



MEETING AGENDA

May 18, 2012

David Hendrickson, Esq., Chair
Bruce Berry, MD, Vice Chair
Kathy Eddy, CPA, Secretary
Jenny Allen
Bob Brown, Ex-Officio
John Estep
Kay Goodwin, Ex-Officio
John Leon, MD
Jorea Marple, Ed.D., Ex-Officio
David Tyson, Esq.

Paul Hill, Ph.D., Chancellor

WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

May 18, 2012

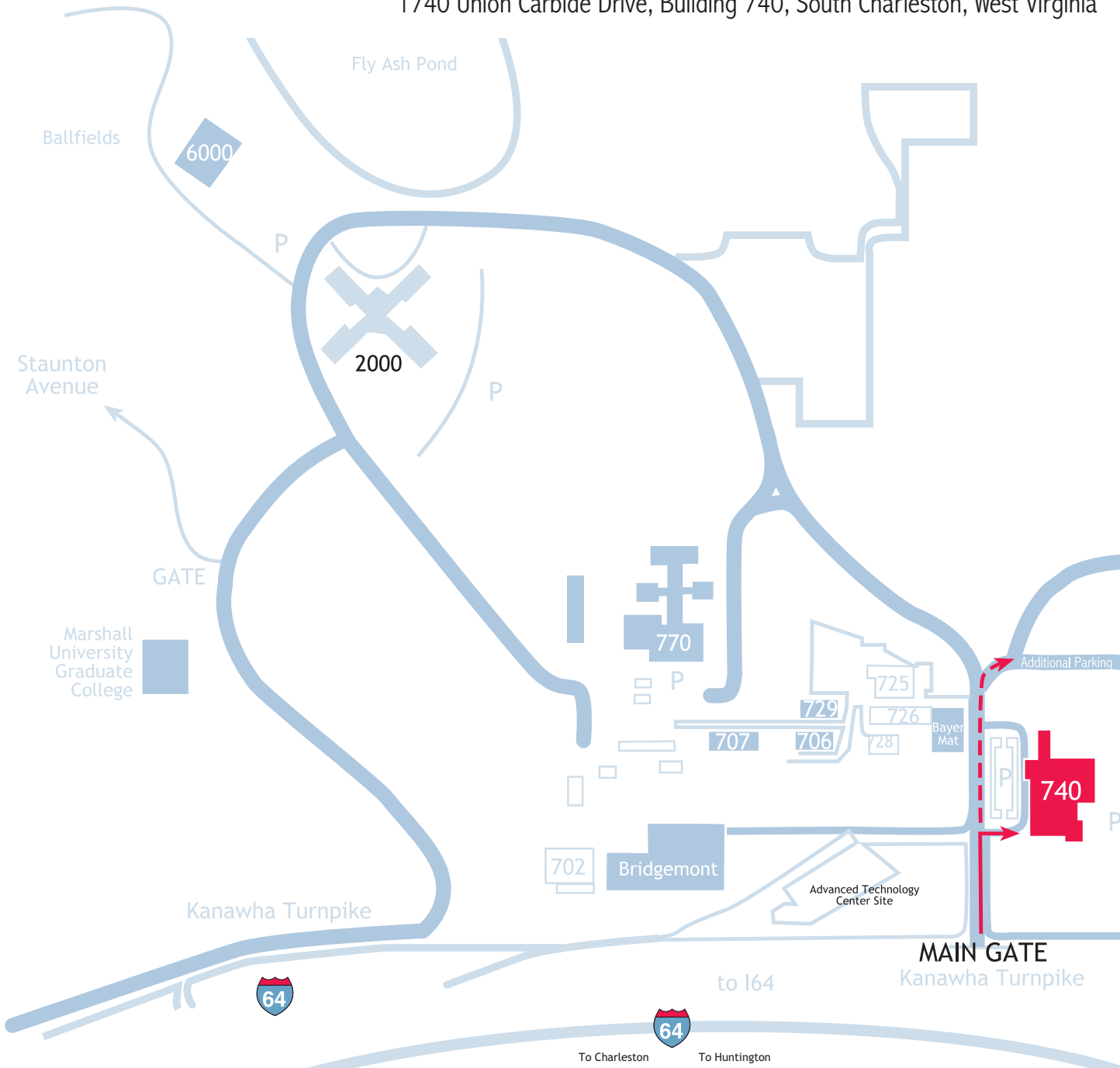
**West Virginia Regional Technology Park
South Charleston, West Virginia**

SCHEDULE OF EVENTS

9:00 AM	Commission Meeting 1740 Union Carbide Drive Building 740 Auditorium
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Directions to the West Virginia **Regional Technology Park**

1740 Union Carbide Drive, Building 740, South Charleston, West Virginia



Arriving from the EAST on I-64

(after leaving Charleston)

1. At I-64 exit 55, take Ramp (RIGHT) toward Kanawha Turnpike
2. Stay on Kanawha Turnpike [CR-12]
3. After about 0.5 mile, turn LEFT into the West Virginia Regional Technology Park (3300 Kanawha Turnpike)
4. Proceed to Building 740

Arriving from the WEST on I-64

(approaching Charleston):

1. At I-64 exit 54, turn RIGHT onto Ramp towards US-60 / MacCorkle Ave / South Charleston
2. Keep RIGHT to stay on Ramp towards US-60
3. Bear RIGHT (East) onto US-60 [MacCorkle Ave SW], then immediately turn RIGHT (South-East) onto SR-601 [Jefferson Rd]
4. After 0.5 mile, bear left at the traffic light onto Kanawha Turnpike [CR-12]
5. Continue straight (0.1 mile) through the next traffic light on Kanawha Turnpike
6. After about 0.5 mile, turn RIGHT into the West Virginia Regional Technology Park (3300 Kanawha Turnpike)
7. Proceed to Building 740

**MEETING OF THE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

May 18, 2012

**West Virginia Regional Technology Park
Building 740, Auditorium
South Charleston, West Virginia**

9:00 AM

AGENDA

I. Call to Order

II. Approval of Minutes *(Pages 6-20)*

III. Chairman's Report

- A. Formation of a Nominating Committee
- B. 2013 Meeting Schedule
- C. Interim Reports from Constituent Groups
 - 1. Advisory Council of Classified Employees
 - 2. Advisory Council of Faculty

IV. Chancellor's Report

V. Cost and Affordability *(Pages 21-78)*

- A. Approval of Allocations of Fiscal Year 2013 State Appropriations to Institutions and Other Entities *(Pages 21-29)*
- B. Approval of Tuition and Fees for 2012-2013 Academic Year *(Pages 30-58)*
- C. Approval of Fiscal Year 2013 Institutional Capital Assessments *(Pages 59-61)*
- D. Approval of Fiscal Year 2013 Higher Education Resource Assessment *(Pages 62-64)*
- E. Approval of Additional Funding for West Virginia State University *(Pages 65-66)*
- F. Approval of Additional Funding for West Virginia University Institute of Technology *(Pages 67-68)*

- G. Approval of Fiscal Year 2013 Distribution Plan for the West Virginia Higher Education Grant Program *(Pages 69-71)*
- H. Approval of Eligibility Requirements, Annual Award Amount, and Summer Awards for the PROMISE Scholarship Program *(Pages 72-74)*
- I. Overview of Proposed Changes to the Health Sciences Scholarship Program *(Pages 75-78)*

VI. Learning and Accountability *(Pages 79-175)*

- A. Approval of Bachelor of Science in Digital Media Design at West Liberty University *(Pages 79-104)*
- B. Approval of Revised Series 20, Initial Authorization of Degree-Granting Institutions *(Pages 105-142)*
- C. Approval of Proposed Series 52, Annual Reauthorization of Degree-Granting Institutions *(Pages 143-162)*
- D. DegreeNow Progress Report *(Pages 163-174)*
- E. Update on Senate Bill 330 Progress *(Page 175)*

VII. Innovation *(Pages 176-180)*

- A. Approval of Research Challenge Grant Awards *(Pages 176-180)*

VIII. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel Issues

- A. Approval of Presidential Compensation at West Virginia School of Osteopathic Medicine
- B. Approval of Presidential Appointment and Compensation at West Virginia State University
- C. Approval of Presidential Contract Modification at West Virginia University
- D. Approval of Chancellor Appointment and Compensation

IX. Additional Board Action and Comment

X. Adjournment

MINUTES
HIGHER EDUCATION POLICY COMMISSION
February 9, 2012

1. Call to Order

Chairman David Hendrickson convened a work session of the Higher Education Policy Commission at 1:00 PM in the Presidents' Conference Room at 1018 Kanawha Boulevard, East, Charleston, West Virginia and by conference call. The following Commission members were present: Bruce Berry, Kathy Eddy, Kay Goodwin, David Hendrickson, and John Leon. Absent: Jenny Allen, Bob Brown, John Estep, Jorea Marple, and David Tyson.

2. Review of February 17 Meeting Agenda

Commission staff provided a brief overview of the items on the agenda for the February 17, 2012 meeting.

3. Adjournment

There being no further business, the meeting was adjourned.

David K. Hendrickson	Chairman

Kathy Eddy	Secretary

MINUTES
HIGHER EDUCATION POLICY COMMISSION

February 17, 2012

1. Call to Order

Chairman David Hendrickson convened a meeting of the Higher Education Policy Commission at 10:00 AM in the Building 740 Auditorium at the West Virginia Regional Technology Park in South Charleston, West Virginia. The following Commission members were present: Jenny Allen, Bruce Berry, Kathy Eddy, John Estep, Kay Goodwin, David Hendrickson, Jorea Marple, and David Tyson. Absent: Bob Brown and John Leon. Also in attendance were institutional presidents, higher education staff, and others.

2. Approval of Minutes

Ms. Allen moved approval of the minutes of the meetings held on December 6, 2011, December 9, 2011, and December 29, 2011, as provided in the agenda materials. Secretary Goodwin seconded the motion. Motion passed.

3. Chairman's Report

A. Discussion on Textbook Affordability

Chairman Hendrickson introduced Bruce Hildebrand, Executive Director for Higher Education at the Association of American Publishers, to discuss textbook affordability. Mr. Hildebrand introduced Stephen Hochheiser, Vice President of Cengage Learning and Dr. Debra Volzer, Senior Executive Director of Pearson Learning Solutions, who discussed the various initiatives undertaken at their respective publishing companies to keep the price of textbooks affordable for students.

Chairman Hendrickson inquired if the materials provided by the publishers can be found online and if the type of device utilized affects the student's ability to access information. Mr. Hildebrand responded that approximately 90 percent of the course materials can be accessed digitally and the material is created to be utilized by a variety of e-readers.

Patrick Crane, Director of Policy and Strategic Initiatives, provided an overview of the results from an informal survey conducted by members of the Advisory Council of Students at their respective institutions.

B. Progress Report on Senate Bill 330 Implementation

Mr. Rob Anderson, Interim Executive Vice Chancellor for Administration, provided an update regarding the implementation and status of Senate Bill 330. Dr. Bruce Berry, Vice Chairman, urged institutional presidents to allow employees to attend meetings regarding Senate Bill 330 and, most importantly, to fully fund the salary schedule.

