# **WLU Board of Governors**

Regular Meeting

Wednesday, June 3, 2020 - 4:00 p.m.

Location: Shaw Hall Board Room

<sup>``...</sup> to provide our students with the opportunity for a high quality undergraduate, graduate and professional education.''

- I. Call to Order/Roll Call/Quorum and Mission Statement
- II. Introductions
- **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 April 1, 2020\* (pgs. 3-6)
  - B. Minutes of the Executive Committee May 20, 2020\* (pgs. 7-8)
- V. Agenda Order (Board may move to change order of consideration)
- VI. Board Items
  - A. Election of Officers\* (pg. 9)
  - B. Schedule of Meetings July 2020 June 2021\* (pgs. 10-11)
  - C. Annual Graduate Degree Report\* (pgs. 12-15)
  - D. MS Exercise Physiology (pg. 16)
  - E. BS Exercise Physiology Pre-AT Major (pg. 17)
  - F. Dental Hygiene Fee (pg. 18)
  - \*Action Items
- VII. Reports
  - A. Provost (Crawford)
  - B. Enrollment (Cook)
  - C. Staff (Baker)
  - D. Faculty (Gall)
  - E. SGA (Yackicic)
- VIII. President's Report
- IX. Finance Report
- X. Information Gathering (Members may ask questions or gather information to prepare for future agenda items without general discussion or action at this meeting.)
- XI. Next Meeting Date Wednesday, August 19, 2020
- XII. Adjournment

#### West Liberty University Board of Governors

#### Minutes April 1, 2020

#### Attendance:

Jack Adams, Kelly Baker, Richard Carter, Cindy Fluharty, Robert Gall, Rich Lucas, Kris Williams, Isabella Yakicic

#### Unable to Attend:

Joe Carey, William Mercer

#### Administration/Faculty/Staff:

Scott Cook, Brian Crawford, Mary Ann Edwards, Steve Greiner, Matthew Harder, Diana Harto, Stephanie Hooper, Jason Koegler, Roberta Linger, Ron Witt, Susan Ridley, Cathy Monteroso, Nicole Ennis, Maureen Zambito, Brian Fencl, Joe Rodella, Jason Koegler

#### I. Call to Order/Roll Call/Quorum and Mission Statement

Chair Lucas called the meeting to order at 4:00 p.m. and a quorum was established.

#### II. Introduction

None.

#### III. Public Comment

None.

#### IV. Approval of Minutes

#### A. Minutes of the Full Board February 5, 2020\*

On motion by Kris Williams 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 February 5, 2020.

#### A. Minutes of the Executive Committee March 18, 2020\*

On motion by Jack Adams and seconded by Kris Williams, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Executive Committee of March 18, 2020.

#### V. Agenda Order

No changes to the agenda order.

#### VI. Board Items for Approval

#### A. Program Reviews\*

Dr. Crawford stated that the annual request for program review are for Biology, Dental Hygiene, English, Nursing, and Speech Pathology and Audiology. This is a 5-year approval cycle required by the WV HEPC. Chair Lucas reviewed the summaries, which were not included in the board packet but are available for review.

On motion by Rich Lucas and seconded by Kris Williams, it was unanimously adopted by the West Liberty University Board of Governors to approve the five-year program reviews as stated.

#### B. Master in Art Therapy and Counseling Proposal\*

Dr. Crawford stated that the Master in Art Therapy and Counseling would be a new master's program, which has already been approved by the Graduate Council and Faculty Senate. Dr. Susan Ridley gave a summary of the program outlined in the proposal. A brief discussion followed with regard to, among other items, the need for the program at this time. It was noted by Dr. Crawford that it will be one year or more before we have all approvals for the program.

On motion by Rich Lucas and seconded by Kris Williams, it was unanimously adopted by the West Liberty University Board of Governors to approve the proposal to add the new degree program Master in Art Therapy and Counseling.

#### C. MAEd Leadership Track\*

Dr. Nicole Ennis gave an overview of the additional track in the MAEd Program, which would provide a Master's Degree in Leadership and Educational Administration. No additional faculty would be needed for the track.

On motion by Kris Williams and seconded by Jack Adams, it was unanimously adopted by the West Liberty University Board of Governors to approve the proposal to add the MAEd Leadership Track.

