

WLU Board of Governors

Regular Meeting

Wednesday, April 13, 2016 – 4:30 p.m.

Location: Shaw Hall Board Room

- I. Call to Order/Roll Call/Quorum and Mission Statement**
- II. Introductions**
 - A. New Board Appointees
- III. Public Comment** Description: Up to 10 individuals may sign in (name, address and a brief description of their chosen topic) to speak in open session for three minutes each. The sign-in sheet will be available from Executive Secretary Mary Ann Edwards fifteen minutes prior to the meeting until the noticed start time.
- IV. Approval of Minutes**
 - A. Minutes of the Full Board February 10, 2016*
 - B. Minutes of the Executive Committee March 30, 2016*
- V. Agenda Order (Board may move to change order of consideration)**
- VI. Rules**
 - A. Proposed BOG Policy 55: Freedom of Information Act Requests*
- VII. Reports**
 - A. Chair of the Board of Governors (Couch)
 - 1. Committee Reports
- VIII. President's Report**
- IX. Finance Report**
 - A. Approval of FY 2017 Budget/Tuition & Fees*
- X. Board Items**
 - A. Faculty Senate
 - B. Honorary Degree Approval*
 - C. Approval of Program Reviews*
 - D. Math BA/BS Program Closure Approval*
 - E. Proposal to Add MA/MS in Biology Approval*
 - F. Renewal of University Place I & II Lease*
 - G. Nominating Committee*

*Action Items
- XI. Information Gathering (Members may ask questions or gather information to prepare for future agenda items without general discussion or action at this meeting.)**
- XII. Possible Executive Session**
- XIII. Actions Emanating From Executive Session**
- XIV. Next Meeting Date – Wednesday, June 8, 2016**
- XV. Adjournment**

**West Liberty University
Board of Governors**

**Minutes
February 10, 2016**

Attendance:

Allyson Ashworth, Joe Carey, Richard Carter, Sandra Chapman, George Couch, Les DeFelice, Patrick Ford, Jim Haizlett, Brian Joseph, Rhonda Tysk

Unable to Attend:

Ann Thomas

Administration/Faculty/Staff:

Scott Cook, Brian Crawford, Mary Ann Edwards, John Gompers, Steve Greiner, Diana Harto, Stephanie Hooper, Tammy McClain, John McCullough, Auditors Mike Johns and Lori Finegan

- I. Call to Order/Roll Call/Quorum and Mission Statement**
Chair Couch called the meeting to order at 4:02 p.m. and a quorum was established.
- II. Introductions**
Chair Couch welcomed Dr. Greiner to his first meeting of the WLU Board of Governors, and is pleased to hear he's been meeting with students, faculty, staff, and the community.
- III. Public Comment**
None.
- IV. Approval of Minutes**
 - A. Minutes of the Full Board of December 9, 2015**
 - B. Minutes of the Executive Committee January 27, 2016**
On motion by Sandra Chapman and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of December 9, 2015, and the Executive Committee of January 27, 2016.
- V. Agenda Order**
No changes to the agenda order.
- VI. Rules**
 - A. Proposed BOG Policy 55: Freedom of Information Act Requests***
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 "Freedom of Information Act Requests." A policy is needed to establish a process regarding requests made for public records pursuant to Chapter 29B of the West Virginia Code (the West Virginia Freedom of Information Act ("WVFOIA")).

On motion by Richard Carter and seconded by Brian Joseph, it was unanimously adopted by the West Liberty University Board of Governors to approve the dissemination of the new Policy on Freedom of Information Act Requests to constituent groups for review and comment.
- VII. Reports**
 - A. Chair of the Board of Governors (Couch)**
With no new updates, Chair Couch welcomed Dr. Greiner and his wife Nancy. Their presence on campus has been well received by the University and the community, and we are glad to have them on campus.

B. Provost Report (Crawford)

Dr. Crawford noted the successful visit by the Council on Accreditation for the Athletic Training Program on January 25-27. Although we will not have final results for several months, there should be no reason WLU would not receive full accreditation.

The proposed MA/MS in Biology was approved by the Curriculum Committee; the proposal will come before the Board at the April meeting.

The Curriculum Committee has approved a motion to close the Bachelor of Arts Degree in Mathematics. This will not impact those in the program currently, which there are very few, and will not impact support in terms of math for general studies. Very few students have majored in math for several decades and WLU does not meet HEPC standards, straining resources for so few students. This item will be on the April BOG agenda for approval. A brief discussion followed with regard to program closures.

Policy 202 – Selection of Academic Deans, Department Chairs and Program Directors, has been updated and enables WLU to do an internal-only search for deans, and adds a procedure for the selection of program directors. This couldn't be done previously and an internal search will begin for three deans next week. Five other policies are out for comment, including the faculty teaching loads, which allows for reduced expectation in service and professional activities when required to teach more classes.

VIII. President's Report

Dr. Greiner stated that he is pleased to be here and was impressed with the interview process and the way it was conducted. It's important to get out and hear from people, so he's been out and about at meetings on campus and in the community.

We are excited about the announcement of the new Zoo Science Program, and it didn't take long for the phone calls to start coming into the office. A prospective student interested in the Zoo Science Program already stopped by the office this afternoon.

All perspective students and parents are invited to meet with the president, and the Ambassadors and Admissions have been sending them to the office. He's been meeting with SGA and has sent an email to all students to come talk with him.

A discussion followed with regard to legislation pending in reference to the HEPC. WV Code §18B-1B-4 has language pending stating that the local governing board shall approve programs at the regional institution that will fast-track them to the HEPC. This moves these programs past the unofficial veto power of WVU and Marshall, giving more authority for new programs on WLU's campus. The other state college and university presidents are supportive of this, and it would enable WLU to develop programs and fast-track them instead of taking years for approval. Pushback may come from WVU and Marshall, but we do have someone working the legislators.

IX. Finance Report

Ms. Hooper gave a brief update on FY16 and FY17 budgets before turning the meeting over to the auditors for their presentation of the FY15 audit.

X. Board Items

A. Audit Presentation

Mike Johns and Lori Finegan with CliftonLarsonAllen LLP, who handle audits for all state institutions of higher education, per contract and mandate of the Higher Education Policy Commission, presented a positive report for FY 2015.

A motion that the West Liberty University Board of Governors approve the independent audit of the Fiscal Year 2015 Financial Statement as is, was then made by Richard Carter and seconded by Jim Haizlett; motion passed unanimously.

XI. Information Gathering

Chair Couch asked if there was discussion on any general issues. A discussion followed with regard to a proposal presented dealing with a change to the Bylaws of the Board, specifically the Executive Committee, which had been tabled previously pending comment from Board Counsel.

Mr. Gompers researched the legislative intent through several statutes where constituents should be included in discussions. Because the Executive Committee meetings are noticed in the same manner as the regular Board meeting, the Open Meeting Law permits any Board member, or for that matter anyone, to attend. The same rules would apply with regard to participation and executive session. Chair Couch will have participants register to speak at the meeting and conduct business as usual. If someone feels aggrieved by this process, a change can be made, but such does not appear necessary at this point.