C. Interim Reports from Constituent Groups

1. Advisory Council of Students

Mr. Ray Harnell, Chair of the Advisory Council of Students (ACS) and student at Marshall University, presented information regarding a recent social media campaign to advocate for continued and increased funding of the Federal Pell Grant. Mr. Harnell noted the ACS has a number of initiatives, but a primary focus is the Pell Grant, which is facing a decrease in state and federal allocations in the presence of tuition increases. The ACS has drafted a petition, which will be distributed to representatives in Washington, D.C. in order to express that students are concerned with the decreased funding for the Pell Grant.

2. Advisory Council of Faculty

Dr. Sylvia Shurbutt, member of the Advisory Council of Faculty (ACF), provided an introduction of fellow ACF members in attendance at the meeting. Dr. Shurbutt discussed the importance of shared governance and the need for a faculty representative on the Commission. Dr. Shurbutt noted that a faculty perspective would be useful for many of the issues considered by the Commission.

3. Advisory Council of Classified Employees

Mr. Mike Dunn, Chair of the Advisory Council of Classified Employees (ACCE), and fellow member Ms. Johnna Beane, discussed the on-going college completion efforts and the work of the College Completion Task Force. Mr. Dunn thanked Mr. Anderson and Dr. Berry for attending a meeting to discuss the on-going work pertaining to Senate Bill 330. Mr. Dunn noted the ACCE is comprised primarily of blue collar workers and stressed the importance of providing information regarding adult learner opportunities to such employees.

4. Chancellor's Report

A. Overview of Transition Steering Committee for West Virginia University Institute of Technology

Dr. Paul Hill, Chancellor, provided an overview of the West Virginia University Institute of Technology Revitalization Committee. Chancellor Hill discussed the creation of an online survey for alumni, community members, faculty, staff, and students in order to provide recommendations to the Committee. Chancellor Hill noted that an initial meeting has been scheduled for March 15 and will be held on campus.

B. Update on 2012 Legislative Session

Chancellor Hill provided a brief update regarding the 2012 regular legislative session. Bruce Walker, General Counsel, reviewed proposed legislation, including a \$20 million addition to the Research Trust Fund, commonly known as "Bucks for Brains."

Chancellor Hill also provided an update regarding the recent meeting of the West Virginia Board of Examiners for Registered Professional Nurses to discuss possible next steps for nursing at students of Mountain State University due to accreditation issues.

5. Access

A. Update on College Access and P-20 Initiatives

Dr. Adam Green, Senior Director for Student Success and P-20 Initiatives, presented a report on key efforts aimed at assisting students and families in preparing for and succeeding in college. Dr. Green discussed the federally-funded GEAR UP program, the federally-funded College Access Challenge Grant program, the College Goal Sunday initiative, and the College Foundation of West Virginia (CFWV) initiative. Dr. Green noted that more than 100,000 accounts have been created on www.cfwv.com, with nearly 9,000 accounts belonging to adult learners.

Commissioner Eddy inquired if the program is continuing to meet the objectives and goals of the GEAR UP grant and Ms. Allen inquired regarding the efforts being made to renew the grant. Dr. Green indicated that there have been struggles, particularly in math, but that the program is pre-dominantly successful in meeting the metrics of the grant and the Commission will pursue a grant renewal.

6. Cost and Affordability

A. Approval of Fiscal Year 2011 Consolidated Audit

Dr. Ed Magee, Vice Chancellor for Finance, provided an overview of the Higher Education Fund, which is comprised of all activity related to operations of Commission and Council member institutions, which are independently audited. Dr. Magee introduced Mr. Dennis Juran of Deloitte & Touche, who discussed the audit report and reviewed handouts.

Commissioner Eddy inquired how this information had been shared with the institutions. Dr. Magee indicated the report has been provided to the institutional chief financial officers.

Ms. Eddy inquired if there are any specific concerns the Commission should be aware of as a result of this audit. Dr. Magee noted there is a continued increase in the Other Post Employment Benefits (OPEB) liability, with the Fiscal Year (FY) 2011 increase equal to 81 percent of the Fund's unrestricted net assets.

Ms. Eddy moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission accepts the audited financial report for the Higher Education Fund for the Fiscal Year ending June 30, 2011.

Dr. Berry seconded the motion. Motion passed.

B. Approval of Housing Demand Study at West Virginia State University

Mr. Richard Donovan, Senior Director of Facilities, provided an overview of a housing demand study, which was conducted by Mantra, LLC at the request of West Virginia State University. Mr. Donovan introduced Bryce Casto, the institution's Vice President for Student Affairs, who discussed the study and the involvement of students in the process.

The purpose of the study was to determine the demand for housing, the optimal size of the project, the best location on or adjacent to the campus on which to build the project, what to do with obsolete housing when the new housing is available, how to finance and develop the project, and how to structure a request for proposals. Mr. Donovan noted the study identified a need to develop new campus housing that will enhance the institution's residence life program.

Vice Chairman Berry inquired as to how many students are currently residing on-campus. Mr. Donovan indicated there are 308 students living in the

residence halls.

Mr. Tyson moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves West Virginia State University's Housing Demand Study and approves proceeding with the project through the Request for Proposals (RFP) process.

Further Resolved, That upon completion of the RFP process, the University shall present its recommendations to the Commission for further consideration prior to proceeding with the project.

Dr. Berry seconded the motion. Motion passed.

C. Approval of Robert C. Byrd Health Sciences Center Animal Facility Annex Construction Project and Financing Resolution

Mr. Donovan provided an overview of the Robert C. Byrd Health Sciences Center Animal Facility Annex construction project. The proposed annex will allow for the expansion of biomedical research activity and infrastructure. Mr. Donovan noted the present facility no longer meets the requirements of a modern lab animal vivarium and noted the rapid expansion in research areas that depend upon the use of animals. The new facility would incorporate necessary support spaces and the existing facility would be renovated depending upon programmatic needs.

Secretary Goodwin inquired if student fees would be utilized to fund the project. Mr. Donovan indicated that student fees were identified as a funding source.

Ms. Eddy moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the Robert C. Byrd Health Sciences Center Animal Facility Annex Construction Project and Financing Resolution.

Ms. Allen seconded the motion. Motion failed.

7. Learning and Accountability

A. Presentation on Advanced Academy of West Virginia Proposal by West Liberty University

Chancellor Hill introduced Robin Capehart, President of West Liberty University, who provided an overview of the proposed program. President

Capehart stated that the Advanced Academy of West Virginia is slated to begin as a pilot project in August 2012 at the institution's Highlands Center in coordination with RESA-6 and Brooke, Hancock, Marshall, Ohio, and Wetzel Counties. The Academy will be under the leadership of the Honors College and will be open to students with a 3.5 GPA and a combined score of 1110 on the SAT or composite score of 24 on the ACT.

Chairman Hendrickson inquired how many students were expected to participate in the first year of the program. President Capehart responded that a minimum of 30 students are expected and that dual credit opportunities would continue to be offered for students.

B. 2011 Higher Education Report Card

Dr. Angela Bell, Interim Vice Chancellor for Policy and Planning, presented highlights from the *2011 West Virginia Higher Education Report Card*. Dr. Bell noted that the report contains sections with statewide, regional, and national data and implications as well as detailed information and analysis about the state's public four-year colleges and universities under the jurisdiction of the Commission and the state's public two-year colleges under the jurisdiction of the Council for Community and Technical College Education.

Among the many highlights from the report, Dr. Bell noted that an additional 10,000 students received financial aid during the past academic year.

C. 2011 Health Sciences and Rural Health Report Card

Dr. Robert Walker, Vice Chancellor for Health Sciences, presented highlights from the *2011 Health Sciences and Rural Health Report Card*. Dr. Walker noted that the report contains various sections including enrollment, retention, graduation, loan indebtedness, and job placement. Dr. Walker discussed the United States Medical Licensing Exam (USMLE) Step 3, which is the final test that must be completed by allopathic medical students and reviewed the passage rates at Marshall University and West Virginia University.

Secretary Goodwin inquired if students could wait to take the USMLE Step 3 exam, or if it is necessary to take it at the end of the first year of residency. Dr. Walker indicated that students can wait to take the exam until the second year of residency.

D. Approval of Institutional Compact Updates

Dr. Kathy Butler, Vice Chancellor for Academic Affairs, provided information regarding institutional involvement in the implementation of the Commission's Master Plan. Dr. Butler stated that the original institutional compacts were

approved by the Commission in January 2009 and the 2011 updates were the third in a series of required yearly updates regarding progress in meeting the goals and strategies outlined in the compacts. Dr. Butler provided an overview of the process utilized to evaluate the compact updates, which included a team review with Commission staff and external consultants.

Dr. Butler noted that each compact update outlined team recommendations and comments on each institutional report and included a chart summarizing institutional goals for enrollment, retention rates, graduation rates, degree production, and degree production in STEM and health fields.

Dr. Berry moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the institutional compacts for Bluefield State College, Concord University, Fairmont State University, Glenville State College, Marshall University, Shepherd University, West Liberty University, West Virginia State University, and West Virginia University that have been developed in conjunction with the Higher Education Policy Commission master plan, Charting the Future, 2007-2012.

Mr. Estep seconded the motion. Motion passed.

E. Approval of Master of Social Work at Concord University

Dr. Butler presented a proposal from Concord University to implement a Master of Social Work program. The program is designed to prepare graduates for advanced generalist social work practice in southern West Virginia and to accommodate students with varied preparation through two separate tracks. Dr. Butler stated that Concord University will offer the program as an online/hybrid program with minimal face-to-face classroom instruction. Dr. Butler noted the program will be subject to a post-audit review conducted by the Commission during the 2015-2016 academic year.

Mr. Tyson moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the Master of Social Work to be implemented at Concord University, effective August 2012.

Mr. Estep seconded the motion. Motion passed.

F. Approval of Bachelor of Arts in Art at Glenville State College

Dr. Butler presented a proposal from Glenville State College to implement a Bachelor of Arts in Art program. The proposed program offers majors in two

areas, including Studio Art and Graphic and Digital Design. The 120-hour program is designed to be completed in eight semesters. Dr. Butler noted one additional faculty member and limited adjunct faculty will be necessary for the program and will be covered by tuition and fee revenues. Dr. Butler also noted the program will be subject to a post-audit review conducted by the Commission during the 2015-2016 academic year.

Dr. Berry requested information on funding for the program. Dr. Butler indicated that minimal budgetary resources would be necessary for the program.

Secretary Goodwin moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the Bachelor of Arts in Art at Glenville State College, effective August 2012.

Ms. Allen seconded the motion. Motion passed.

G. Approval of Bachelor of Science in Athletic Training at West Liberty University

Dr. Butler presented a proposal from West Liberty University to implement a Bachelor of Science in Athletic Training. The degree program is a 120 credit hour course of study and will be designed for students interested in careers in athletic training or related fields, or further study at the graduate level. Dr. Butler indicated that, while there are currently seven athletic training programs in West Virginia, only three such programs are at public institutions.