# D. Change Name of the Department of Journalism, Communication Studies and Visual Arts\*

Dr. Crawford stated that the request is to change the name of the Department of Journalism, Communication Studies and Visual Arts to the Department of Media and Visual Arts. Dr. Harder noted that this rebranding will connect with future standards in a much more sensible way.

On motion by Kelly Baker and seconded by Robert Gall, it was unanimously adopted by the West Liberty University Board of Governors to approve the department name change as stated.

#### E. Split the Department of Natural Sciences and Mathematics\*

Dr. Crawford noted that the Department of Natural Sciences and Mathematics is the largest department on campus, with co-chairs because the work load was so great. Faculty have all agreed to split the department into the Department of Biological Sciences and the Department of Physical Sciences and Mathematics. Each department would have their own chair with no additional administrative cost.

On motion by Kris Williams and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the departmental split as stated.

#### F. Honorary Degree\*

This item is tabled.

#### G. Notice of Intent for Board of Governors Policies\*

Ms. Hooper, per Board of Governors Policy 23 – Policy on Policies, gave notice of intent to draft and make available to the campus community three new policies. The first policy will deal with the modification of duties for full-time faculty. The second policy will deal with minors in the workplace and guidelines for the appropriate supervision of children on campus. The final policy is for IT resources and governance, giving the president or their designee authorization to draft university policies to help implement safeguards to protect our IT resources. These new policies will be drafted and brought to the Board in the upcoming months for 30-day comment.

On motion by Jack Adams and seconded by Kris Williams, it was unanimously adopted by the West Liberty University Board of Governors to approve the Notice of Intent of the stated policies.

#### H. FY 2021 Budget/Tuition & Fees\*

Ms. Linger presented the proposed budget for FY21, noting that it will probably be changing due to the current situation. Of the \$46 million total revenue budget, the state appropriation is \$9.1 million. The expense budget total is \$45 million, including cuts in personal services and fringe benefits, and possible utility savings with upcoming projects. A brief discussion followed, noting that although adjustments to the budget may be made after today, the state has not delayed the implementation to have something in place by May 1st.

On motion by Jack Adams and seconded by Richard Cater, it was unanimously adopted by the West Liberty University Board of Governors to approve the Fiscal Year 2021 Budget/Tuition and fees as presented.

#### VII. Reports

#### Provost (Crawford)

Dr. Crawford that the move to online classes has gone remarkably well and commended everyone for their extraordinary efforts. He has received almost no communication from students concerned about their courses. An email to all faculty acknowledged the Office of eLearning, Dr. Larance, Lucy Kefauver, and IT Services for all of their support and the Business Office to help get things that we needed quickly. He gave an overview of the Zoom platform and sessions held, noting there are ongoing challenges, but that we will get through the semester successfully. It was also noted that Instructor in Mathematics Jenna Cook was recently awarded teacher of the year.

#### **Enrollment (Cook)**

Mr. Cook noted that essential staff are on campus, but most of the Enrollment Center are working remote and it's been business as usual. He thanked Joe Rodella and the IT staff for making this possible. Applications are still running ahead at this time, but this will probably be the last time we'll see any numbers since schools are not in session. Registration for the fall semester starts Monday and continues for three weeks for currently enrolled students. We will be able to compare numbers at the end of those three weeks to see what enrollment looks like for the fall. Some barriers have been removed to make it easier and encourage students to register. New and transfer student registration will be done remotely and online. At this time, some scholarship requirements have been removed, along with academic suspensions.

#### Staff (Baker)

Ms. Baker stated that there was nothing to report since we are unable to hold elections and meetings. It is hoped we will be able to get together in May and continue these processes.

#### Faculty (Gall)

Dr. Gall stated that the February meeting of Faculty Senate drafted a resolution calling on administrators at all levels to adhere to established policies as written, noting a situation in the Gary E. West College of Business. At yesterday's Faculty Senate meeting there a variety of workload policy recommendations out for 30-day comment. The faculty forum had a good deal of discussion relating to WLU's switch to online teaching. There were a variety of concerns but also understanding about the need for the switch.

#### SGA (Yakicic)

Ms. Yakicic discussed spring events that have been cancelled. SGA elections will be done electronically with only one pair currently running for president/vice president.

Several seniors have reached out with regard to graduation. They would like to postpone the event and feel strong about walking across the stage.

