

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**June 4, 2014
4:00 p.m.
Shall Hall Board Room**

AGENDA

1. Call to Order
2. Chairperson Comments
3. Consent Agenda* 10 Min
 - a. Minutes of the Full Board: 04/16/14
 - b. Minutes of the Executive Committee: 05/21/14
 - c. Tentative Schedule of Meetings July 2014-June 2015
4. Informational Items 45 Min
 - a. Annual Graduate Degree Report
 - b. President's Annual Report
 - c. Request for Professional Leave/Approval of Acting President
5. Action Items* 20 Min
 - a. Election of Officers
 - b. Change in Name:
 - Department of Physician Assistant Studies to Department of Graduate Health Studies
 - c. Change in Organization Chart
 - d. President's Contract – Anticipated Executive Session
6. Adjournment

*Action Items

**West Liberty University
Board of Governors**

Minutes

April 16, 2014

Attendance:

Beverly Burke, Joe Carey, Richard Carter, Sandra Chapman, George Couch, Dennis Gooch, Brian Joseph, Patrick Kelly, Frank Noble, Ann Thomas

Unable to Attend:

Administration/Faculty/Staff:

Robin Capehart, Linda Cowan, Brian Crawford, John Davis, John Gompers, John McCullough, Sylvia Senften, Jim Stultz, Carrie White, Jack Wright

1. Call to Order:

Chair Carter called the meeting to order at 4:05 p.m.

2. Chairperson Comments:

Chair Carter stated that the school year is moving quickly to a close with commencement being held May 10. The men's basketball team made the University extremely proud in the NCAA Division II tournament. Last Saturday the Great Gala was a successful event with over 300 in attendance. Also, there are other meetings happening associated with accreditation, academic planning, and strategic planning.

3. Consent Agenda*:

Chair Carter stated that the consent agenda consists of the minutes of the full Board of February 12, 2014, the Executive Committee minutes of April 2, 2014, the Honorary Degree to be awarded to Marc Harshman, and the Program Reviews. With no questions, additions or corrections, he asked for a motion to accept the agenda.

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

4. Action Items*:

a. Approval of New Program-Department of Music & Theater

• **Bachelor of Arts in Theater**

Dr. Crawford stated WLU has had a Major in Theater for a number of years in the Department of Journalism, Communication Studies and Visual Arts. This would move it into the correct department with the same faculty and students; nothing else changes. With no questions Chair Carter asked for a motion to approve this action item.

A motion that the West Liberty University Board of Governors approve the creation of a new undergraduate degree program, the Bachelor of Arts in Theater, within the College of Arts and Communications, Department of Music and Theater, was then made by Bev Burke and seconded by George Couch; motion passed unanimously.

b. Approval of New Major-Department of Journalism, Communication Studies & Visual Arts

• **Advertising Communication (ADCOM)**

Advertising Communication is a new major to be housed in the Communication Degree Program. This was approved by the Curriculum Committee in February.

A motion that the West Liberty University Board of Governors approve the creation of a new major, Advertising, within the College of Arts and Communications, Department of Journalism, Communication Studies and Visual Arts was then made by Patrick Kelly and seconded by Bev Burke; motion passed unanimously.

c. **Approval of New Majors-Department of Professional Education**

- **Museum Education**
- **Educational Leadership in Faith Organizations**
- **Disabilities Services**

There will be three new majors within the existing Program in Community Education; Museum Education, Educational Leadership in Faith Organizations, and Disabilities Services. These are additions to the existing Community Education Program that just got off the ground this year.

A motion that the West Liberty University Board of Governors approve the creation of new majors, Museum Education, Educational Leadership in Faith Organizations, and Disabilities Services, within the College of Education, under the Community Education degree program of the Department of Professional Education, was then made by Ann Thomas and seconded by Brian Joseph; motion passed unanimously.

d. **Approval of New Majors-Department of Natural Sciences & Mathematics**

- **Pre-Medicine**
- **Environmental Stewardship and Education**

The Pre-Med Major dovetails with WLU's agreement with the Osteopathic School's early acceptance program. There are a number of interested students and the new major will take the place of the former Major in Environmental Studies. No new faculty or facilities will be required and students will shift into the new major. This is a growing field with a limited number of institutions offering this degree. There is an interview process in addition to meeting certain standards as part of the application process. This will be the same type of set-up as the dental school agreement.