Dr. Butler noted additional faculty will be added as the demand for courses increases and such expenses will be covered by tuition and fee revenues. Dr. Butler also noted the program will be subject to a post-audit review conducted by the Commission during the 2015-2016 academic year.

Dr. Berry moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the Bachelor of Science in Athletic Training at West Liberty University, effective August 2012.

Ms. Allen seconded the motion. Motion passed.

8. Additional Board Action and Comment

A. Approval of Appointment to the West Virginia Regional Technology Park Board of Directors

This item was tabled for a future meeting.

B. Approval of Presidential Search Procedure for Bluefield State College

Chancellor Hill provided an overview of the presidential search procedure adopted by the Bluefield State College Board of Governors on January 27, 2012, pursuant to Series 5 of the Commission's rules. As stated in Series 5 and the proposed search procedure, Chancellor Hill will serve as an ex-officio member of the Search Committee. Chancellor Hill stated that any presidential selection and compensation will require Commission approval and, as such, will appear on a future meeting agenda.

Dr. Berry moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the Presidential Search Procedure adopted by the Bluefield State College Board of Governors.

Mr. Estep seconded the motion. Motion passed.

C. Approval of the Creation of an Audit Committee

As a follow-up to the audit presentation, Commission members discussed the need for a standing committee to review the issue on a regular basis in addition to the yearly presentation to the full Commission.

Dr. Berry moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the creation of an Audit Committee.

Mr. Tyson seconded the motion. Motion passed.

Chairman Hendrickson requested that Commissioner Eddy serve as the Chair of the Audit Committee and work with Dr. Magee and Commission staff to complete the Committee and move forward as discussed by the Commission.

9. Adjournment

There being no further business, the meeting was adjourned.

_____	Chairman
David K. Hendrickson	

_____	Secretary
Kathy Eddy	

MINUTES

HIGHER EDUCATION POLICY COMMISSION

March 1, 2012

1. Call to Order

Chairman David Hendrickson convened a special meeting of the Higher Education Policy Commission at 1:30 PM in the Presidents' Conference Room at 1018 Kanawha Boulevard, East, Charleston, West Virginia and by conference call. The following Commission members were present: Jenny Allen, Bruce Berry, Kathy Eddy, John Estep, David Hendrickson, and Jorea Marple. Absent: Bob Brown, Kay Goodwin, John Leon, and David Tyson.

2. Approval of Refunding Bond Resolution for Fairmont State University

Mr. Richard Donovan, Senior Director of Facilities, provided an overview of the revenue bonds issued by Fairmont State University in 2002. Mr. Donovan noted interest rates in the municipal bond market have decreased in recent months and refinancing the bonds could yield a net savings of approximately \$4.99 million by June 1, 2032.

Mr. Rick Porto, Vice President for Administration and Fiscal Affairs at Fairmont State University, noted that the institution's goal is to refund the bonds in an effort to save students from future fee increases.

Mr. Estep moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the resolution drafted by bond counsel authorizing the refunding of certain revenue bonds issued by the Fairmont State University Board of Governors in 2002 and 2003 in an aggregate principal amount not to exceed \$58 million.

Ms. Eddy seconded the motion. Motion passed.

3. Approval of Stutzman-Slonaker Hall Renovations at Shepherd University

Mr. Donovan provided an overview of the proposed renovations to Stutzman-Slonaker Hall. The proposed renovations include the installation of new heating, ventilation, and air conditioning systems. The institution received previous funding for a Commission bond project intended to support energy efficiency upgrades, with approximately \$200,000 being allocated for window upgrades to Stutzman-Slonaker Hall. Both renovation projects have been designed and engineered by Bushey Feight Morin Architects of Hagerstown, Maryland. Mr. Donovan noted a projected energy savings of approximately 20 percent from the projects.

Chairman Hendrickson asked how quickly the institution could recoup the cost from the renovations. Mr. Donovan responded it would take approximately six to eight years.

Dr. Berry moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the prospectus and project budget for the 2012 Building Systems Renovations at Stutzman-Slonaker Hall and authorizes the University to proceed with the project.

Ms. Eddy seconded the motion. Motion passed.

4. Approval of Robert C. Byrd Health Sciences Center Animal Facility Annex Construction Project and Financing Resolution

Mr. Donovan provided an overview of the Robert C. Byrd Health Sciences Center Animal Facility Annex construction project, which was initially considered at the February 17, 2012 Commission meeting. Mr. Donovan noted the present facility no longer meets the requirements of a modern animal lab vivarium. The proposed annex will allow for the expansion of biomedical research activity and infrastructure.

Dr. Christopher Colenda, Chancellor for Health Sciences at West Virginia University, noted the proposed annex will be located in an existing courtyard next to, and connected with, the existing structure.

Dr. Berry moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the Robert C. Byrd Health Sciences Center Animal Facility Annex Construction Project and Financing Resolution.

Ms. Eddy seconded the motion. Motion passed.

5. Adjournment

There being no further business, the meeting was adjourned.

David K. Hendrickson

Chairman

Kathy Eddy

Secretary

MINUTES
HIGHER EDUCATION POLICY COMMISSION
May 3, 2012

1. Call to Order

Chairman David Hendrickson convened a special meeting of the Higher Education Policy Commission at 4:00 PM in the 9th Floor Conference Room at 1018 Kanawha Boulevard, East, Charleston, West Virginia and by conference call. The following Commission members were present: Jenny Allen, Bruce Berry, John Estep, Kay Goodwin, David Hendrickson, and Jorea Marple. Absent: Bob Brown, Kathy Eddy, John Leon, and David Tyson.

2. Approval of Presidential Selection and Compensation at Fairmont State University

Dr. Paul Hill, Chancellor, provided an overview of the timeline of events associated with the Fairmont State University presidential search beginning with the Commission's approval of the search procedure on December 28, 2011. As an ex-officio member of the Presidential Search Committee, Chancellor Hill reported on the search process and the Committee's final recommendation, which was approved by the Board of Governors.

Chairman Hendrickson introduced Ron Tucker, Chairman of the Fairmont State University Board of Governors, who announced that Dr. Maria Rose was recommended to and approved by the board to serve as President. Chairman Tucker indicated that many on campus and in the community have provided positive feedback regarding Dr. Rose's selection. Chairman Hendrickson and Chancellor Hill jointly thanked Chairman Tucker for his leadership in the presidential search process. The Commission expressed its enthusiasm for Dr. Rose's presidency and the future of the institution.

Dr. Berry moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the presidential selection by the Fairmont State University Board of Governors and delegates to the Chancellor the authority to approve the final contract as to form on behalf of the Commission.

Secretary Goodwin seconded the motion. Motion passed.

3. **Adjournment**

There being no further business, the meeting was adjourned.

David K. Hendrickson

Chairman

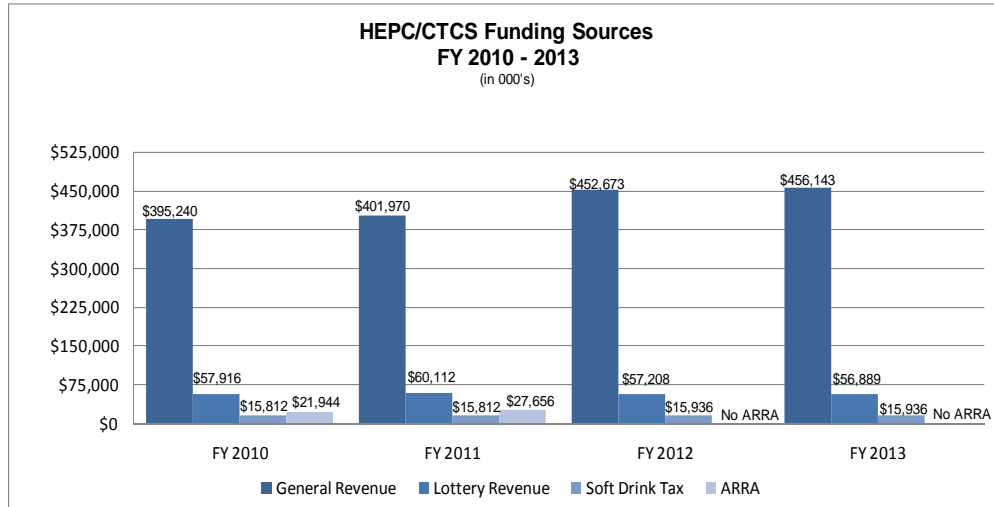
Kathy Eddy

Secretary

Thirty states have projected budget gaps totaling \$49 billion for FY 2013. States have fewer options for addressing these gaps than in previous years. The federal Recovery Act was helpful in allowing states to avert some of the budget cuts in FYs 2009, 2010 and 2011, but the aid expired at the end of FY 2011.

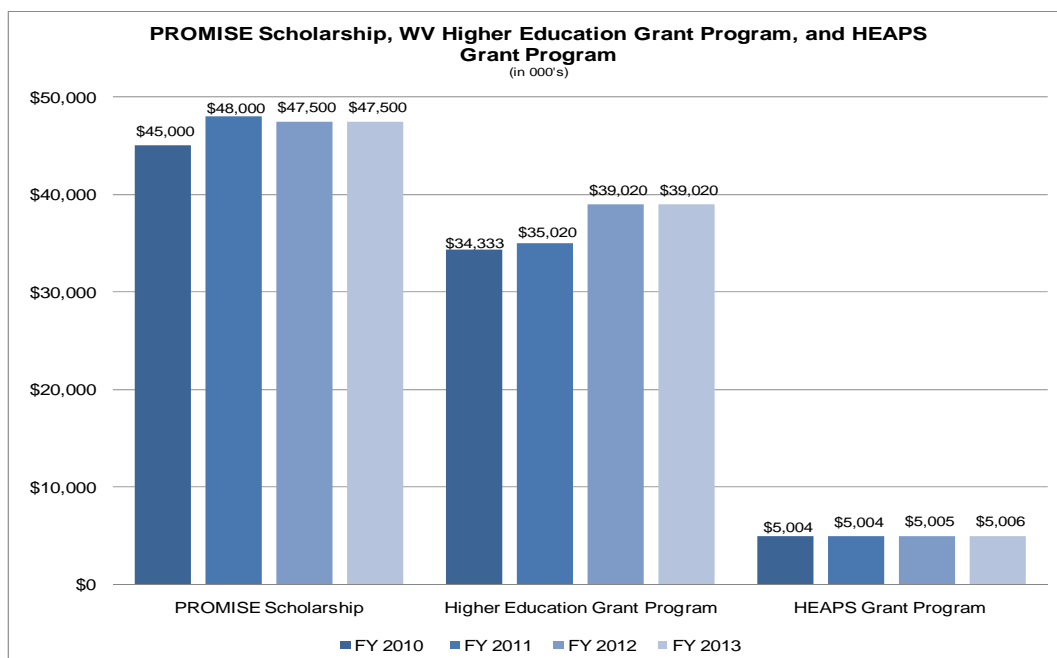
The higher education appropriations for general revenue, lottery, soft drink tax, and ARRA funds for FYs 2010 through 2013 are shown in Graph 1 located below.