#### VIII. President's Report

Dr. Greiner stated that Jes Reger was awarded a 2020 Emerging Artist Fellowship from the Tamarack Foundation for the Arts. It was also noted that Peter Sontag, a member of the WLU Wall of Honor, gave a presentation on campus to students in the College of Business.

Men's basketball player Dalton Bolon was named First Team All-American Basketball and First Team All-American Academic; very few in the country are first in both. The NCAA and MEC have officially cancelled all spring sports, however graduating seniors in those sports will be eligible to return if they wish and not lose a year of eligibility. A good way for these students to return is to enroll in a master's program.

WLU may receive some funding through the CARE Act, but we are not sure how much. Stipulations of the CARE Act state the funding is to be used for students, providing grants to students who have already paid their full semester of room and board and it must be spent by the

end of this semester. We will be analyzing each student individually to assure that students in residence halls receive the appropriate grant.

A live commencement will be postponed and initially replaced with a virtual graduation. These students will be invited to participate in the December commencement. Topper Station will provide the virtual graduation ceremony with as much of the original ceremony as possible.

We will likely extend the online classes to summer school. Faculty have stepped up in a big way to deliver the entire curriculum online with one week of instruction. It will be recommended to Dr. Crawford to show some leniency in student evaluations this semester.

#### IX. Finance Report

Ms. Linger gave an update on the finance report and reviewed various rate increases. Revenue and expenses are trending as expected, but due to the COVID-19 crisis, more stringent procedures for expenditures will be put into place.

X. Information Gathering

None.

XI. Executive Session – Executive Session under 6-9A-4(b)(2)(A) and (b)(12)

Pursuant to WV Code § 6-9A-4, at 5:10 p.m., a motion to retire to executive session was made by Rich Lucas and seconded by Jack Adams; motion passed unanimously.

A motion to rise from Executive Session at 5:45 p.m. was made by Kris Williams and seconded by Jack Adams; motion passed unanimously.

- XII. Actions Emanating from Executive Session None.
- XIII. Next Meeting Date Wednesday, June 3, 2020.
- XIV. Adjournment

The meeting adjourned at 5:50 p.m.

Richard Lucas	
	Chair
Jack Adams	
	Secretary

# WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

#### Executive Committee Minutes May 20, 2020

Executive Committee Members Present: Jack Adams, Rich Lucas, Kris Williams

WLU Administrators: Scott Cook, Brian Crawford, Stephen Greiner, Diana Harto, Roberta Linger

Others: Kelly Baker, Robert Gall

- 1. Mr. Lucas called the meeting to order at 8:00 a.m.
- Dr. Crawford presented the MS Exercise Physiology program proposal. The full proposal will be available for board members in advance of their meeting. Motion to approve was made by Ms. Williams and seconded by Mr. Adams. Motion carried.
- 3. Dr. Crawford presented the new BS Exercise Physiology Pre-Athletic Training major. This major will prepare students to enter the MS Athletic Training Program and replaces the BS Athletic Training program, which is being discontinued. A motion to approve was made by Mr. Adams and seconded by Ms. Williams. Motion carried.
- 4. Ms. Linger presented a request to add an additional \$160 equipment fee for Dental Hygiene students. Students will pay this in conjunction with a specific course and be able to take the instrument with them when they graduate. A motion to approve was made by Mr. Adams and seconded by Ms. Williams. Motion carried
- 5. Mr. Cook provided an enrollment update. Summer I and II enrollments are slightly ahead of last year. Fall enrollment is currently also ahead of last year, but it is uncertain if this will hold until August. Housing applications are running significantly behind.
- 6. The schedule of Board meetings for 2020-21 was distributed and briefly discussed.
- 7. The election of officers was discussed. The Executive Committee is the Nominating Committee and will develop a slate of candidates to present to the full board at the June meeting. There was discussion of the current number of board members and the status of nominations made to the Governor's office. The members of the Executive Committee determined that they would meet separately as the Nominating Committee to develop the slate of candidates.
- 8. There was discussion of the desire to have a live graduation ceremony for the May 2020 graduates. President Greiner reported that the virtual ceremony went well and that he has received a great deal of positive feedback. He thanked Theresa Gretchen and Jason Koegler for their excellent work in producing the event. Mr. Cook reported that it would be possible to have a separate ceremony for the May graduates on the same day as the planned December commencement. There was some discussion of possibly trying to hold a ceremony on the quad in late summer or early fall.