A motion that the West Liberty University Board of Governors approve the creation of new majors, Pre-Medicine and Environmental Stewardship and Education, within the College of Sciences, under the Biology degree program of the Department of Natural Sciences and Mathematics, was then made by Bev Burke and seconded by Brian Joseph; motion passed unanimously.

e. **Change in Name:**

- (1) **Community Education to Community Education: Research and Leadership**
- (2) **Health Services Administration to Health Care Management**

This designation for the Community Education: Research and Leadership more accurately reflects the program of study and differentiates the graduate level track from the new undergraduate Community Education Program. The Health Care Management designation is consistent with nomenclature at other institutions. There are no curriculum changes and both were previously approved by the WLU Curriculum Committee.

A motion that the West Liberty University Board of Governors approve the change in name of the Community Education Track to Community Education: Research and Leadership, within the Master of Arts in Education degree program, and the Health Services Administration track to Health Care Management, within the Business Administration degree program, was then made by Ann Thomas and seconded by George Couch; motion passed unanimously.

f. **Change in Designation of Biology Tracks to Majors**

These changes are simply to be consistent with what other institutions call the same program and makes it more universal with other schools. These titles are what students are looking for when searching for offerings.

A motion that the West Liberty University Board of Governors approve the change in designation of four tracks, Ecology, Evolution and Organismal Biology, Microbiology, Pre-Professional Biology, and General Biology, within the Biology degree program, to majors was then made by Brian Joseph and seconded by Bev Burke; motion passed unanimously.

g. Discontinuance of Degree Programs:

(1) Business Information Systems (BIS)

For a number of years the BIS Program has had a tremendous amount of overlap with the CIS Program, along with low enrollment. Students have been moving into the CIS Program and we are ready to discontinue BIS, leaving one specialization in Computer Information Systems.

A motion that the West Liberty University Board of Governors approve the discontinuance of the Business Information Systems degree program within the Gary E. West College of Business was then made by George Couch and seconded by Bev Burke; motion passed unanimously.

(2) Bachelor of Science in Communications, Non-Comprehensive

The reason for discontinuance of this program is low enrollment coupled with the redesign of the Bachelor of Science in Communications degree program curriculum for increased flexibility. There have been a number of new programs and majors in Communications over the last several years and there are no students left in this particular degree program.

A motion that the West Liberty University Board of Governors approve the discontinuance of the Bachelor of Science in Communications, Non-Comprehensive degree program within the College of Arts and Communication, under the Department of Journalism, Communication Studies, and Visual Arts, was then made by Bev Burke and seconded by Ann Thomas; motion passed unanimously.

h. Renewal of University Place Lease:

Mr. Wright stated that we need approval to renew the University Place lease for two more years. The terms and conditions are the same as previously approved. A discussion followed on the renewal, construction of the second building, and other issues.

A motion that the West Liberty University Board of Governors approve the renewal of the University Place lease was then made by Ann Thomas and seconded by Bev Burke; motion passed unanimously.

i. Highlands Center Lease Modification:

Mr. Wright gave a history of the Highlands Center with regard to the build-out of the conference room. The Ohio County Development Authority has a client who is willing to build-out the conference room for their use, releasing WLU from leasing this unfinished space. The client is willing to lease the space back to WLU when needed.

A motion that the West Liberty University Board of Governors permit President Capehart to execute a first amendment to the lease agreement at The Highlands Center that would relinquish the 4,100 square feet of existing space now leased, that it receives a commensurate reduction in rent for relinquishing that 4,100 square feet, and that the Ohio County Development Authority must give written intent to WLU on or before September 30, 2014 that they will enter into this Agreement, was then made by George Couch and seconded by Ann Thomas; motion passed unanimously.

j. Approval of FY 2015 Budget/Tuition & Fees:

Mr. Wright presented the FY 2015 Budget and Tuition and Fee information contained in the Board packet. With regard to the \$60,000 the State has allotted for the \$504 salary adjustment for employees, in discussions with HR colleagues throughout the State, everybody is moving to give the adjustment to all employees. With approximately 320 employees, WLU would need an additional \$205,000 to give this amount to all employees. At the conclusion of his presentation, Mr. Wright stated to contact Stephanie Hooper or himself with any questions.