Graph 1

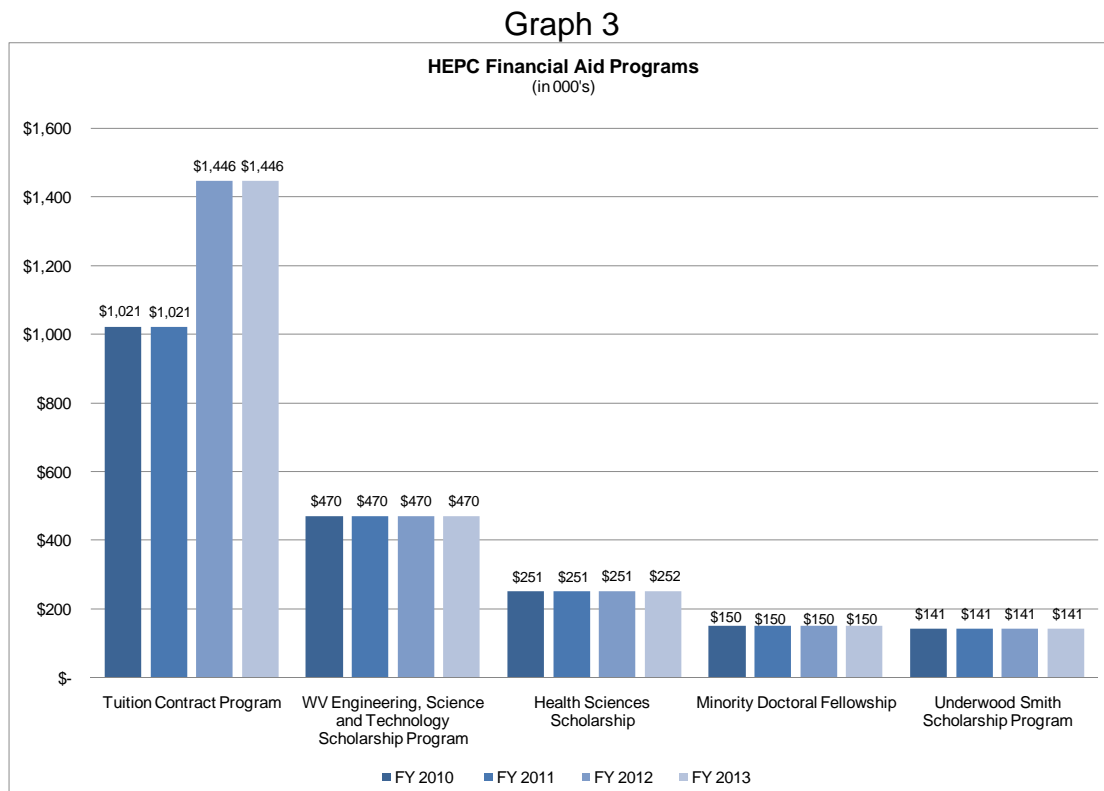


The below graph (Graph 2) shows a comparison of the PROMISE Scholarship Program, the Higher Education Grant Program, and Higher Education Adult Part-Time Student (HEAPS) Grant Program for FYs 2010 through 2013. There was no new funding for these programs in FY 2013, but all programs were continued at the current levels.

Graph 2



Graph 3 on the Tuition Contract Program, Health Sciences Scholarship Program, Underwood-Smith Scholarship Program, West Virginia Engineering, Science, and Technology Scholarship Program, and Minority Doctoral Fellowship for FYs 2010 through 2013 is outlined below.



FY 2013 Institution Base Budgets (Table 1 at the end of the agenda item)

Institution Base Budgets: For FY 2013, the Legislature appropriated \$313,033,697 directly to the four-year institutions and medical schools. This is an increase of \$3,475,277 (\$779,277 is for PEIA) from the previous year. An additional \$1.5 million for general operations will be allocated by the Commission. Table 1, located at the end of the agenda item, compares the FY 2013 appropriations to institutional budgets for FY 2012.

The information below relates only to state-funded appropriations. Institutions are currently compiling budgets for FY 2013 that include tuition, fees, and other revenue sources. Budget recommendations for Commission operations will be provided at a future Commission meeting.

Institutions Receiving Increased Funding:

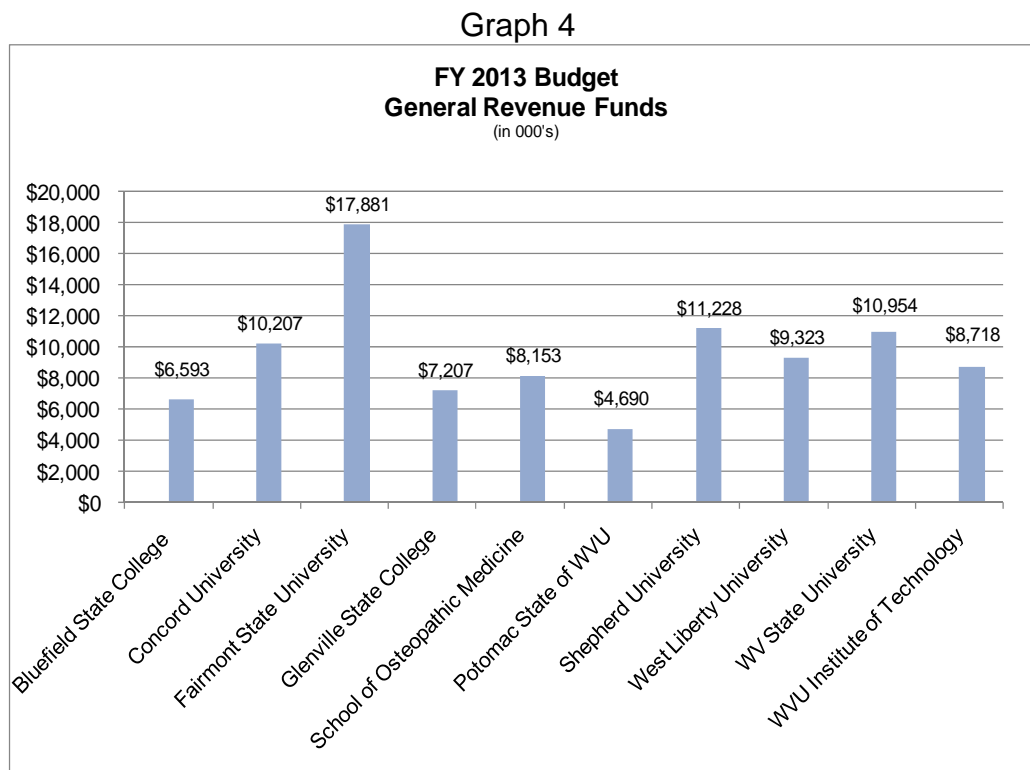
- Allocations for PEIA were increased four percent for the institutions that budgeted state funds for these expenses in FY 2012. All four-year institutions with the exception of West Virginia University received this funding.

- The West Virginia School of Osteopathic Medicine received a \$400,000 increase in base funding.
- The Marshall University Joan C. Edwards School of Medicine received \$1,216,000 in base funding to address accreditation needs.
- West Virginia University Health Sciences was appropriated \$1 million to provide start up funds for a new School of Public Health in conjunction with health departments and other health entities in the state (FY 2013 is Year 2 of Year 5 funding).
- Glenville State College received \$80,000 of new funding for a security system at the Corrections Academy.
- The Center for Excellence in Disabilities at West Virginia University received \$28,980 to optimize federal funds.
- There is \$1.5 million in new funding included in the budget for general operations to be allocated to West Virginia State University and West Virginia University Institute for Technology.

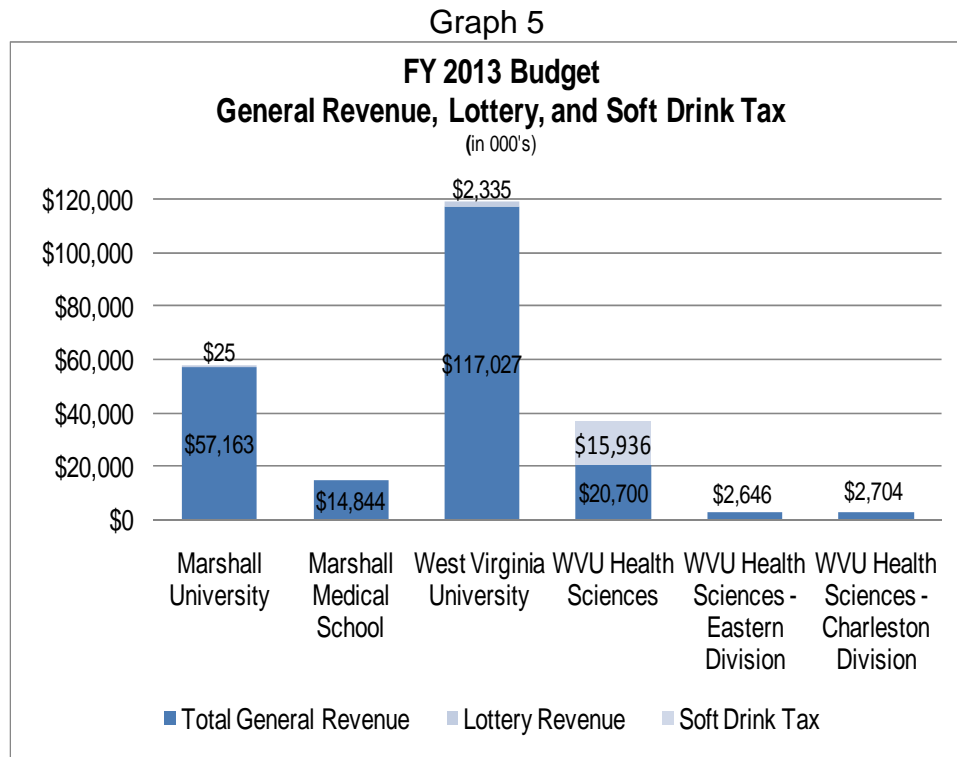
In addition to the funding above for FY 2013, supplemental funding was approved for FY 2012 in Senate Bill 678 as follows:

- The Commission received \$3 million for the West Virginia Regional Technology Park to bridge the funding gap between construction and full occupancy of future tenants.

The following graph (Graph 4) shows the FY 2013 general revenue for the institutions except for Marshall University and West Virginia University which are shown in a separate chart.



The below graph (Graph 5) shows the FY 2013 general revenue, lottery, and soft drink tax for Marshall University and West Virginia University and their medical schools.



FY 2013 Allocations for Multiple Institutions
(Table 2 at the end of the agenda item)

Vista e-Learning: The FY 2013 budget bill contains \$300,000 for Vista e-learning. Staff proposes that these funds remain at Marshall University to assist in the development and dissemination of high school distance learning courses.