Ms. Tysk asked if a “meet and greet” of the Classified Staff Council could be held prior to a Board meeting. It is a requirement of the Board to meet with the Council annually, and this will be set up prior to an upcoming meeting.

XII. Possible Executive Session

None.

XIII. Actions Emanating From Executive Session

None.

XIV. Next Meeting Date – Wednesday, April 13, 2016

XV. Adjournment

On motion made by Les DeFelice, seconded by Jim Haizlett, and unanimously carried, the meeting adjourned at 5:07 p.m.

George Couch _____
Chair

Patrick Ford _____
Secretary

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
March 30, 2016**

Executive Committee Members Present: George Couch, Les DeFelice, Richard Carter, Patrick Ford

WLU Administrators: Scott Cook, Brian Crawford, Stephen Greiner, Stephanie Hooper, John McCullough

Others: Jim Haizlett

1. Chair George Couch called the meeting to order at 8:00 a.m.
2. Chair Couch reported that the Governor has approved Jim Stultz and Jack Adams, who will replace Pat Kelly and Brian Joseph, as new Board members. There are still two other nominees awaiting approval.
3. The agenda for the April 13, 2016 meeting was reviewed and approved.
4. Reports:
 - a. Dr. Crawford requested action items be added to the agenda for approval of the closure of the Math BA/BS Program and Proposal to add an MA/MS in Biology. There will also be an announcement of approval of the Compact Update.
 - b. President Greiner reported that he is working to find ways to improve the technology infrastructure of the campus. Work also continues to determine the best uses of the Gary E. West Event Center and there have been discussions with three restaurant operators regarding possibilities. He also reported on the recently signed agreement with Hanbat University.
 - c. Mr. Cook reported that applications for the fall 2016 semester continue to run ahead of last year.
 - d. President Greiner reported that enrollment for the MBA Program is expected to double what was originally forecast.
 - e. Mr. Cook reported on the implementation of the CRM and its impact on the graduate application process. He also reported on the rollout of DegreeWorks.
5. Ms. Hooper presented the proposed Lease Renewal for University Place I and II. Mr. DeFelice moved to approve, seconded by Mr. Ford; motion carried.
6. Ms. Hooper provided an update on the current financial status and presented the proposed FY17 budget. There was discussion regarding Shotwell Hall and the Gary E. West Event Center and the need to have decisions made on the ultimate uses of each. President's Cabinet is to take the lead on Shotwell Hall and the previously charged committee is to be asked to provide a final report to the Board on the Event Center. Mr. DeFelice moved to recommend the proposed budget to the Board, seconded by Mr. Carter; motion carried.
7. Chair Couch reported that the comment period for Board Policy 55 – Freedom of Information Act Requests has concluded.
8. Dr. Crawford reported that the Campus Safety Committee is recommending that the Board adopt the proposed policy on deadly weapons/destructive devices as presented to them.
9. The honorary degree for the commencement speaker was proposed. Motion to approve by Mr. DeFelice, seconded by Mr. Carter; motion carried.
10. Dr. Crawford reported that a summary of this year's Program Reviews will be available prior to the upcoming meeting. He asked if Mr. Ford would again represent the Board in reviewing the reports prior to the April 13th meeting. Mr. Ford agreed and will be provided with the necessary information.

11. The Nominating Committee was discussed and will consist of Mr. Carter, Ms. Thomas, and Mr. Haizlett. Motion to approve was made by Mr. DeFelice, and seconded by Mr. Ford; motion carried.
12. The meeting adjourned at 9:50 a.m.

Chair, George Couch

Secretary, Patrick Ford

**POLICY 55 FREEDOM OF INFORMATION ACT REQUESTS
WEST LIBERTY UNIVERSITY**

Action Item

Section 2 of Policy 23, Policy on Policies, allows for the dissemination of draft policy revisions *without* a formal Board resolution. Policy 55, Freedom of Information Act Requests, was disseminated for 30-day Comment period on February 15, 2016. No comments were received.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the Policy 55, Freedom of Information Act Requests.

West Liberty University Board of Governors
April 13, 2016

Fiscal Year 2017 Budget/Tuition and Fees

Action Item

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve the Fiscal Year 2017 Budget/Tuition and Fees as presented.

West Liberty University

**FY17
Tuition & Fees
Operating Budget
Capital Budget**

**Finance Committee Approval
March 30, 2016**

**BOG Approval
April 13, 2016**

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WEST LIBERTY UNIVERSITY
FY16 Operating Budget
(000)

	FY16	
	Board Approved <u>Budget</u>	Budget Update <u>03-30-16</u>
I. Revenue		
A. Undergraduate Tuition & Fees	\$18,580	\$17,415 ⁽¹⁾
B. Graduate Tuition & Fees	2,304	1,962 ⁽¹⁾
C. Room & Board	9,242	9,134 ⁽¹⁾
D. State Appropriation	8,197	7,869 ⁽³⁾
E. Other Income	<u>2,420</u>	<u>2,396^(1,2)</u>
F. Total Income	\$40,743	\$38,776
II. Expenses		
A. Salary & Benefit	\$21,839	\$21,385 ⁽⁵⁾
B. Discounts	4,775	4,775
C. Bond & HEPC Payments	2,082	2,076
D. Utilities	2,238	1,976 ⁽⁶⁾
E. Rent	615	615
F. Major Contracts	3,340	3,320
G. Encumbered & Allocated Expenses	<u>5,052</u>	<u>4,723^(4,5)</u>
H. Total Expenses	\$39,941	\$38,870
III. Operating Budget Balance	+ 802	- 94
IV. Capital Budget	- 575	- 418 ⁽⁴⁾
V. Net Budget Position	\$ + 227	\$ - 512

FY16

- (1) Undergraduate enrollment of 1848 versus budget of 1990; UG and GR fall revenue adjustments
- (2) Change in oil and gas royalties from \$100,000 to \$30,000
- (3) \$328,000 (4%) state-wide budget reduction
- (4) \$280K contingency removed
- (5) FY16 Labor (\$450K) & Allocated Expenses (\$206K) budget cuts
- (6) Renegotiated Comcast contract December 2015 (60K), Electric rate increase did not get approved (61K) and renegotiated our purchased gas volume (90K)

WEST LIBERTY UNIVERSITY
FY17 Proposed Budget
(000)

	<u>Budget</u>
I. Revenue	
A. Undergraduate Tuition & Fees	\$17,325 ⁽¹⁾
B. Graduate Tuition & Fees	\$2,200 ⁽²⁾
C. Room & Board	8,690 ⁽³⁾
D. State Appropriation	7,635 ⁽⁴⁾
E. Other Income	<u>1,800</u>
F. Total Income	\$37,650
II. Expense	
A. Salary & Benefit	\$20,100
B. Discounts	4,715
C. Bond & HEPC Payments	2,080
D. Utilities	2,098
E. Rent	632
F. Major Contracts	3,150
G. Encumbered & Allocated Expenses	<u>4,475</u>
H. Total Expenses	\$37,250
III. Operating Budget Balance	+\$400
IV. Capital Revenue Generation Required	-\$350
V. Net Budget Position	\$ 50