A motion that the West Liberty University Board of Governors approve the FY 2015 Budget/Tuition & Fees was then made by George Couch and seconded by Patrick Kelly; motion passed unanimously.

k. Nominating Committee:

Chair Carter stated he has appointed a Nominating Committee for the nomination of officers for the 2014-15 term of the Board of Governors. The Committee will consist of Richard Carter and Brian Joseph.

A motion that the West Liberty Board of Governors approve the Nominating Committee for the 2014-15 term was then made by Joe Carey and seconded by Dennis Gooch; motion passed unanimously.

5. Informational Items:

a. President's Report

There was no President's Report.

b. ACF Presentation

WLU's Advisory Council of Faculty representative, Dr. Sylvia Senften, who was elected to the position last year, distributed an informational brochure to the Board members. A retreat will be held in July to set priorities for next year and any input from the BOG, Provost Crawford, and President Capehart would be appreciated. The ACF are not lobbyists but are an advisory group and provide input to their constituents. Mr. Stultz noted that from an HR perspective, he gets good dialogue from all of the campus representatives that he otherwise would not receive.

c. Entrepreneurship Center

Dr. Carrie White, Director of the Center for Entrepreneurship, distributed a handout and gave a presentation on the Center.

d. WLU Funds Transferred to WLU Research Corporation

Mr. Wright gave an update on the transfer of funds from WLU to the WLU Research Corporation. Portions of these funds are used to support grants that require spending prior to reimbursement and in some cases matching grant requirements. The University has also benefited from equipment obtained through these funds.

Mr. Kelly noted that many of the Board members have experienced problems obtaining training hours. In recent years the training has been held at Stonewall and conflicts with many schedules, and making up the hours is extremely difficult. The suggestion was made to send a letter to the HEPC requesting this training be taped in order for members to view the same information as those in attendance. WLU could offer the services of Channel 14. Chair Carter will follow-up on this recommendation.

6. Adjournment:

Chair Carter asked if any further business was required. There being none the meeting adjourned at 6:11 p.m.

A motion that the West Liberty University Board of Governors adjourn the April 16, 2014 meeting was then made by Brian Joseph and seconded by Patrick Kelly; motion passed unanimously.

Richard Carter

Chair

Ann Thomas

Secretary

**West Liberty University
Board of Governors**

**Executive Committee
Minutes
May 21, 2014**

Executive Committee Members: Richard Carter, George Couch, Brian Joseph, Ann Thomas

WLU Administrators: Robin Capehart, Brian Crawford, John Davis, John Gompers, John McCullough, Frank Noble, Jack Wright

1. Chair Carter called the meeting to order at 8:37 a.m.
2. BOG Business – The next Board meeting will be held at the Shaw Hall Board Room at 4:00 p.m. on Wednesday, June 4, 2014.
3. Review of Consent Agenda – President Capehart discussed the agenda items, including the proposed meeting dates for the 2014-15 FY.
4. Review of Action Items – President Capehart and Provost Crawford reviewed the action items, including a departmental name change.
5. New Action Item – President Capehart identified a new action item involving a change in the organizational structure in which Scott Cook, Dean of Students and Executive Director of Enrollment Services, will be reporting directly to the President.
6. Request for Professional Leave – President Capehart requested, per the conditions of his contract, a professional/sabbatical leave, effective July 1, 2014 through September 30, 2014. During his leave, he will be developing an “Outcomes-Based Funding Model” for universities. John Gompers stated that the President’s request, which will be forwarded to the HEPC, is contingent upon a new contract for the President. The President’s request was approved by the Executive Committee, contingent upon a new contractual agreement.
7. Appointment of Acting President – Pursuant to the approval of professional leave for the President and per the conditions of BOG Policy 2, along with following past practice, Chair Carter recommended that Provost Crawford be appointed Acting President during the three-month professional leave period. This recommendation was approved by the Executive Committee.
8. WLU Policy 51 “Textbook Affordability” – Frank Noble, Faculty Representative to the BOG, addressed possible changes to this Policy, as recommended by Faculty Senate. He will be contacting Bruce Walker, legal counsel to the HEPC, for guidance.
9. Approval of Agenda – The Executive Committee approved the formal agenda for the Jun3 4 meeting of the BOG.
10. President’s Report – The President will update the Board on other items on June 4, as well as present his Annual Report.
11. The meeting adjourned at 9:20 a.m.