State Priorities – Brownfield Professional Development: Brownfields are real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. On January 11, 2002, President Bush signed the Small Business Liability Relief and Brownfields Revitalization Act (known as "the Brownfields Law") which provides funds to assess and clean up brownfields.

West Virginia's Brownfield Professional Development advances three state priorities: Brownfield development, professional development, and public school finance. Funding for the program was increased from \$805,598 to \$806,198, with the increase being due to the PEIA allocation. Staff recommends the following allocations for FY 2013 appears on the following page.

Marshall University - \$403,099		West Virginia University - \$403,099	
Brownfield development	\$203,099	Brownfield development	\$203,099
June Harless Center for Rural Education Research and Development	\$125,000	Professional development coordination	\$125,000
Center for Business and Economic Research (for public school financial analysis)	\$75,000	Bureau of Business and Economic Research (for public school financial analysis)	\$75,000

**FY 2013 Rural Health Allocations
(Table 3 at the end of the agenda item)**

The FY 2013 budget bill contains line items related to rural health totaling \$5,603,263. Staff proposes to allocate funds in the same manner as in FY 2012. For FY 2013, some of the appropriations included additional funding for PEIA.

- The Rural Health Initiative (RHI) Program and Site Support (previously had District Consortia in the activity name) funding of \$2,213,469 is the same level as last year and the allocations to the nine sites remain unchanged.
- Both RHI Program and Site Support (RHEP Program Administration) funding of \$169,731 and RHI Program and Site Support for Grad Med Ed and Fiscal Oversight funding of \$98,709 will be retained and administered by the Commission's Division of Health Sciences.
- Vice Chancellor – Rural Health Residency Program – the FY 2013 budget bill contains \$267,882, which is split between Marshall University and the Commission's Division of Health Sciences as follows:
 - Lincoln Primary Care Center – Staff proposes to allocate \$195,240 to Marshall University School of Medicine to support the rural residency program; and,
 - Commission's Division of Health Sciences – \$72,642 to support grants for rural residency rotations and rural fellowships statewide.
- The Rural Health Outreach Programs funding of \$606,231 is allocated to the three medical schools as specified in the budget bill.

Table 1
Higher Education Policy Commission
Fiscal Year 2013 Institution Base Budget Adjustments

General Revenue	FY 2012 Appropriated	PEIA Increases	New Funds	FY 2013 Appropriation
Institutions				
Bluefield State College	6,570,942	22,500	0	6,593,442
Concord University	10,164,340	42,464	0	10,206,804
Fairmont State University	17,803,627	77,044	0	17,880,671
Glenville State College	7,097,804	29,000	80,000	7,206,804
Marshall University	54,166,744	182,078	0	54,348,822
Marshall Medical School	12,556,564	55,820	1,216,000	13,828,384
Marshall Medical School - BRIM Subsidy	1,015,462	0	0	1,015,462
WV School of Osteopathic Medicine	7,555,531	22,564	400,000	7,978,095
WV School of Osteopathic Medicine BRIM Subsidy	174,475	0	0	174,475
Rural Health Initiative - Medical Schools Support	480,069	919	0	480,988
Shepherd University	11,202,798	25,676	0	11,228,474
West Liberty University	9,299,524	23,000	0	9,322,524
West Virginia State University	10,927,589	26,800	0	10,954,389
West Virginia State University - Land Grant	1,908,000	0	0	1,908,000
West Virginia University	116,272,285	0	0	116,272,285
WVU - Potomac State	4,689,609	580	0	4,690,189
WVU Institute of Technology	8,686,192	31,448	0	8,717,640
WVU School of Health Sciences	18,098,217	201,796	1,000,000	19,300,013
WVU School of Health Sciences - Charleston Division	2,684,094	20,354	0	2,704,448
WVU School of Health Sciences - Eastern Division	2,637,528	8,741	0	2,646,269
WVU School of Medicine - BRIM Subsidy	1,400,038	0	0	1,400,038
Subtotal Revenue	\$305,391,432	\$770,784	\$2,696,000	\$308,858,216
Other Items:				
WV Autism	2,105,796	5,776	0	2,111,572
Jackson's Mill	350,000	1,480	0	351,480
VISTA E-Learning	300,000	0	0	300,000
State Priorities - Brownfield Professional Development	805,598	600	0	806,198
Rural Health Outreach Programs	605,594	637	0	606,231
General Operations (1)	0	0	1,500,000	1,500,000
Total General Revenue	\$309,558,420	\$779,277	\$4,196,000	\$314,533,697
Lottery Revenue				
Higher Education Grant Program (2)	362,323		(362,323)	0
MA Public Health Program and Health Science Tech.	62,291	192		62,483
Health Sciences Career Opportunities Program	376,992	1,200		378,192
HSTA Program	1,539,068	4,800		1,543,868
Center for Excellence in Disabilities	320,000	1,020	28,980	350,000
Marshall University Graduate College Writing Program	25,000			25,000
Minority Doctoral Fellowship	150,000			150,000
Underwood Smith	141,142			141,142
Health Sciences Scholarship	251,459	83		251,542
WV Engineering, Science, and Technology Scholarship Program	470,473	0		470,473
Marshall Med School - RHI Program and Site Support	470,104	1,154		471,258
WVU Health Sciences - RHI Program and Site Support	1,289,226	5,769		1,294,995
RHI Program and Site Support	2,213,469			2,213,469
RHI Program and Site Support - RHEP Program Administration	169,731			169,731
RHI Program and Site Support - Graduate Med Ed and Fiscal Oversight	98,709			98,709
Vice Chancellor for Health Sciences - Rural Residency Program	267,532	350		267,882
Total Lottery Revenue	\$8,207,519	\$14,568	-\$333,343	\$7,888,744
Total General Revenue and Lottery Revenue	\$317,765,939	\$793,845	\$3,862,657	\$322,422,441

Notes:

(1) To be allocated at a later date.

(2) The HEGP did not lose any funding; it was shifted to general revenue in the HEPC administration account.

Table 2
Higher Education Policy Commission
Fiscal Year 2013 Allocations to the Institutions

<i>General Revenue</i>	<i>FY 2013 Appropriation</i>	<i>Brownfield Professional Development</i>	<i>VISTA E- Learning</i>	<i>Rural Health Outreach Programs</i>	<i>Total FY 2013 Funding</i>
Institutions					
Bluefield State College	6,593,442				6,593,442
Concord University	10,206,804				10,206,804
Fairmont State University	17,880,671				17,880,671
Glenville State College	7,206,804				7,206,804
Marshall University	54,348,822	403,099	300,000		55,051,921
Marshall Medical School	13,828,384			202,077	14,030,461
Marshall Medical School - BRIM Subsidy	1,015,462				1,015,462
WV School of Osteopathic Medicine	7,978,095			202,077	8,180,172
WV School of Osteopathic Medicine BRIM Subsidy	174,475				174,475
Rural Health Initiative - Medical Schools Support	480,988				480,988
Shepherd University	11,228,474				11,228,474
West Liberty University	9,322,524				9,322,524
West Virginia State University	10,954,389				10,954,389
West Virginia State University - Land Grant	1,908,000				1,908,000
West Virginia University	116,272,285	403,099			116,675,384
WVU - Potomac State	4,690,189				4,690,189
WVU Institute of Technology	8,717,640				8,717,640
WVU School of Health Sciences	19,300,013			202,077	19,502,090
WVU School of Health Sciences - Charleston Division	2,704,448				2,704,448
WVU School of Health Sciences - Eastern Division	2,646,269				2,646,269
WVU School of Medicine - BRIM Subsidy	1,400,038				1,400,038
Subtotal Revenue	\$308,858,216	\$806,198	\$300,000	\$606,231	\$310,570,645
Other Items:					
WV Autism	2,111,572				2,111,572
Jackson's Mill	351,480				351,480
General Operations (to be allocated)	1,500,000				1,500,000
Total Revenue	\$312,821,268	\$806,198	\$300,000	\$606,231	\$314,533,697

Table 3
Higher Education Policy Commission
Fiscal Year 2013 Institution Base Budget Adjustments

	RHI Program and Site Support	VC for Health Sciences Rural Health Residency Program	RHI - Medical Schools Support	RHI - MU School of Medicine	RHI - WVU School of Health Sciences	RHI - RHEP Program Admin.	RHI - Fiscal Oversight	Rural Health Outreach	Total FY 2013 Allocation
Eastern WVRHEC	279,278								\$279,278
Gorge Connection	254,605								\$254,605
Kanawha Valley	120,512								\$120,512
Northern WV RHEC	634,349								\$634,349
Southeastern	257,361								\$257,361
Southern Counties	232,747								\$232,747
Western Valley Health Ed. - Ft. Gay	141,920								\$141,920
Western Valley Health Ed. - Pt. Pleasant	148,020								\$148,020
Winding Roads	144,677								\$144,677
Medical School Program Support									
MU School of Medicine				471,258				202,077	\$673,335
WVU School of Health Sciences					1,294,995			202,077	\$1,497,072
WV School of Osteopathic Medicine			480,988					202,077	\$683,065
Program Administration/Fiscal Oversight									
WVU School of Health Sciences									
Higher Education Policy Commission						169,731	98,709		\$268,440
VC for Health Sciences Rural Health Residency Program									
MU School of Medicine		195,240							\$195,240
Higher Education Policy Commission		72,642							\$72,642
TOTAL	\$2,213,469	\$267,882	\$480,988	\$471,258	\$1,294,995	\$169,731	\$98,709	\$606,231	\$5,603,263

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: Approval of Tuition and Fees for 2012-2013 Academic Year

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves tuition and fees for the 2012-2013 academic year.

STAFF MEMBER: Ed Magee

BACKGROUND:

West Virginia Code requires the Commission to approve any institutional resident tuition and fee increase in excess of five percent. As in previous years, the institutions were asked to align costs with internal strategic and state goals regarding affordability, quality of instruction, retention, and financial strength. These goals were reviewed in relation to the institutions' relative market positions that will affect their pricing flexibility.

In considering changes to non-resident tuition and fees, capacity utilization and revenue maximization strategies influence a decision to increase prices. For some institutions, the establishment of metro rates serves as a discounting strategy that drives increased capacity utilization. Efficiencies realized through capacity utilization improvements may increase financial resources. The increased financial resources realized from these discounts should exceed the additional revenues that would be generated by charging market rates for non-resident tuition and fees.

With only small increases in state support for public employees insurance, institutions face pressure from multiple years of rising costs with limited additional support. The Higher Education Price Index increased 2.3 percent for 2011, while the overall Consumer Price Index increased 3.2 percent.

West Virginia University uses an incremental budget approach as part of its process to set tuition and fee rates. The University estimates the incremental cost increases for the upcoming year for major cost items such as employer health insurance premium rates, utilities, faculty and staff promotions, and planned salary increase programs and then sets its tuition and fee rates to ensure that sufficient revenues are generated to support the anticipated cost increases for the upcoming year. This process depends upon projected enrollment information received in May after its deposit refund period has passed and returning students have registered for the Fall semester. After an analysis of this information is conducted, the tuition rate proposal will be presented to the West Virginia University Board of Governors at its June meeting. The increase in the resident

tuition and fee rate charged to all students subject to approval by the Commission under Series 32 will not exceed five percent.

