute a committee or committees 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 shall also 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 institution is clearly obligated to recommend continuation or discontinuance 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 institution 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 will also 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 an Institutional 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. On a biennial basis, the Commission will conduct a productivity review of academic programs that have been in operation for at least five years. Programs will be required to meet at least one of the indicators listed in Section 7.4.

7.2. Unless exempted by the Commission, academic programs that fail to meet both productivity standards detailed in Section 7.4 shall be recommended for placement on probationary status by the Board of Governors for a four-year period, during which time the University will be expected to increase program enrollment and degrees awarded. Institutions 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 within the four-year probationary period. At the end of the probationary period, the Commission will recommend continuing approval status for programs meeting productivity standards and termination of programs that again fail to meet the standards. The recommendation of the Commission will be forwarded to the West Liberty University Board of Governors for final action.

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