- 9. President Greiner gave a COVID-19 update and reported that the campus remains closed.
  - a. Most employees are currently working from home. It is not certain when the Governor will allow state employees to start returning to their normal places of work, but it seems likely that the return will begin in early June. The university plans to stagger the return of employees over the summer.
  - b. WLU has received its CARES Act allotments. This week, students who are eligible to received grants from the first portion of approximately \$1.2 million are being asked to complete a simple survey to determine how much they have individually been financially impacted by the pandemic. These grants are limited to students who are Title IV eligible. As of yesterday morning, over 500 surveys had been returned. The university will follow all USDoE rules regarding this distribution.
  - c. Room & Board refunds are going out this week. The second half of CARES Act funding can be used to reimburse the university for this expense, but this will not be enough to cover the entire cost. It is expected that there will be a shortfall of between \$150,000 and \$200,000.
  - d. WFF continues to clean and sanitize the campus. There are still some students living on campus for a number of reasons. Move out for those who left at spring break is ongoing. Once the dorm rooms are empty, they are being cleaned and sanitized.
  - e. The President reported that the university did have a pandemic plan in place and have implemented it. The Critical Incident Response Team has been meeting weekly to address issues and develop plans.
- 10. Ms. Linger gave a budget status update. As of April 30, 2020, revenue and spending were in alignment with the budget but this is, in part, because spending has been down for the last few months. The room and board refunds will have a negative impact, as reported earlier, and there will be more expenses in the coming months. The known water leak under the Student Union was repaired during the shutdown. In the process of making that repair, crews identified a second leak and also fixed that. It is expected that these repairs will have a significant positive impact on water bills in the future. The lighting and water upgrade project is ongoing. Lighting fixtures have been ordered and installation should begin shortly. The Campbell Hall 4<sup>th</sup> floor project to create clinics for the MS Clinical Psychology program and planned MA Speech Language Pathology program is also underway.
- 11. The meeting was adjourned at 8:32am.

Richard Lucas		
	Chair	
Jack Adams		
	Secretary	

## **ELECTION OF OFFICERS**

# **ACTION ITEM**

*Proposed Resolution:* Resolved, that the West Liberty University Board of Governors approves the slate of officers as stated.

# SCHEDULE OF MEETINGS July 2020 – June 2021

# **ACTION ITEM**

*Proposed Resolution:* Resolved, that the West Liberty University Board of Governors adopts the attached meeting schedule for July 2020 through June 2021.

# West Liberty University Board of Governors

# Schedule of Meetings July 2020—June 2021

Wednesday, August 19, 2020	
Wednesday, October 14, 2020	
Wednesday, December 9, 2020	
Wednesday, February 3, 2021	
Wednesday, March 31, 2021	. 4:00 p.m. . 3:00 p.m.
Wednesday, June 2, 2021  Finance Committee  Wednesday, May 19, 2021 – Executive Committee – 8:00 a.m.	

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.

#### NOTE:

- Fall 2020 Commencement Saturday, December 5, 2020
- Spring 2021 Commencement Saturday, May 8, 2021

# ANNUAL GRADUATE DEGREE REPORT

#### **Action Item**

**Proposed Resolution:** Resolved that the West Liberty University Board of Governors approve the Annual Graduate Degree Report for Academic Year 2019-20.



Office of Graduate Studies Sara Sweeney, Director Office: 304-336-8545 sara.sweeney@westliberty.edu