In addition to the tuition and fee increase, West Virginia University is contemplating fee simplification, which would eliminate almost all of its course specific fees and replace those charges with a modest increase in tuition in order to keep its revenue base stable. The institution is pursuing this action to improve transparency for students and parents about the true costs of attendance and to eliminate fluctuations in charges from semester to semester based on the individual courses that a student registers to take.

At the time of this mailing, all institutional boards of governors have not approved tuition and fees for the academic year. Staff will provide further details on all requests at the meeting. Commission staff recommends approval of the institutional governing board requests in excess of five percent, except where the Commission may elect to impose limitations on proposed tuition and fees for resident undergraduate students.

Higher Education Policy Commission
Summary of Requested Regular Tuition and Fees - 2012-13 Academic Year
Resident Undergraduate Students

Institution	Tuition and Fees 2011-12	Tuition and Fees 2012-13	Increase Over 2011-12	Percentage of Requested Increase	% of Requested Increase Excluding Special Equity Increase/Including Capital Fee Increase
Bluefield State College	\$4,908	\$5,180	\$272	5.5%	4.9%
Concord University	\$5,446	\$5,716	\$270	5.0%	5.0%
Fairmont State University	\$5,326	\$5,326	\$0	0.0%	0.0%
Glenville State College	\$5,352	\$5,860	\$508	9.5%	4.7%
Marshall University	\$5,648	\$5,930	\$282	5.0%	5.0%
Shepherd University	\$5,554	\$5,834	\$280	5.0%	4.8%
West Liberty University*	\$5,266	\$5,530	\$264	5.0%	12.6%
WLU (RN to BSN) Res/Metro/Non-Res	\$4,872	\$4,872	\$0	0.0%	8.2%
WLU BA in Organiz. Leadership and Admin Res/Metro/Non Res	New	\$6,360	New	New	New
WLU Nursing & Dental Hygiene	\$6,116	\$6,422	\$306	5.0%	11.5%
WLU College of Science (Excludes Nursing & Dental Hygiene)	\$5,516	\$5,792	\$276	5.0%	12.3%
WLU Business, Graphic Design and Broadcast Journalism	\$5,466	\$5,740	\$274	5.0%	12.3%
West Virginia State University	\$5,038	\$5,442	\$404	5.0%	8.0%
West Virginia University (Estimated)	\$5,674	\$5,958	\$284	5.0%	5.0%
West Virginia University Health Professions (Estimated)	\$7,178	\$7,537	\$359	5.0%	5.0%
WVU Institute of Technology (Estimated)	\$5,344	\$5,611	\$267	5.0%	5.0%
WVU - Potomac State College (Estimated)	\$3,058	\$3,211	\$153	5.0%	5.0%
Bachelor's Degree (Estimated)	\$3,802	\$3,992	\$190	5.0%	5.0%

*WLU's fees Include a \$200 per semester Capital Fee to be assessed beginning with the Spring Semester (January 2013). It is anticipated that the Health Sciences Building will not be completed until November 2013. The blended percentage increase for 2012-13 academic year for resident undergraduate students will be 8.7 percent.

**Regular Tuition and Fees - 2012-13 Academic Year
Undergraduate Students**

Institution	Tuition and Fees 2011-12	Tuition and Fees 2012-13	Increase Over 2011-12	Percentage of Requested Increase	(Less) Special Equity Fee Increase	Percentage of Requested Increase (Less) Special Equity Fee	Mid-Year Proposed Capital Fee Increase	Percentage of Requested Increase Including Capital Fee Increase	Additional Revenue
Bluefield State College									
Resident	\$4,908	\$5,180	\$272	5.5%	\$32	4.9%	\$0	4.9%	413,500
Metro	\$7,176	\$7,544	\$368	5.1%	\$32	4.7%	\$0	4.7%	
Non-Resident	\$9,456	\$9,944	\$488	5.2%	\$32	4.8%	\$0	4.8%	
Concord University									
Resident	\$5,446	\$5,716	\$270	5.0%	\$0	5.0%	\$0	5.0%	\$745,597
Non-Resident	\$12,100	\$12,700	\$600	5.0%	\$0	5.0%	\$0	5.0%	
Fairmont State University									
Resident	\$5,326	\$5,326	\$0	0.0%	\$0	0.0%	\$0	0.0%	
Non-Resident	\$11,230	\$11,230	\$0	0.0%	\$0	0.0%	\$0	0.0%	
Glenville State College									
Resident	\$5,352	\$5,860	\$508	9.5%	\$258	4.7%	\$0	4.7%	\$717,966
Metro	\$8,832	\$9,624	\$792	9.0%	\$360	4.9%	\$0	4.9%	
Non-Resident	\$12,720	\$13,824	\$1,104	8.7%	\$480	4.9%	\$0	4.9%	
Marshall University									
Resident	\$5,648	\$5,930	\$282	5.0%	\$0	5.0%	\$0	5.0%	\$3,066,098
Metro	\$9,670	\$10,240	\$570	5.9%	\$0	5.9%	\$0	5.9%	
Non-Resident	\$13,480	\$13,930	\$450	3.3%	\$0	3.3%	\$0	3.3%	
Shepherd University									
Resident	\$5,554	\$5,834	\$280	5.0%	\$14	4.8%	\$0	4.8%	\$1,643,830
Non-Resident	\$14,418	\$15,136	\$718	5.0%	\$14	4.9%	\$0	4.9%	
West Liberty University*									
Resident	\$5,266	\$5,530	\$264	5.0%	\$0	5.0%	\$400	12.6%	\$499,000
Metro	\$10,500	\$11,026	\$526	5.0%	\$0	5.0%	\$400	8.8%	
Non-Resident	\$13,140	\$13,140	\$0	0.0%	\$0	0.0%	\$400	3.0%	
WLU (RN to BSN)									
Resident/Metro/Non-Resident	\$4,880	\$4,880	\$0	0.0%	\$0	0.0%	\$400	8.2%	\$2,551
WLU Bachelor of Arts in Organizational Leadership and Administration									
Resident/Metro/Non-Resident	New	\$6,360	New	New	\$0	New	\$400	New	\$4,134
WLU Nursing & Dental Hygiene									
Resident	\$6,116	\$6,422	\$306	5.0%	\$0	5.0%	\$400	11.5%	\$72,000
Metro	\$11,350	\$11,918	\$568	5.0%	\$0	5.0%	\$400	8.5%	
Non-Resident	\$13,990	\$13,990	\$0	0.0%	\$0	0.0%	\$400	2.9%	
WLU College of Science (Excludes Nursing & Dental Hygiene)									
Resident	\$5,516	\$5,792	\$276	5.0%	\$0	5.0%	\$400	12.3%	\$177,400
Metro	\$10,750	\$11,288	\$538	5.0%	\$0	5.0%	\$400	8.7%	
Non-Resident	\$13,390	\$13,390	\$0	0.0%	\$0	0.0%	\$400	3.0%	
WLU Business, Graphic Design and Broadcast Journalism									
Resident	\$5,466	\$5,740	\$274	5.0%	\$0	5.0%	\$400	12.3%	\$210,600
Metro	\$10,700	\$11,236	\$536	5.0%	\$0	5.0%	\$400	8.7%	
Non-Resident	\$13,340	\$13,340	\$0	0.0%	\$0	0.0%	\$400	3.0%	
West Virginia State University									
Resident	\$5,038	\$5,442	\$404	8.0%	\$0	8.0%	\$0	8.0%	\$981,000
Metro	\$9,192	\$9,928	\$736	8.0%	\$0	8.0%	\$0	8.0%	
Non-Resident	\$11,778	\$12,720	\$942	8.0%	\$0	8.0%	\$0	8.0%	
West Virginia University (Estimated)									
Resident	\$5,674	\$5,958	\$284	5.0%	\$0	5.0%	\$0	5.0%	
Non-Resident	\$17,844	\$18,736	\$892	5.0%	\$0	5.0%	\$0	5.0%	
Health Professions									
Resident	\$7,178	\$7,537	\$359	5.0%	\$0	5.0%	\$0	5.0%	

**Regular Tuition and Fees - 2012-13 Academic Year
Undergraduate Students**

Institution	Tuition and Fees 2011-12	Tuition and Fees 2012-13	Increase Over 2011-12	Percentage of Requested Increase	(Less) Special Equity Fee Increase	Percentage of Requested Increase (Less) Special Equity Fee	Mid-Year Proposed Capital Fee Increase	Percentage of Requested Increase Including Capital Fee Increase	Additional Revenue
Non-Resident	\$20,990	\$22,040	\$1,050	5.0%	\$0	5.0%	\$0	5.0%	
WVU Institute of Technology (Estimated)									
Resident	\$5,344	\$5,611	\$267	5.0%	\$0	5.0%	\$0	5.0%	
Non-Resident	\$13,444	\$14,116	\$672	5.0%	\$0	5.0%	\$0	5.0%	
WVU - Potomac State College (Estimated)									
Resident	\$3,058	\$3,211	\$153	5.0%	\$0	5.0%	\$0	5.0%	
Metro	\$5,294	\$5,559	\$265	5.0%	\$0	5.0%	\$0	5.0%	
Non-Resident	\$8,990	\$9,440	\$450	5.0%	\$0	5.0%	\$0	5.0%	
Bachelor's Degree									
Resident	\$3,802	\$3,992	\$190	5.0%	\$0	5.0%	\$0	5.0%	
Metro	\$6,246	\$6,558	\$312	5.0%	\$0	5.0%	\$0	5.0%	
Non-Resident	\$10,022	\$10,523	\$501	5.0%	\$0	5.0%	\$0	5.0%	

**Regular Tuition and Fees - 2012-13 Academic Year
Graduate Students**

Institution	Tuition and Fees 2011-12	Tuition and Fees 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Mid-Year Proposed Capital Fee Increase	Percentage of Requested Increase Including Capital Fee Increase	Additional Revenue
Concord University							
Resident	\$5,856	\$6,144	\$288	4.9%	\$0	4.9%	\$13,958
Non-Resident	\$10,286	\$10,796	\$510	5.0%	\$0	5.0%	
Fairmont State University							
Resident	\$5,788	\$5,788	\$0	0.0%	\$0	0.0%	\$0
Non-Resident	\$12,356	\$12,356	\$0	0.0%	\$0	0.0%	
Marshall University							
Resident	\$5,940	\$6,230	\$290	4.9%	\$0	4.9%	(Included with Undergraduate)
Metro	\$10,470	\$11,070	\$600	5.7%	\$0	5.7%	
Non-Resident	\$14,910	\$15,380	\$470	3.2%	\$0	3.2%	
Shepherd University							
Resident	\$6,470	\$6,758	\$288	4.5%	\$0	4.5%	\$75,000
Non-Resident	\$9,692	\$10,106	\$414	4.3%	\$0	4.3%	
West Liberty University							
Resident	\$5,400	\$5,670	\$270	5.0%	\$400	12.4%	\$48,000
Non-Resident	\$7,560	\$8,694	\$1,134	15.0%	\$400	20.3%	
West Virginia State University							
Resident	\$5,538	\$5,982	\$444	8.0%	\$0	8.0%	\$28,000
Non-Resident	\$12,952	\$13,990	\$1,038	8.0%	\$0	8.0%	
West Virginia University (Estimated)							
Resident	\$6,486	\$6,810	\$324	5.0%	\$0	5.0%	
Non-Resident	\$18,580	\$19,509	\$929	5.0%	\$0	5.0%	