FY17

- (1) Undergraduate FT enrollment 1700 (-8%); Tuition increases: In State 5%; Metro 2%; Out of State 2%
- (2) Includes MBA (14 FTE) and Masters of Science Criminology (7 FTE)
- (3) Residency based on 960 (-9%); Room Increase 5%; Board Increase 3%
- (4) State Appropriation reduction of 3%

**BUDGET PARAMETERS
PROPOSED BUDGET
FY17**

Revenue

Undergraduate Tuition

- In State 5% +\$168/semester
 - Metro 2% +\$119/semester
 - Out of State 2% +\$141/semester
- College of Business/Graphic Design/Journalism/College of Education differential from \$125 to \$200
 - ELIMINATE STUDENT TEACHING FEE \$175 AND INTERNSHIP FEE \$100
- College of Science/Athletic Training/Exercise Phys/Music Majors differential from \$150 to \$300
 - ELIMINATE NATURAL LAB FEES \$75
- Nursing differential from \$475 to \$775
 - ELIMINATE ATI FEES \$1205
- No change to Dental Hygiene differential
- BLA from \$281.67/hr to \$295/hr
 - ELIMINATE BLA MATERIALS FEE \$200

Graduate Tuition

- MaED, MPS: In State from \$393 to \$425 +\$ 32/semester
 - MaED, MPS: Out of State from \$618 to \$510 -\$108/semester
- Establish Graduate Tuition rates for new programs
 - MBA: \$450/credit hr
 - MSC: Same as MaED/MPS
- Physician Assistant
 - FY17 rates approved by the BOG and HEPC last year.
 - In State FY16 \$25,200; FY17 \$26,460
 - Out of State FY16 \$37,800; FY17 \$39,690
 - FY18 no change in FY17 rates.

Room & Board

- Room Increase 5% +\$ 95/semester
 - Board Increase 3% +\$ 60/semester

Labor

- 19 Position Reductions: 13 Faculty, 6 Classified
 - Faculty: 5 COE; 4 LA; 2 COS; 2 A&C
 - Classified: 2 Maintenance; 2 Student Services; 1 IT; 1 Admin
- 4 New Faculty/Academic Positions

Expenses

- Eliminate Band Scholarships \$60K
- Close Rogers Dorm \$103K
- Close Shotwell \$37K (Plus mandatory ADA \$55K)
- 3% budgeted increase in Sodexo and WFF
- Allocated expenses derived from a zero based budget approach

WEST LIBERTY UNIVERSITY
FY17 PROPOSED
CAPITAL BUDGET

1. Paving	\$240,000
2. Krise Elevator	\$85,000
3. ADA Improvements (Rogers)	<u>\$25,000</u>
Total	\$350,000

West Liberty University
Cash Reserve Calculation
FY16/FY17
(000)

Available Cash for FY17

1. Cash Balance 06/30/15	\$7,321
2. Restricted (Research Corp, Grants, Financial Aid)	<u>-\$1,852</u>
3. Unrestricted Reserves 06/30/15	\$5,469
4. Net Available for FY16 Operations	\$5,469
5. Less: 10% Operating Revenue	<u>4,000</u>
6. Balance Cash above Reserve	\$ 1,469
7. FY16 Projected Net Budget Position	<u>-\$512</u>
8. Projected 06/30/16 Unrestricted Cash Balance	\$957
9. FY17 Projected Net Budget Position	\$0

**Tuition & Fees
Undergraduate
Per Semester
FY17**

		In-State FY 2016	Metro FY 2016	Out-of-State FY 2016	In-State FY 2017	Metro FY 2017	Out-of-State FY 2017
1	Tuition	\$ 210	\$ 495	\$ 495	\$ 210	\$ 495	\$ 495
2	Registration Fee	260	260	260	140	140	140
3	Higher Education Resource Fee	870	870	870	870	870	870
4	Faculty Improvement Fee	145	145	145	25	25	25
5	Institutional Activity Fee	145	145	145	145	145	145
6	Athletic Fee	195	195	195	195	195	195
7	Special Equity Fee (FT Only)	75	75	75	75	75	75
8	Student Union Fee	70	70	70	70	70	70
9	General Operation Fee	956	3,273	4,376	1354	3622	4747
10	Technology Enhancement Fee	80	80	80	90	90	90
11	Institutional Capital Fee	145	145	145	145	145	145
12	2012 Capital Fee	200	200	200	200	200	200
13	Total Per Semester	3,351	\$5,953	\$7,056	\$3,519	\$6,072	\$7,197
14	\$ Change FY16 to FY17				+168	+119	+141
15	% Change FY16 to FY17				5%	2%	2%

Tuition & Fees
Undergraduate Differentials
Per Semester
FY17

		In-State FY 2016	Metro FY 2016	Out-of-State FY 2016	In-State FY 2017	Metro FY 2017	Out-of-State FY 2017
College of Business, College of Education, Graphic Design & Broadcast Journalismism +\$200							
*Excludes Athletic Training/Exercise Physiology							
**Eliminate Student Teaching, Lab, Internship and Practicum Fees							
1	Total Per Semester	\$3,476	\$6,078	\$7,181	\$3,719	\$6,272	\$7,397
2	\$ Change FY16 to FY17				+243	+194	+216
3	% Change FY16 to FY17				7%	3.2%	3%
College of Science, Athletic Training Program & Exercise Physiology +\$300							
*Excludes Nursing/Dental Hygiene							
**Eliminate Student Teaching, Lab, Internship and Practicum Fees							
1	Total Per Semester	\$3,501	\$6,103	\$7,206	\$3,819	\$6,372	\$7,497
2	\$ Change FY16 to FY17				+318	+269	+291
3	% Change FY16 to FY17				9%	4.4%	4%
Nursing +\$775							
*Eliminate ATI Fees							
1	Total Per Semester	\$3,826	\$6,428	\$7,531	\$4,294	\$6,847	\$7,972
2	\$ Change FY16 to FY17				+468	+419	+441
3	% Change FY16 to FY17				12%	6.5%	5.8%
Dental Hygiene +\$475							
1	Total Per Semester	\$3,826	\$6,428	\$7,531	\$3,994	\$6,547	\$7,672
2	\$ Change FY16 to FY17				+168	+119	+141
3	% Change FY16 to FY17				4.4%	1.9%	1.9%
BLA Program							
*Eliminate Materials Fee							
1	Total Per Hour	\$281.67	\$281.67	\$281.67	\$295.00	\$295.00	\$295.00
2	% Change FY16 to FY17				+13.33		
					4.7%		
Advanced Academy (50% of Base Tuition)							
1	Total Per Semester	\$1,675.50	\$1,675.50	\$1,675.50	\$1,760	\$1,760	\$1,760
2	\$ Change FY16 to FY17				+84.50		
3	% Change FY16 to FY17				5%		

**Tuition & Fees
Graduate
Per Semester
FY17**

	MaED, MPS, MSC	In-State FY 2016	Out-of-State FY 2016	In-State FY 2017	Out-of-State FY 2017
1	Tuition	\$3,192	\$5,217	\$3,480	\$4,245
2	Institutional Capital Fee	145	145	145	145
3	2012 Capital Fee	200	200	200	200
4	Total Per Semester	\$3,537	\$5,562	\$3,825	\$4,590
5	\$ Change FY 2016 to FY 2017			+288	-972
6	% Change FY 2015 to FY 2016			8%	-17.4%