208 University Drive CUB 192 West Liberty, WV 26074

To: WLU Board of Governors

From: Sara Sweeney, Director Office of Graduate Studies

Re: Annual Graduate Degree Report

Date: May 27, 2020

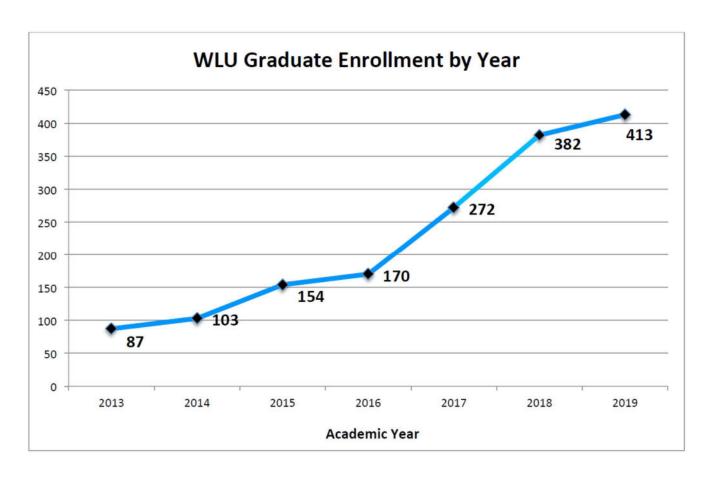
- 1. The number of programs being offered and the courses offered within each program:
  - a. Master of Arts in Education (MAEd) with Areas of Emphasis in:
    - i. Community Education: Research & Leadership
    - ii. Leadership Studies
    - iii. Multi-Categorical Special Education
    - iv. Reading Specialist
    - v. Sports Leadership and Coaching
    - vi. Technology Integration
  - b. Master of Science in Physician Assistant Studies (MSPAS)
  - c. Master of Professional Studies
    - i. Organizational Leadership
  - d. Master of Business Administration
    - i. Forensic Accounting
    - ii. Healthcare Management
    - iii. Management
  - e. Master of Science in Criminology
    - i. Courts and Corrections
    - ii. Law Enforcement
  - f. Master of Arts and Master of Science in Biology
    - i. Biomedical Science (MA only)
    - ii. Tradition
    - iii. Zoo Science
  - g. Master of Science in Dental Hygiene
  - h. Master of Arts in Clinical Psychology
- 2. The disciplines in which programs are being offered:
  - a. MAEd: College of Education
  - b. MSPAS: College of Sciences
  - c. MPS: School of Professional Studies
  - d. MBA: Gary E. West College of Business
  - e. MS Criminology: College of Liberal Arts
  - f. MS/MA Biology: College of Sciences
  - g. MA Clinical Psychology: College of Sciences
  - h. MS Dental Hygiene: College of Sciences

- 3. The locations and times at which courses are offered:
  - a. MAEd: Monday through Thursday, 5:00 PM 8:50 PM at the WLU Highlands Center or online.
  - b. MSPAS: Monday through Friday, 8:00 AM 4:00 PM on the WLU Main Campus
  - c. MPS: Friday 5:00 PM 9:00 PM, Saturday 8:00 AM 5:00 PM at the WLU Highlands Center or online.
  - d. MBA: Entirely online program.
  - e. MS Criminology: Entirely online program.
  - f. MS/MA Biology: Monday through Friday, 8:00 AM 8:50 PM on the WLU Main Campus.
  - g. MA Clinical Psychology: Monday through Thursday, Evenings on the WLU Main Campus.
  - h. MS Dental Hygiene: Entirely online program.
- 4. The number of students enrolled in the programs for 2019-20:

a.	MA Education:	104
b.	MSPAS:	37
c.	MPS:	21
d.	MBA:	161
e.	MS Criminology:	17
f.	MS/MA Biology:	43
g.	MS Dental Hygiene	5
h.	MA Clinical Psychology	6
i.	Special Non-degree:	30

5. The number of students who have obtained master's degrees through each program since May 2020:

a.	MA Education:	17
b.	MSPAS:	19
c.	MPS - Org Leadership:	8
d.	MBA:	48
e.	MS Criminology:	4
f.	MS/MA Biology:	29
g.	MS Dental Hygiene	0
h.	MA Clinical Psychology	0



## **MS in EXERCISE PHYSIOLOGY**

# **ACTION ITEM**

*Proposed Resolution:* Resolved, that the West Liberty University Board of Governors approve the proposal to add the new degree program Master of Science in Exercise Physiology.

# BS in EXERCISE PHYSIOLOGY PRE-ATHLETIC TRAINING ACTION ITEM

This major will prepare students to enter the MS Athletic Training Program and replaces the BS Athletic Training program, which is being discontinued.

*Proposed Resolution:* Resolved, that the West Liberty University Board of Governors approve the proposal to add the new Pre-Athletic Training major to the BS in Exercise Physiology program.