**Regular Tuition and Fees - 2012-13 Academic Year
Graduate Students - First Professional**

Institution	Tuition and Fees 2011-12	Tuition and Fees 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Mid-Year Proposed Capital Fee Increase	Percentage of Requested Increase Including Capital Fee Increase	Additional Revenue
Marshall University							
School of Medicine - Professional/Medicine							
Resident	\$19,476	\$20,080	\$604	3.1%	\$0	3.1%	
Non-Resident	\$46,266	\$47,670	\$1,404	3.0%	\$0	3.0%	
School of Pharmacy - Doctorate							
Resident	\$0	\$15,930	New	New	\$0	New	
Non-Resident	\$0	\$27,920	New	New	\$0	New	
School of Physical Therapy - Doctorate							
Resident	\$10,286	\$10,290	\$4	0.0%	\$0	0.0%	
Non-Resident	\$16,336	\$16,340	\$4	0.0%	\$0	0.0%	
School of Medicine - Graduate/Biomedical Science (Excluding Forensic Science)							
Resident	\$8,976	\$9,250	\$274	3.1%	\$0	3.1%	
Metro	\$13,066	\$13,470	\$404	3.1%	\$0	3.1%	
Non-Resident	\$18,666	\$19,220	\$554	3.0%	\$0	3.0%	
School of Medicine - Graduate/Forensic Science							
Resident	\$8,016	\$8,220	\$204	2.5%	\$0	2.5%	
Metro	\$12,026	\$12,330	\$304	2.5%	\$0	2.5%	
Non-Resident	\$17,576	\$17,980	\$404	2.3%	\$0	2.3%	
West Liberty University							
Physicians Assistant Program							
Resident	(New)	\$12,000	(New)	(New)	\$0	(New)	\$497,220
Non-Resident	(New)	\$18,000	(New)	(New)	\$0	(New)	
West Virginia University (Estimated at 5% maximum)							
Medical							
Resident	\$22,798	\$23,938	\$1,140	5.0%	\$0	5.0%	
Non-Resident	\$49,408	\$51,878	\$2,470	5.0%	\$0	5.0%	
Dental							
Resident	\$15,680	\$16,464	\$784	5.0%	\$0	5.0%	
Non-Resident	\$41,516	\$43,592	\$2,076	5.0%	\$0	5.0%	
Law*							
Resident	\$13,620	\$14,301	\$681	5.0%	\$0	5.0%	
Non-Resident	\$28,670	\$30,104	\$1,434	5.0%	\$0	5.0%	
Law**							
Resident	\$14,920	\$15,666	\$746	5.0%	\$0	5.0%	
Non-Resident	\$29,858	\$31,351	\$1,493	5.0%	\$0	5.0%	
Law***							
Resident	\$16,420	\$17,241	\$821	5.0%	\$0	5.0%	
Non-Resident	\$31,358	\$32,926	\$1,568	5.0%	\$0	5.0%	
Pharmacy D (Traditional)							
Resident	\$12,690	\$13,325	\$635	5.0%	\$0	5.0%	
Non-Resident	\$30,406	\$31,926	\$1,520	5.0%	\$0	5.0%	
West Virginia School of Osteopathic Medicine							
Resident	\$19,950	\$20,950	\$1,000	5.0%	\$0	5.0%	-\$799,500
Non-Resident	\$49,950	\$50,950	\$1,000	2.0%	\$0	2.0%	

*Applies to students entering in 2010.

**Applies to students entering in 2011.

***Applies to students entering in 2012.

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Bluefield State College					
Engineering Technology & Computer Science Fee (1)	\$15	\$25	\$10	66.7%	\$20,000
Health Science Programmatic Fee:					
(A. S. N.)	\$400	\$450	\$50	12.5%	\$5,400
(A. S. R. T. - Summer I & II, Fall, Spring)	\$175	\$225	\$50	28.6%	\$5,700
LPN to RN Program Annual Fee (Bluefield & Beckley Campus)	\$500	\$500	\$0	0.0%	\$0
BS Nursing (1)	\$15	\$25	\$10	66.7%	\$2,400
BS Radiologic Science (1)		\$25	\$25	New	\$7,500
Business Lab Fee (1)	\$20	\$20	\$0	0.0%	\$0
Business Programmatic	\$60	\$100	\$40	66.7%	\$20,000
BS Education Programmatic Fee		\$100	\$100	New	\$100
Education Accreditation Fee	\$10	\$0	-\$10	-100.0%	\$0
Web-CT Blackboard (1)	\$25	\$30	\$5	20.0%	\$42,990
CART Web Classes (1)	\$25	\$30	\$5	20.0%	\$19,500
Regents' BA Degree Evaluation	\$300	\$300	\$0	0.0%	\$0
Portfolio RBA Fee (1)	\$10	\$10	\$0	0.0%	\$0
Science Programmatic Fee (1)	\$25	\$35	\$10	40.0%	\$32,800
Technology Fee (Degree Seeking Students)	\$25	\$30	\$5	20.0%	\$17,800
Late Registration	\$30	\$30	\$0	0.0%	\$0
Transcript (After First)	\$5	\$5	\$0	0.0%	\$0
Graduation	\$45	\$50	\$5	11.1%	\$1,750
Diploma Replacement	\$10	\$10	\$0	0.0%	\$0
Parking Processing Fee	\$10	\$10	\$0	0.0%	\$0
Returned Check Fee	\$25	\$25	\$0	0.0%	\$0
Concord University:					
International Orientation Fee	\$130	\$130	\$0	0.0%	\$0
Business Accreditation Fee	\$50	\$50	\$0	0.0%	\$0
Late Registration Fee	\$25	\$25	\$0	0.0%	\$0
College Court Rent Late Fee	\$20	\$20	\$0	0.0%	\$0
Rental Property Late Fee	\$20	\$20	\$0	0.0%	\$0
Transcript Fee	\$5	\$5	\$0	0.0%	\$0
Priority Transcript Fee	\$10	\$10	\$0	0.0%	\$0
Graduation Fee	\$50	\$50	\$0	0.0%	\$0
Regents BA Degree Evaluation	\$300	\$300	\$0	0.0%	\$0
Regents BA Degree Per Hour Posting Fee	\$10	\$10	\$0	0.0%	\$0
Advanced Standing Exam	\$55	\$55	\$0	0.0%	\$0
Dorm Damage Deposit	\$50	\$50	\$0	0.0%	\$0
Damage Deposit College Courts	\$75	\$75	\$0	0.0%	\$0
Security Deposit on Rental Properties	\$225	\$225	\$0	0.0%	\$0
Orientation Fee	\$85	\$85	\$0	0.0%	\$0
Diploma Replacement	\$25	\$25	\$0	0.0%	\$0
Late Graduation Fee	\$20	\$20	\$0	0.0%	\$0
Returned Check Fee	\$25	\$25	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Technology Course Fee (1)	\$6	\$6	\$0	0.0%	\$0
Lab Fee	\$25	\$25	\$0	0.0%	\$0
Art Lab (Clay) Fee	\$25	\$25	\$0	0.0%	\$0
Service Fee - Installment Plan	\$50	\$50	\$0	0.0%	\$0
EDUC 456-Directed Student Teaching	\$100	\$100	\$0	0.0%	\$0
Athletic Training Special Fee	\$100	\$100	\$0	0.0%	\$0
Tutorial Fee	\$125	\$125	\$0	0.0%	\$0
Post Office Box Rental	\$8	\$8	\$0	0.0%	\$0
Parking Permit Decal	\$15	\$15	\$0	0.0%	\$0
Graduate Application Fee	\$25	\$25	\$0	0.0%	\$0
Replacement ID	\$15	\$25	\$10	66.7%	\$925
Fairmont State University					
Application Fee - Graduate	\$40	\$40	\$0	0.0%	\$0
Application Fee - Undergraduate	\$20	\$20	\$0	0.0%	\$0
Credential Fee - Placement	\$3	\$3	\$0	0.0%	\$0
Community College Bacc. Enhancement Fee (1)					
Resident	\$58	\$58	\$0	0.0%	\$0
Non-Resident	\$91	\$91	\$0	0.0%	\$0
Credit for Life Experience Evaluation	\$300	\$300	\$0	0.0%	\$0
Course Fee (1) (previously known as Technology Fee)	\$4	\$4	\$0	0.0%	\$0
Diploma Replacement	\$50	\$50	\$0	0.0%	\$0
E-Rate University (per 3 hour course)	\$972	\$972	\$0	0.0%	\$0
E-Rate Graduate (per 3 hour course)	\$1,476	\$1,476	\$0	0.0%	\$0
E-Learning Course Fee (per 3 hour course) (FS Students)	\$75	\$75	\$0	0.0%	\$0
Exam for Course Credit (1)	\$22	\$22	\$0	0.0%	\$0
Excess course withdrawal fee (assessed after 8 courses have been dropped)	\$50	\$50	\$0	0.0%	\$0
Faculty and Staff Parking Fee - Full-time (will be prorated if less than full-time) Annual	\$180	\$180	\$0	0.0%	\$0
Fine Arts Course Fees (1):					
- Art - Pottery Materials Fee	\$15	\$15	\$0	0.0%	\$0
- Art Painting/Drawing Materials Fee	\$7	\$7	\$0	0.0%	\$0
- Debate - Materials Fee	\$15	\$15	\$0	0.0%	\$0
- Music Lessons Fee	\$10	\$10	\$0	0.0%	\$0
- Theatre Materials Fee	\$15	\$15	\$0	0.0%	\$0
Foreign Languages Course Fee (1)	\$8	\$8	\$0	0.0%	\$0
Graduation (fee for Graduate Students)	\$70	\$70	\$0	0.0%	\$0
Graduation (fee for Undergraduate Students)	\$50	\$50	\$0	0.0%	\$0
Graduation Application Late Fee	\$50	\$50	\$0	0.0%	\$0
ID Card Replacement Fee	\$15	\$15	\$0	0.0%	\$0
Late Registration	\$50	\$50	\$0	0.0%	\$0
Late Payment Fee	\$50	\$50	\$0	0.0%	\$0
Occupational Develop/Tech Studies Degree Evaluation	\$150	\$150	\$0	0.0%	\$0
Off-Campus Instruction (1)	\$15	\$15	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
MBA Course Fee (1)	\$25	\$25	\$0	0.0%	\$0
New Student Fee	\$120	\$120	\$0	0.0%	\$0
Nursing Lab Fee (1)	\$12	\$12	\$0	0.0%	\$0
Nursing Testing Fee (per semester)	\$156	\$166	\$10	6.4%	\$3,545
Nursing Uniform Fee (once per program)	\$155	\$155	\$0	0.0%	\$0
Priority Transcript Fee	\$9	\$9	\$0	0.0%	\$0
Regents' BA Degree Evaluation	\$300	\$300	\$0	0.0%	\$0
Reinstatement Fee	\$25	\$25	\$0	0.0%	\$0
Senior Citizens Audit Fee (1)	\$22	\$22	\$0	0.0%	\$0
Teacher Education - Clinical Experiences Fee	\$150	\$150	\$0	0.0%	\$0
University/Graduate Enhancement Fee (1)					
Resident	\$100	\$100	\$0	0.0%	\$0
Non-Resident	\$218	\$218	\$0	0.0%	\$0
HHP Outdoor Course Fee (1)	\$30	\$30	\$0	0.0%	\$0
Fine Arts Major Course Fee (1)	\$50	\$50	\$0	0.0%	\$0
School of Education Portfolio Fee (one-time)	\$130	\$130	\$0	0.0%	\$0
Storytelling Course Fee (1)	\$40	\$40	\$0	0.0%	\$0
Glenville State College					
ACT Residual Test - institutional charge	\$50	\$50	\$0	0.0%	\$0
Application Fee	\$20	\$20	\$0	0.0%	\$0
Application Fee - International	\$75	\$100	\$25	33.3%	\$625
Applied Music Fee	\$60	\$80	\$20	33.3%	\$2,000
Art - Kiln Fee	\$60	\$60	\$0	0.0%	\$0
Art Studio Fee	\$40	\$40	\$0	0.0%	\$0
Bad Check Fee	\$25	\$25	\$0	0.0%	\$0
Business Program Assessment Fee	\$30	\$35	\$5	16.7%	\$100
Certificate	\$0	\$20	\$20	New	\$500
Challenge Exam (1)	\$30	\$35	\$5	16.7%	\$100
Computer Science - CSCI 101,201, 205, 286, 304, 305, 335, 352 & 386	\$30	\$30	\$0	0.0%	\$0
Computer Science - Mkt 203 & 379	\$30	\$30	\$0	0.0%	\$0
American Humanities / Nonprofit Cert. Entrance Fee	\$40	\$40	\$0	0.0%	\$0
American Humanities / Nonprofit Final Portfolio Assmt Fee	\$100	\$100	\$0	0.0%	\$0
Criminal Justice Fee - CRJU215	\$100	\$100	\$0	0.0%	\$0
Criminal Justice Fee - CRJU335, 435	\$30	\$30	\$0	0.0%	\$0
Darkroom Fee	\$30	\$0	-\$30	-100.0%	-\$600
Diploma Replacement Fee	\$25	\$25	\$0	0.0%	\$0
Educational Foundations Fee (per course)	\$100	\$100	\$0	0.0%	\$0
Facsimile Fee (per page)	\$1	\$1	\$1	100.0%	\$100
Fingerprint Fee (EDUC 203)	\$25	\$25	\$0	0.0%	\$0
First Year Experience Fee	\$100	\$100	\$0	0.0%	\$0
Graduation Fee (exclusive of cap and gown)	\$40	\$40	\$0	0.0%	\$0
Graduation Fee (additional degrees)	\$0	\$25	\$25	New	\$500