	MBA	In-State FY 2016	Out-of-State FY 2016	In-State FY 2017	Out-of-State FY 2017
1	Tuition			\$3,705	\$3,705
2	Institutional Capital Fee			145	145
3	2012 Capital Fee			200	200
4	Total Per Semester			\$4,050	\$4,050
5	\$ Change FY 2016 to FY 2017				
6	% Change FY 2015 to FY 2016				

	Physician Assistant Program Per Semester (4)	In-State FY 2016	Out-of-State FY 2016	In-State *FY 2017	Out-of-State *FY 2017	In-State **FY 2018	Out-of-State **FY 2018
1	Tuition	\$ 6128	\$ 9278	\$6443	\$9751	\$6443	\$9751
2	Institutional Capital Fee	72	72	72	72	72	72
3	2012 Capital Fee	100	100	100	100	100	100
4	Total Per Semester	\$6,300	\$9,450	\$6,615	\$9,923	\$6,615	\$9,923
5	Total Per Year	\$25,200	\$37,800	\$26,460	\$39,690	\$26,460	\$39,690
6	\$ Change FY 2015 to FY 2017	-	-	+1260	+1890		
7	% Change FY 2015 to FY 2017	-	-	5%	5%		

*FY17 Tuition approved by the BOG and HEPC last year.

**Required to give one year advance notice.

**Tuition & Fees
Room & Board
Per Semester
FY17**

	FY 2016	FY 2017	Change	
			\$	%
Residence Hall Capital Fee	\$ 415	\$ 415		
On-Campus Double Room	1850	1945	95	5%
On-Campus Single Room	2745	2840	95	3.5%
University Place I (9 month lease)	2890	3000	110	3.8%
University Place II (9 month lease)	3190	3225	35	1%
University Place I (12 month lease)	3855	4000	145	3.8%
University Place II (12 month lease)	4255	4300	45	1%
Regular Meal Plan (12, 14, 19)	1975	2035	60	3%
5 Meal Plan	670	780	110	16.4%
50 Meal Block Plan	350	400	50	14.3%
Cable & Internet Fee	165	165		

Residence Hall Summer Rates Summer 2017			
		FY 2016	FY 2017
On-Campus Double Room	Per Week	\$65	\$65
On-Campus Single Room	Per Week	\$105	\$105
Summer Student/Employee (20+ Hours Wk)	Per Week	\$32.50	\$32.50
Summer Student/Employee (20+ Hours Wk)	Per Week	\$52.50	\$52.50
Classroom Rental*			
Highlands Only			
\$75.00 First Hour	\$50.00 Each Hour Thereafter		
*Facilities on main campus are not rented during academic year.			
Liberty Oaks Bed & Breakfast			
Room Rental		\$99.00/Day; \$109/Day includes Breakfast	

**Special Fees
FY17**

		<u>FY</u> <u>2016</u>	<u>FY</u> <u>2017</u>	<u>Unit</u>
1.	Undergraduate Graduation	\$125	\$ 125	Occurrence
2.	Graduate Graduation	150	150	Occurrence
3.	Hilltopper Academy Registration	50	50	Occurrence
4.	Freshman Orientation	100	100	Occurrence
5.	Regents BA Posting Fee (plus \$10/Credit)	300	300	Occurrence
6.	Work Life Credit*	375	375	Occurrence
7.	Scuba Diving	160	160	Occurrence
8.	Undergraduate Electronic On-Line/Hybrid	150	150	Course
9.	Private Music Lessons	120	120	Semester
10.	Parking Permit - Student	75	75	Year
	- Full-Time Employee	50	50	Year
11.	Red Cross Certification	50	50	Occurrence
12.	Dental Hygiene-Instrument Kit	1130	1180	DH 186 Clinic II Lab
13.	Dental Hygiene-Clinic III Charges	150	1545	DH 381 Clinic III Lab
14.	Dental Hygiene-Side Kick Instr Shpnr	925	1010	DH 286 Clinic II Lab
15.	Dental Hygiene-X-Ray XCP Instruments	225	225	DH 238 Radiography Lab
16.	Dental Hygiene Clinic IV Charges	150	150	DH 386 Clinic IV
17.	Miller Analog Test	75	75	Occurrence
18.	Forever Hilltopper	150	150	Freshman/Transfers
19.	PA Application	25	25	Occurrence
20.	ADA Accommodation Evaluation	400	400	Occurrence
21.	International Student Fee	250	250	Occurrence
22.	Study Abroad Fee	250	250	Occurrence
23.	Zoo Science Course Fee		1777	Course
24.	Natural Science Lab	75	0	
25.	Student Teaching	175	0	
26.	Regional Practical/Internship	100	0	
27.	Ceramics Material Fee	100	0	
28.	ATI Pharmacology	240	0	
29.	ATI Fundamentals	270	0	
30.	ATI Pediatrics	370	0	
31.	ATI Exit and Live Review	310	0	
32.	Critical Thinking Exams	15	0	
33.	BLA Material Fee	200	0	

* Plus \$15.00/Work Life Credit

**Service Fees
FY17**

	<u>Service Fees</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Unit</u>
1.	Late Registration	\$ 100	\$100	Occurrence
2.	Transcript	7	7	Occurrence
3.	Priority Transcript	25	25	Occurrence
4.	Return Check Charge	25	25	Occurrence
5.	Diploma Replacement	25	25	Occurrence
6.	Security Card Replacement	15	15	Occurrence
7.	Late Graduation	110	110	Occurrence
8.	Tuition Payment Plan	30	30	Occurrence
9.	Registration Reinstatement	25	25	Occurrence
10.	Outside Laptop Service	75	75	Occurrence
11.	Credit Hour Overload Registration Fee (19+)	300	300	Semester

**REGULAR SEASON ATHLETIC TICKET PRICES
FY17**

<u>EVENT</u>	<u>FY16</u>	<u>FY17</u>	<u>UNIT</u>
1. Football			
A. Adult	\$ 8.00	\$ 8.00	Ticket
B. Children*	2.00	2.00	Ticket
C. Visiting Students with I.D.	2.00	2.00	Ticket
D. Adult	35.00	35.00	Season
E. Children*	10.00	10.00	Season
2. Basketball			
A. Adult	\$ 8.00	\$ 8.00	Ticket
B. Children*	2.00	2.00	Ticket
C. Visiting Students with I.D.	2.00	2.00	Ticket
D. Adult	55.00	60.00	Season
E. Children*	20.00	20.00	Season
3. Wrestling			
A. Adult	\$ 7.00	\$ 7.00	Ticket
B. Children*	2.00	2.00	Ticket
C. Visiting Students with I.D.	2.00	2.00	Ticket

*12 Age and under

NOTE: University employees presenting their I.D. card at the event are admitted free of charge.

The NCAA permits Institutions to provide (4) Comps to each student athlete per contest. This is a University option.