#### **DENTAL HYGIENE FEE**

#### **ACTION ITEM**

An additional \$160 equipment fee is requested for Dental Hygiene students. Students will pay this fee in conjunction with a specific course and be able to take the instrument with them when they graduate.

**Proposed Resolution:** Resolved, that the West Liberty University Board of Governors approve the proposal to add the Dental Hygiene Fee as stated.

# PRESIDENT'S REPORT TO WLU BOARD OF GOVENORS June 3, 2020

- It was a commencement to remember as West Liberty University celebrated the Class of 2020 in a first-time ever virtual ceremony presented by Topper Station, WLU's streaming platform on Saturday, May 9. Special thanks go to Theresa Gretchen and Jason Koegler for the production. A live graduation ceremony is planned for later this year.
- MacKenzie Davis, a 2017 graduate from the WLU nursing program, volunteered to travel to New York City at the height of the pandemic to work in the ICU at NYU Winthrop, a 591-bed facility that is located in Long Island. She said, "Honestly, going to New York just felt like the right thing to do. I didn't have any reason not to go. I'm healthy, young, and have the necessary experience and education to make a difference in the best way I know how."
- Due to COVID-19, the Phi Beta Lambda State Conference took an online format and students presented their work in a virtual setting. WLU emerged with several winners. All students attending the leadership conference are enrolled in the Gary E. West College of Business. They will join hundreds of America's college students in a virtual national conference and competition next, later in June, which offers thousands in cash prizes.
- West Liberty University plans to have in-seat classes for Fall 2020 and reopen its main campus and Highlands Center location, along with housing and dining services. Multiple scenarios and plans for opening are being developed.
- West Liberty University received a gift of 500 surgical masks from business contact Joanna Dongmei Jiang, who is the president of C3 Summit International. Jiang is located in Shanghai, China and she sent the masks to help the university during the pandemic.
- The West Liberty University Critical Incident Response Team (CIRT) has been meeting regularly during this crisis to identify safety

measures and precautions on campus and to implement the West Liberty University "Response to Pandemic Event" policy. Using the most current CDC and local public health and safety data, the CIRT team is currently addressing issues of safety with the incoming Physician Assistant class, scheduled to begin classes on June 29.

- Fred Kinder, a member of the West Liberty University Wall of Fame, worked with his alma mater and others to bring a rapid test system to West Virginia. Kinder does business throughout Asia and was familiar with a rapid test developed in China by Ustar. This test detects pathogenic microbes (such as COVID-19) from patient samples (nasal swabs, sputum, and other bodily fluids) in a matter of minutes. "This is a state-of-the art test capable of rapidly detecting COVID-19 without the need of extracting the viral genetic material or any additional tedious steps," explained Joseph Horzempa, Ph.D. Horzempa is a WLU biology professor and microbiologist who was named West Virginia Professor of the Year in 2018 and has gained national attention for his research.
- Senior women's tennis standout Carleyah Mclean won the ITA's Arthur Ashe Leadership and Sportsmanship Award for the Atlantic Region, while the Lady Hilltopper team earned the ITA's Atlantic Region Community Service Award. The ITA's Arthur Ashe Leadership and Sportsmanship Award dates back to 1982 and is presented annually to the male and female student-athlete who have exhibited outstanding sportsmanship and leadership, as well as scholastic, extracurricular and tennis achievements. Off the court, she served an internship at the Wheeling (W.Va.) YWCA where she worked to assist homeless individuals and individuals seeking shelter from domestic violence. As a regional award winner, Mclean is now one of eight finalists for the ITA National Arthur Ashe Leadership and Sportsmanship Award while the Lady Hilltoppers are finalists for the ITA National Community Service Award. Both awards will be announced later this month.
- Each and every spring, students are singled out for awards at Spring Convocation and this year was no different. Despite the pandemic and the nature of our virtual world, these annual awards were presented virtually. In addition, the Digital Media Design Students presented their annual Senior Art Show virtually. Upcoming virtual

programs include a Physician Assistant Open House and Summer Freshman Orientation.

 Construction continues on the fourth floor of Campbell Hall. The Behavioral Health Lab and Speech Pathology and Audiology Lab are scheduled for completion in August. The water leaks near the student union have been repaired. Installation of LED lighting throughout campus has begun with retrofits in the Library and Main Hall.