Richard Carter

Chair

B. Ann Thomas

Secretary

West Liberty University Board of Governors

Schedule of Meetings July 2014—June 2015

Wednesday, August 13, 2014	4:00 p.m.
Start-up meeting for new school year	
Wednesday, October 15, 2014.....	4:00 p.m.
Discuss/review fall initiatives, enrollment, academics, etc.	
Wednesday, December 10, 2014.....	4:00 p.m.
Need to approve audit	
Wednesday, February 4, 2015.....	4:00 p.m.
Prepare for legislative year and FY '14 budget	
Wednesday, April 15, 2015.....	4:00 p.m.
Budget approval for FY '14	
Wednesday, June 10, 2015.....	4:00 p.m.
End of year, officer's elections, schedule, etc.	

Unless otherwise specified, all meetings will be held in the Shaw Hall Board room. We may schedule additional meetings to allow for discussion of unforeseen issues.



Provost
Brian L. Crawford, Ph.D.
Office: (304) 336-8004
Brian.crawford@westliberty.edu

208 University Dr.
CUB #100
West Liberty, WV 26074

From: Brian L. Crawford, Provost

Re: Annual Graduate Degree Report

Date: June 2, 2014

1. The number of programs being offered and the courses offered within each program:
 - a. Master of Arts in Education (MAEd) with Areas of Emphasis in:
 - Advanced Teaching
 - Community Education
 - Entrepreneurship for Teaching
 - Leadership Studies
 - Advanced Special Education
 - Special Education Multi-categorical Certificate
 - Sports Leadership and Coaching
 - Technology Integration
 - Master Teacher
 - b. Master of Science in Physician Assistant Studies (MSPAS)
2. The disciplines in which programs are being offered:
 - a. MAEd:
 - College of Education
 - Department of Professional Education
 - Department of Health and Human Performance
 - b. MSPAS:
 - College of Sciences
 - Department of Physician Assistant Studies
3. The locations and times at which courses are offered:
 - a. MAEd:
 - Monday through Thursday, 5:00 p.m. – 8:50 p.m. at the WLU Highlands Center or online.
 - b. MSPAS:
 - Monday through Friday, 8:00 am – 4:00 pm on the WLU Main Campus
4. The number of students enrolled in the programs for 2013:
 - a. MAEd: 67
 - b. MSPAS: 36
5. The number of students who have obtained master's degrees through each program (since last report of May 2013):
 - a. MAEd:
 - Summer and December 2013 graduates: 6
 - Anticipated Graduates Spring 2014: 17
 - b. MSPAS:
 - First graduates in program anticipated Spring 2014: 17

West Liberty University Board of Governors
June 4, 2014

Change in Name

Department of Physician Assistant Studies to
Department of Graduate Health Sciences

The Board of Governors is asked to approve the change in name of the Department of Physician Assistant Studies to the Department of Graduate Health Sciences. The current name (Department of Physician Assistant Studies) of the Department is incorrect. Physician Assistant Studies should be a Program within the Department of Graduate Health Sciences in the College of Sciences not, a Department. This correction will allow the College of Sciences to easily place new graduate health science programs (for example the proposed M.S. in Dental Hygiene) within the current organization of the College and will allow WLU to offer graduate certificates that are health sciences oriented. The change in name will not require the creation of a new department Chair position.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the change in name of the Department of Physician Assistant Studies to the Department of Graduate Health Sciences within the College of Sciences.