**SUMMER CAMPS AND CONFERENCES FEES
FY17**

	Independent Camp Conducted by Full-Time WLU Employee	Independent Camp Conducted by Non WLU Employee
Room – Double*	\$15.00/Day	\$15.00/Day
- Single*	20.00/Day	20.00/Day
*Plus \$2.00 for Bonar or Curtis		
Board – Stay on Campus	\$24.50/Day	\$24.50/Day
-Stay off Campus		
(1) Breakfast	\$6.90/Occur.	\$6.90/Occur.
(2) Lunch	8.35/Occur.	8.35/Occur.
(3) Dinner	9.25/Occur.	9.25/Occur.
Van Rental*	\$.50/Mile plus \$15.00/Hr.	\$.50/Mile plus \$15.00/Hr.
*Requires qualified University driver		
Pool Rental*	\$80.00/2 Hours	\$80.00/2 Hours
*Requires qualified lifeguard		
Facilities:		
- Football Field	\$100.00/Day	\$200.00/Day
- Soccer Field	\$100.00/Day	\$200.00/Day
- ASRC BB Court	75.00/Day	150.00/Day
- Blatnik BB Court	50.00/Day	100.00/Day
- Blatnik Wrestling	25.00/Day	50.00/Day
- Band Areas	50.00/Day	100.00/Day
- Baseball Field	100.00/Day	200.00/Day
- Softball Field	100.00/Day	200.00/Day
- Tennis Courts	50.00/Day	100.00/Day
- College Hall	50.00/Day	100.00/Day
- Kelly Theatre	50.00/Day	100.00/Day
- Classroom	25.00/Hour ⁽¹⁾	25.00/Hour ⁽²⁾
(1) Not to exceed \$100/Day		
(2) Not to exceed \$150/Day		

The President of the University may waive facility fees for high school events when it is deemed to be in the best interest of the University's Admissions Department.

Paint Lining of Band Area or Athletic Area	\$100.00/Occur.	\$100.00/Occur.
Special Event	Cost	Cost Plus 10%

HONORARY DEGREE

Action Item

Proposed Resolution: *Resolved*, that in affirmation of the recommendation of the Honorary Degrees and Recognition Committee and the President of the University, the West Liberty University Board of Governors authorizes the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty University at the May 2016 commencement to Dianna Vargo.

PROGRAM REVIEW APPROVAL

Action Item

The Board of Governors is asked to approve the five-year program review for the following degree programs and recommend **continuation of the program at the current level of activity.**

- Chemistry
- Psychology

The Board of Governors is asked to approve the five-year program review and recommend **continuation of the programs at the initial teacher preparation level and granted at the advanced preparation level.**

- Elementary Education
- Secondary Education

Program Review Executive Summary

The Board of Governors is asked to approve West Liberty's 2016 program review. Per HEPC Policy, non-accredited programs provide a report from an external consultant, an assessment report, and a summary document for submission to the Higher Education Policy Commission. Accredited programs provide a formal letter of accreditation and the HEPC summary document.

The following programs are in the 2015-16 review cycle: Chemistry, Elementary Education, Secondary Education, and Psychology. All reporting documents are reviewed by the Provost and the Assessment and Accreditation Committee. The full documents are available upon request, and a summary of all documentation and recommendations is provided here.

Chemistry

Program Strengths

1. **Faculty** - Despite budget and resource obstacles, faculty are highly productive, knowledgeable, and enthusiastic. They demonstrate a genuine caring attitude toward their students and the program.
2. **Curriculum** - Aligns well with the recommendations of the American Chemical Society and includes numerous upper division electives.
3. **Facilities** - Campbell Hall offers both instructional and laboratory space that is adequate, and equipment is up-to-date.

Program Challenges:

1. Faculty - Hiring an additional faculty member with a degree emphases in analytical or biochemistry will reduce overall faculty teaching load and help strengthen the program.
2. Curriculum - Curriculum could benefit students by offering a calculus-based physics sequence and by offering physical chemistry annually.

Assessment of Student Learning

1. The process for assessment of student learning centers on three broad-based student learning outcomes designed to assess student's knowledge and application of chemical concepts, laboratory skills, and scientific literature. In addition, the University general studies outcomes for communication and analysis are fully integrated. Program outcomes have been mapped to the curriculum so that it is clear that all are being assessed throughout the program as well as in the capstone course. Direct (tests, oral presentations, laboratory skills) and indirect measures (exit interviews, online survey) are implemented as well as pre- and post-tests. The chemistry faculty collaborate on data collection and analysis to assess the impact of the curriculum on student learning skills.
2. The Assessment and Accreditation Committee recommends expanding on future plans for assessment in terms of collecting and analyzing data. In addition, numerous assessment measures collect data related to mathematics, but mathematical skills are not included in the stated outcomes. Therefore, including an outcome for mathematics that will reflect these measures is encouraged. The Chemistry program will want to consider ways (outcomes and measures) to support the general studies self/cultural awareness outcome.

Elementary and Secondary Education Programs:

Recognized by NCAT now known as the Council for the Accreditation of Educator Preparation (CAEP) as part of the Teacher Education program at WLU as well as by the WV Department of Education.

Accreditation Action:

1. **Accreditation Decision:** Accreditation is continued at the initial teacher preparation level and granted at the advanced preparation level. Next onsite visit is scheduled for Spring 2018.
2. **Areas for Improvement:** Recognized with Conditions designation from ACEI as a part of the Specialty Program Area reporting process, and the Teacher Education program is making adjustments based on ACEI feedback to move that designation to a fully recognized level.

Program Strengths:

1. **Data Collection and utilization to drive curriculum and instruction** – Six key assessments including Praxis II content scores, Content Portfolio, Unit Plan, Student Teaching Numerical Assessment, Capstone Project, and Professional Portfolio are implemented each semester, and data is analyzed to find strengths and challenges related to programmatic objectives.
2. **Implementation of technology across the program:** An Apple Ecosystem is employed, and technology integration is embedded within courses. Instructors not only present information with the use of iPads and Apple TVs but also engage teacher candidates in collaborative activities with various apps that enhance the ability of the instructor.
3. **Partnerships with area schools to enhance clinical experience for future teachers:** Future teachers engage in field experiences that prepare them to work with school-aged students. Prior to admission to program, 45 hours at after-school programs at Madison Elementary and Laughlin Chapel, and after admission, more than the 85 hours in a public school classroom at the elementary level at partner schools, Wheeling Country Day and West Liberty.

Program Challenges:

In the last national accreditation review of the Teacher Education program at West Liberty University, the following Areas for Improvement (AFI's) were identified by the combined national and state accreditation team. These were presented and accepted by CAEP, and the program is required to annually submit information demonstrating progress regarding these areas.

1. "Initial Program - Candidate assessment data have not been systematically collected, compiled, aggregated, summarized, and analyzed."
2. "Candidates at the initial and advanced levels have limited opportunity to interact with candidates from diverse ethnic/racial backgrounds."
3. "Candidates at the initial and advanced levels have little opportunity to interact with faculty from diverse ethnic/racial backgrounds."

Psychology

Program Strengths:

1. **Faculty**- Are dedicated and performing at an exceptional level despite limited resources. As recommended in the previous external review, an additional faculty member is hired with a specialization in translational research.
2. **Assessment Measures** – are exceptional as noted by the external reviewer as well as by the University Assessment and Accreditation Committee (A&A).

Program Challenges:

1. The University A&A Committee suggested the development of a clear timeline for future collection of assessment data and analysis.
2. The reviewer noted several concerns related to resources including:
 - a) The need for a student computer center and statistical software
 - b) A communal place for majors to gather
 - c) Revision of the capstone course to a 2-year sequence of Jr. and Sr. seminars
 - d) Resources for faculty and student research and travel

Assessment of Student Learning

The psychology program currently has five program goals and student learning objectives which align with the recommendations of the American Psychological Association. The goals are assessed at a minimum at the beginning, middle, and end of the program and include: knowledge, critical thinking skills, communication skills, personal development, and career planning.

Assessment Measures:

Assessments begins with the student portfolio in Introduction to Psychology. Students maintain the portfolio and update each semester. The portfolio is reviewed by the faculty advisor and faculty from each course, and provides formative assessment as well as guidance to help students facilitate program as well as personal goals. Half way through the program, students complete a second year examination designed to assess their foundational knowledge expected for continuing in the program. Final assessments occur in the capstone with the Field Test in Psychology, a nationally-normed assessment of knowledge, problem solving, understanding relationships and interpreting material.

Program Improvement Efforts:

Based on the assessment of students' knowledge throughout the program, faculty have identified and implemented changes such as redesigning the capstone, requiring all students to complete a practicum, and updating the 2nd year exam. The curriculum was mapped against APA guidelines to identify specific areas of knowledge not addressed so that curricular or course changes could be made.

Discontinuance of Degree Programs
Bachelor of Arts in Mathematics

The Board of Governors is asked to approve the discontinuance of the Bachelor of Arts degree in Mathematics program housed within the College of Sciences. In accordance with West Liberty University policy and West Virginia Higher Education Policy Commission guidelines, the removal of the degree program was approved by the West Liberty University Curriculum Committee on February 9, 2016. Reason for discontinuance is low enrollment. Any student within the degree program will complete their degree as written, but no new students will be admitted. There will be no impact on support in terms of math for general studies.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the discontinuance of the Bachelor of Arts degree in Mathematics program within the College of Sciences.

West Liberty University Board of Governors
April 13, 2016

MA/MS IN BIOLOGY PROPOSAL

ACTION ITEM

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the proposal to add the new degree program Master of Arts in Biology/Master of Science in Biology to be offered within the College of Sciences, Department of Natural Sciences and Mathematics.

Proposal to Add New Degree Program
Master of Arts in Biology / Master of Science in Biology
West Liberty University



Submission Date: April 2016

Effective Date: Fall 2017

Brief Summary Statement: This document supports our request for approval to offer a Master of Arts (MA) and Master of Science (MS) in Biology as outlined in Title 133 Procedural Rule of the West Virginia Higher Education Policy Commission, Series 11. Approval of our Intent to Plan was documented in a letter from Paul L. Hill, Chancellor, on June 22, 2015. Both the MA and MS are 30 credit hour master's degrees that provide a high quality, affordable and accessible graduate program for qualified students in the northern panhandle, state of West Virginia, and surrounding areas.

Due to relatively few opportunities for graduate education and the locational challenges facing the northern panhandle, the program is intended to: enhance educational and employment opportunities and enhance professional and academic growth in the state of West Virginia through effective training and education.

Program Description

The proposed MA/MS in Biology at West Liberty University is designed to offer a flexible curriculum that meets the needs of students locally and nationally. Five options within the proposed program have been developed to provide distinctive opportunities for students dependent on individual career/educational goals. The traditional MA in Biology provides a bridge program for students desiring coursework at the graduate level to prepare them for more competitive professional school entrance or for advancement in the workplace. Coursework in the traditional MA in Biology can be selected from a variety of dual-listed electives to allow focusing of study as needed. The use of dual-listed courses (upper level courses in undergraduate biology offered with differentiated learning at the 500-level to graduate students) allows maximum efficiency in programming without any detriment to the undergraduate student population. The MA in Biology, Zoo Science option is specific for professionals in animal management fields holding 4-year degrees from accredited institutions of higher education who wish to extend their education at the graduate level. The designated 30 credit hours of coursework required is specific to the challenges within animal management fields and will be offered in an online format to facilitate program completion across the nation.

The traditional MS in Biology features 14 credit hours of graded biology coursework, the option for independent study, and a traditional thesis. The 3+2 MS in Biology will be the first graduate biology program in the state to offer an accelerated pathway to completion. In this option, undergraduate students will be admitted as freshmen to the combined program; the accepted students will take a slightly heavier (17-18 credit hour) course load per semester for the first three years of study. From the standard undergraduate coursework, these students will be allowed to count 14 credit hours of dual-listed courses toward the bachelor's and master's degree enabling them to complete all undergraduate and graduate requirements, including thesis, in a 5-year timespan. The MS in Biology, Zoo Science option is specific for professionals in animal management fields wishing to complete a thesis as part of their graduate study. These individuals will take 19 credit hours (Zoo Science core curriculum), 9 credit hours of thesis, and 2 credit hours of independent study (or another graduate course in biology with approval). The entire option will be online to facilitate completion by professionals across the country.

Program Objectives

Upon completion of the MS in Biology (MS Biology 3+2, MS Biology traditional, MS Biology Zoo Science option), graduates will be able to:

- Demonstrate an in-depth mastery of field-specific advanced concepts in biological sciences and/or non-clinical biomedical sciences. [MSO1]
- Conduct research in laboratory and/or field settings using appropriate basic equipment and discipline-specific techniques. [MSO2]
- Apply biometric principles to experimental design, and to the analysis and interpretation of data. [MSO3]
- Effectively communicate research and findings in a professional context (oral and written). [MSO4]
- Demonstrate independent scientific thinking. [MSO5]
- Design and implement an original research project. [MSO6]

- Effectively write papers suitable for publication and/or proposals suitable for funding. [MSO7]

Upon completion of the MA in Biology (traditional and Zoo Science option), graduates will be able to:

- Demonstrate an in-depth mastery from a range of fundamental biological concepts and subjects, including cell biology, molecular biology, genetics, evolution and ecology. [MAO1]
- Critically review and analyze primary literature. [MAO2]
- Effectively communicate scientific ideas in both written and oral formats. [MAO3]
- Demonstrate independent scientific thinking. [MAO4]

Program Features

There are five curricular options ending in either a Master of Arts (MA) in Biology or a Master of Science (MS) in Biology. Each option provides a flexible, full curriculum leading to advanced study at the doctoral level (PhD) or professional level (MD, DO, DDS, PharmD, etc) or to employment/advanced employment within the field. Students may focus their coursework dependent on interest toward research, preparation for professional school, or career advancement. The Zoo Science option in the traditional MA or MS in biology will be offered as a Quality Matters-approved online curriculum to facilitate career advancement of trained zookeepers holding bachelor's degrees from accredited 4-year institutions of higher education.

MS in Biology via “the 3 plus 2” curriculum.

- Incoming undergraduate freshmen declare that they want to enter the 3+2 program and would graduate with both a BS and MS in Biology after 5 years.
- In the first three years of the student's matriculation through our undergraduate program, they would take a more intensive course-load and would finish their BS requirements in three (to three and a half) academic years. Years 4 and 5 would be spent fulfilling the requirements of the graduate degree. Ideally in year 4, students will complete their coursework, and during year 5, students will finish the necessary research, write, and defend their thesis.

MS in Biology via the traditional paradigm.

- This curriculum allows students with a discipline-appropriate 4-year Bachelor's degree from an accredited 4-year institution of higher education to enter. Students must meet all entrance requirements as described in 6.2.c.1.
- These students take coursework, conduct research, write and defend their thesis over the two years enrolled in the MS in Biology program.

MA in Biology (non-thesis); traditional entry only.

- Rather than conduct research and write a thesis, these students will complete additional coursework.
- These students are required to pass a comprehensive examination in the field of biological sciences. This exam will be composed of questions that encompass many of the subdisciplines of the biological sciences including (but not limited to) molecular

biology, cell biology, biochemistry, ecology, organismal biology, and genetics. Questions for this exam will be developed by a committee of biology faculty (at least three individuals) and approved by the biology graduate program director.

Program Requirements

MS in Biology (Traditional and 3+2)

- Students must complete at least 30 hours of Biology graduate coursework, including the thesis. A maximum of 9 credit hours may be earned for the thesis.
- Candidates for the MS degree must register for and participate in Graduate Seminar (seminar will be 1 credit hour per semester) each semester, except the thesis semester, while they are actively enrolled in the graduate program. No more than 3 credit hours of seminar may be used to complete the 30 credit hour requirement.
- Students must complete 14 credit hours in graded graduate Biology courses including BIO510 Graduate Research Skills.
- Students may take up to 9 credit hours of “Independent Study” per semester. However, no more than 4 credit hours in “Independent Study” may be used to complete the 30 credit hour requirement. Moreover, these Independent Study credits may only be applied beyond the required 14 credit hours in graded Biology graduate courses.
- Successful completion of the graduate program in biology requires a GPA of 3.0 or higher, and no more than 6 credit hours of “C” grades may be applied to the total hours for graduation. Upon completion of course requirements and the thesis, MS candidates must pass an oral thesis defense.

MS in Biology (Zoo Science option)

- Students must complete at least 30 credit hours of Biology graduate coursework, including the thesis. A maximum of 9 credit hours may be earned for the thesis.
- Candidates for the MS degree in Biology (Zoo Science) must successfully complete, grade of “C” or higher, the 19 credit hour Zoo Science core curriculum.
- Students may take up to 9 credit hours of “Independent Study” per semester. However, no more than 2 credit hours in “Independent Study” may be used to complete the 30-hour requirement.
- Successful completion of the graduate program in biology requires a GPA of 3.0 or higher, and no more than 6 credit hours of “C” grades may be applied to the total hours for graduation. Upon completion of course requirements and the thesis, MS candidates must pass an oral thesis defense.

MA in Biology (Traditional)

- Students who select the MA option must complete a minimum of 30 credit hours of graduate coursework. MA students must take Graduate Seminar (1 credit per semester) during each semester they are actively enrolled in the program. No more than 4 credit hours of seminar may be used to complete the 30 MA in Biology credit hour requirement.
- MA students must complete a minimum of 26 credit hours of graded biology graduate coursework. No more than 6 credit hours of “C” grades may be applied to the total hours for graduation.
- MA candidates do not conduct thesis research. Successful completion of the graduate program in biology requires a GPA of 3.0 or higher and a comprehensive examination score of 75% or higher. Students may take the comprehensive examination a total of two times to achieve or surpass the minimum score.

MA in Biology (Zoo Science option)

- Students who select the MA option must complete a minimum of 30 credit hours of graduate coursework including the 19 credit hour Zoo Science core curriculum. All credit hours are graded biology graduate courses.
- No more than 6 credit hours of “C” grades may be applied to the total hours for graduation.
- MA candidates do not conduct thesis research.
- Successful completion of the graduate program in biology requires a GPA of 3.0 or higher and a comprehensive examination score of 75% or higher. Students may take the comprehensive examination a total of two times to achieve or surpass the minimum score.

Program Outcomes

The proposed MS and MA in Biology at West Liberty University are intended to:

- provide an affordable, flexible, and full curriculum of graduate study in the biological and non-clinical biomedical sciences,
- enhance educational and employment opportunities for students in the biological and non-clinical biomedical sciences,
- enhance professional and academic growth in the state of West Virginia through effective training and education,
- facilitate career advancement of trained zookeepers holding bachelor’s degrees from accredited 4-year institutions of higher education (Zoo Science options), and

- expand and diversify the population and experiences of students (undergraduate and graduate) within the biology program at West Liberty University.
- promote science, scholarship, and research in the state of West Virginia

Existing Programs

Currently, none of the small primarily undergraduate institutions in the state of West Virginia offer a Master's in Biology. The only schools offering such a degree in our state are West Virginia University and Marshall. Approximately 90% of WLU biology graduates in the past 5 years that we have sent to graduate school are choosing programs out of state because the programs in-state do not offer the areas of interest or the atmosphere the students desire (small, highly interactive and flexible). Of universities in close proximity to West Liberty University in neighboring states, only Chatham University, the University of Pittsburgh, Indiana University of Pennsylvania, and Youngstown State University offer a Master's in Biology. Therefore, competition is minimal, and substantial opportunity exists to develop a graduate offering in a program with a proven record in preparing students for graduate and professional opportunities, establishing robust, supported research opportunities, and monitoring and maintaining quality academic opportunities.

Clientele and Need

A survey distributed and completed by 31 current West Liberty University biology students. The results of this survey indicate a high level of interest in the graduate programs proposed here. For instance, when asked the following question "If WLU Biology was to offer a 2-year master's degree in biology would you be interested in entering the program?" 68% of the polled students responded that they would be "extremely likely" or "likely" to enter this program (52% extremely likely; 16% likely). When asked if they would be interested if WLU offered a Master of Arts degree in biology as a bridge program to provide additional preparation for professional school (medical, pharmacy, dental, optometry, PA, etc), 67% indicated that they would enter this program (48% extremely likely, 19% likely). The response from the students demonstrates the high demand for a MS/ MA in biology and clearly indicates that these two programs will be at capacity upon their implementation. The program that received the highest level of interest was the innovative 3+2 MS in Biology. Here, 94% of respondents indicated that they would have entered this program if they were given the opportunity (65% extremely likely, 29% likely). Although current biology students are not the key demographic to which the MA in Biology zoo science option appeals (this degree would typically be sought by those currently working at a Zoo as a keeper or in a similar capacity) 45% still indicated that they would likely enter this program if given the opportunity. In all, 69% of our current biology students polled would be likely or extremely likely to enter one of the proposed MA/ MS in Biology programs. We anticipate a similar level of interest from Biology students from nearby institutions underscoring the demand for these graduate programs.

Program Projections

Anticipated enrollment: Initially, we intend to admit a maximum of 10 students per year for the MS. This number is capped because of the need for each student to have a graduate mentor with an acceptable research program. In year two, we could increase the number of incoming students up to 15 pending the arrival of newly hired faculty.

Each year, we would be able to accept an indeterminate number of students into the MA program. We anticipate that many students desiring a MA would consist of individuals not initially accepted into professional school aiming to bolster their academic credentials.

Conservatively, we estimate 10 MA in Biology students matriculating each year.

Additionally, we expect five incoming freshmen into the 3+2 BS/MS degree program per year.

Faculty Instructional Requirement

Current Faculty Effort vs. New Positions Required: For the proposed graduate program, we will need to add one additional full time, non-tenure track biology faculty member. In addition, we will need a full time department secretary to coordinate the thesis requirements, thesis defense scheduling, and paperwork requirements of each graduate student and of the faculty.

The new biology faculty member will serve as a post-doctoral research associate for the Biology graduate program director and will teach a maximum of 1 course (3 credit hours) per semester. The primary responsibility of this individual will be research; however the quality of their teaching will be assessed by the department co-chairs and will meet the expectation for quality set forth by West Liberty University. This person will hold a PhD or doctoral degree in their field.

Current faculty course loads will not change much as graduate courses will be dual-listed with undergraduate courses. For instance current 400-level biology courses will be listed as 400/500-level courses. These courses will accommodate undergraduates and graduates using differentiated curriculum that provides increased rigor, and requires a deeper level of mastery and accomplishment from graduate students. Also, as detailed below, Graduate Assistants (GAs) will be utilized as supervised teaching assistants in freshman and non-majors biology laboratories, which will provide opportunities for current masters-prepared instructional staff to teach lower level courses and upper level laboratories. The reallocation of teaching responsibilities will provide the graduate faculty with dedicated time for research mentorship needed by the new graduate students.

Requirements for the graduate students in dual-listed courses will clearly delineate greater expectations and additional requirements of graduate students, appropriate to the field of study. Examples of greater expectations may include that graduate students show development of independent critical thinking and evaluation of course material, and that graduate students present the evidence of their original critical analysis. Examples of additional assignments might include significant research papers, oral presentations of research on course assignments, and/or the demonstration of more sophisticated laboratory skills than those required of students in the undergraduate course.

Assistantships needed: For every paying graduate student (MA, MS, 3+2 BS/MS) we will receive a graduate assistantship to be used for a MS thesis student. In other words, GA positions will only be awarded if there is a corresponding paying student. For example, for 9 GA positions to be awarded, at least 18 biology master's students must be enrolled in the program.

GAs will be utilized as supervised teaching assistants in freshman and non-majors biology laboratories, which will provide opportunity for current masters-prepared instructional staff to teach lower level lecture courses and upper level laboratories. This shift in teaching responsibilities will provide graduate faculty dedicated time for research mentorship of the new graduate students.

Operating Resource Requirements

FIVE YEAR PROJECTION OF TOTAL OPERATING RESOURCE REQUIREMENTS					
	FY18 Year 1	FY19 Year 2	FY20 Year 3	FY21 Year 4	FY22 Year 5
Tuition Increase	0%	3%	0%	3%	0%
REVENUE	10	17	17	22	27
Year 1	\$ 90,000.00				
Year 2		\$ 157,590.00			
Year 3			\$ 157,590.00		
Year 4				\$ 210,058.20	
Year 5					\$ 257,798.70
TOTAL REVENUE	\$ 90,000.00	\$ 157,590.00	\$ 157,590.00	\$ 210,058.20	\$ 257,798.70
Revenue Assumption is that all students are In State at a rate of \$500 per credit hour. Credit hour determined on WVU and not a finalized rate.					
LABOR		3%	3%	3%	3%
Program Director	\$ 7,000.00	\$ 7,000.00	\$ 7,500.00	\$ 7,500.00	\$ 8,000.00
Faculty	\$ 62,000.00	\$ 63,860.00	\$ 65,775.80	\$ 67,749.07	\$ 69,781.55
Adjunct					
Benefits	\$ 9,418.50	\$ 9,672.39	\$ 10,002.15	\$ 10,271.50	\$ 10,617.18
TOTAL LABOR	\$ 78,418.50	\$ 80,532.39	\$ 83,277.95	\$ 85,520.57	\$ 88,398.73
Labor includes 1 Faculty FTE \$40,000 and 1 Admin FTE \$22,000, Program Director Stipend					
EXPENSE					
Computer Equipment	\$ 35,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Research Supplies	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Marketing	\$ 5,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Office Supplies	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Software	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
TOTAL EXPENSE	\$ 56,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
TOTAL PROJECT RETURN(LOSS)	\$ (44,418.50)	\$ 55,057.61	\$ 52,312.05	\$ 102,537.63	\$ 147,399.97

Source of Operating Resources

In year one, we conservatively estimate that there will be a combined total of 20 MA/ traditional MS students. Therefore, based on the GA paradigm mentioned above, 10 of these will be paying tuition, and the remaining 10 MS students will receive tuition waivers. Based on predicted in-state tuition rates, this will bring in \$90,000 in revenue. The labor costs associated with the proposed MA/ MS in biology include the program director's stipend (\$7,000), a post-doc research faculty salary (\$40,000), salary for an administrative assistant (\$22,000), and associated benefits (\$9,418.50).

Additional expenses associated with year 1 include the purchase and installation of a new autoclave (\$35,000), research supplies (\$1,000 per MS student = \$10,000), marketing (\$5,000), office supplies (\$1,000), and funds to support subscriptions to library electronic journal databases (\$5,000). This will yield a loss of \$44,000 in the first year.

We have incorporated a tuition increase during years two and four. If we assume a 30% attrition rate, and expect to gain the same number of students in year two, our revenue will increase to \$157,590. We have budgeted in a standard 3% annual raise for the new faculty hire, secretary, and program director. We will request \$5,000 for equipment upkeep and service contracts each year, but will not require an additional equipment or as much marketing. After expenses, year two is projected to bring in \$55,057.61. Therefore, after year two, we predict that the proposed program will be making a profit for the university. Year three is similar to year two with slightly less projected return due to the additional 3% incremental raises associated with labor costs.

Years 4 and 5 will usher an appreciable increase in revenue due to the transition of the 3+2 students into the graduate portion of their curriculum. We anticipate at least five 3+2 MS of Biology students to enroll at West Liberty University each year. Therefore, the total number of tuition-paying graduate students at year five (27 - 5 first year 3+2; 5 second year 3+2; 10 first year MA/MS traditional; 7 second year MA/MS traditional) should reflect the student total from this point going forward.

West Liberty University Board of Governors
April 13, 2016

RENEWAL OF UNIVERSITY PLACE I and II LEASE

Action Item

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves authorization for the President of West Liberty University, in accordance with the laws of the State of West Virginia and the rules and regulations of the Higher Education Policy Commission, to enter into a lease renewal of the apartment building located at 140-142 Van Meter Way and 551 Van Meter Way (nee Chatham Street), West Liberty, West Virginia, effective July 1, 2016.