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Graduate Verification Letter	\$5	\$5	\$0	0.0%	\$0
Land Resource Lab Fee	\$40	\$40	\$0	0.0%	\$0
Late Graduation Fee	\$100	\$100	\$0	0.0%	\$0
Music Instrument Rental Fee	\$35	\$40	\$5	14.3%	\$200
Non-resident Food Service Fee	\$50	\$50	\$0	0.0%	\$0
NTE Scores (copy)	\$5	\$5	\$0	0.0%	\$0
Nursing Program Fee (per semester)	\$400	\$400	\$0	0.0%	\$0
Off-Campus Course Fee (1)	\$20	\$20	\$0	0.0%	\$0
On-Line Course Fee (Instructor Developed)	\$120	\$140	\$20	16.7%	\$20,000
On-Line Course Fee (Publisher Developed)	\$95	\$0	-\$95	-100.0%	-\$28,500
Parking Permit - Main Campus - Commuter	\$50	\$60	\$10	20.0%	\$6,000
Parking Permit - Main Campus - On Campus Resident	\$100	\$100	\$0	0.0%	\$0
Parking Permit - Pioneer Village / Stadium	\$0	\$0	\$0	0.0%	\$0
Parking Permit - Reserved	\$175	\$190	\$15	8.6%	\$1,080
Photocopy Charges (per page)	\$1	\$1	\$0	0.0%	\$0
Physical Education Fee (PE 230, 231)	\$20	\$0	-\$20	-100.0%	-\$1,200
Physical Education Fee (PE 201, 421)	\$20	\$20	\$0	0.0%	\$0
Physical Education Fee (PE 234)	\$0	\$20	\$20	New	\$1,600
Physical Educ. Fee (PED 106, 120, 122, 123, 124, 125,129)	\$10	\$0	-\$10	-100.0%	-\$1,000
Physical Educ. Fee (PED 119, 219, 301, 319, 326, 419)	\$10	\$10	\$0	0.0%	\$0
Physical Educ. Fee (PED 132,136)	\$0	\$10	\$10	New	\$500
Psychology Fee (PSYC 460)	\$0	\$10	\$10	New	\$300
Regent's BA Degree Evaluation	\$300	\$300	\$0	0.0%	\$0
Regent's BA Degree Posting Fee (1)	\$10	\$10	\$0	0.0%	\$0
Replacement ID Card	\$5	\$5	\$0	0.0%	\$0
Replacement - Room Key (Pioneer Village)	\$5	\$5	\$0	0.0%	\$0
Replacement - Room Key Cylinder	\$0	\$50	\$50	New	\$200
Replacement Room Access Card (Goodwin)	\$5	\$5	\$0	0.0%	\$0
Room Reservation Fee	\$75	\$100	\$25	33.3%	\$15,000
Late Room Reservation Fee (returning students only)	\$100	\$0	-\$100	-100.0%	-\$3,000
Science Laboratory Fee (per course)	\$50	\$50	\$0	0.0%	\$0
Spanish Lab Fee (SPAN 101, 201, 301, 401)	\$30	\$0	-\$30	-100.0%	-\$600
Teacher Education Admission Fee	\$200	\$200	\$0	0.0%	\$0
Teacher Endorsement Evaluation	\$25	\$25	\$0	0.0%	\$0
TOEFL Test - institutional charge	\$5	\$10	\$5	100.0%	\$125
Transcript	\$5	\$5	\$0	0.0%	\$0
Transcript - Express	\$25	\$30	\$5	20.0%	\$50
Transcript - FAX	\$5	\$5	\$0	0.0%	\$0
Marshall University:					
Undergraduate Program Fees (Per Semester):					
Business					
Resident	\$245	\$245	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Metro and Non-Resident	\$421	\$421	\$0	0.0%	\$0
Integrated Science Technology					
Resident	\$100	\$100	\$0	0.0%	\$0
Metro and Non-Resident	\$200	\$200	\$0	0.0%	\$0
College Tech/Engineering CITE					
Resident	\$150	\$150	\$0	0.0%	\$0
Metro and Non-Resident	\$250	\$250	\$0	0.0%	\$0
Journalism and Mass Communications					
Resident	\$25	\$25	\$0	0.0%	\$0
Metro and Non-Resident	\$25	\$25	\$0	0.0%	\$0
Fine Arts Program Fee					
Resident	\$125	\$125	\$0	0.0%	\$0
Metro and Non-Resident	\$200	\$200	\$0	0.0%	\$0
Nursing					
Resident	\$150	\$150	\$0	0.0%	\$0
Metro and Non-Resident	\$450	\$450	\$0	0.0%	\$0
College of Health Professions					
Resident	\$125	\$125	\$0	0.0%	\$0
Metro and Non-Resident	\$250	\$250	\$0	0.0%	\$0
Graduate Program Fees (Per Semester):					
Business					
Resident	\$245	\$245	\$0	0.0%	\$0
Metro and Non-Resident	\$421	\$421	\$0	0.0%	\$0
Nursing					
Resident	\$275	\$275	\$0	0.0%	\$0
Metro and Non-Resident	\$650	\$650	\$0	0.0%	\$0
College of Health Professions					
Resident	\$150	\$150	\$0	0.0%	\$0
Metro and Non-Resident	\$300	\$300	\$0	0.0%	\$0
College/Tech/Eng CITE					
Resident	\$250	\$250	\$0	0.0%	\$0
Metro and Non-Resident	\$410	\$410	\$0	0.0%	\$0
Fine Arts Program Fee					
Resident	\$125	\$125	\$0	0.0%	\$0
Metro and Non-Resident	\$200	\$200	\$0	0.0%	\$0
Psychology Doctorate Fee					
Resident	\$1,068	\$1,068	\$0	0.0%	\$0
Metro	\$1,068	\$1,068	\$0	0.0%	\$0
Non-Resident	\$1,446	\$1,446	\$0	0.0%	\$0
EdDEds Program Fee					
Resident Metro and Non-Resident	\$90	\$90	\$0	0.0%	\$0
Executive MBA Program Fee	\$200	\$200	\$0	0.0%	\$0
Resident	\$4,050	\$4,050	\$0	0.0%	\$0
Metro	\$4,350	\$4,350	\$0	0.0%	\$0
Non-Resident	\$4,650	\$4,650	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Special Fees:					
Enrollment Deposit:					
Undergraduate	\$100	\$100	\$0	0.0%	\$0
School of Pharmacy	\$500	\$500	\$0	0.0%	\$0
School of Physical Therapy	\$300	\$300	\$0	0.0%	\$0
Application Fees:					
Undergraduate/Graduate	\$40	\$40	\$0	0.0%	\$0
Undergraduate/Graduate - Transfers	\$50	\$50	\$0	0.0%	\$0
School of Medicine - Resident	\$75	\$75	\$0	0.0%	\$0
School of Medicine - Non-Resident	\$100	\$100	\$0	0.0%	\$0
School of Nursing	\$30	\$30	\$0	0.0%	\$0
School of Pharmacy	\$100	\$100	\$0	0.0%	\$0
Dietetic Internship Program	\$25	\$25	\$0	0.0%	\$0
International Application/Express Mail Fee	\$100	\$100	\$0	0.0%	\$0
Applied Music Fee	\$35	\$35	\$0	0.0%	\$0
CLEP/DANTES Testing	\$15	\$15	\$0	0.0%	\$0
COE - Clinical Lab Fee	\$25	\$25	\$0	0.0%	\$0
COE - Student Teaching Fee	\$200	\$200	\$0	0.0%	\$0
COE - Activity Course Fee	\$40	\$40	\$0	0.0%	\$0
COE - SCUBA	\$200	\$200	\$0	0.0%	\$0
College of Fine Arts - Art Fee	\$75	\$75	\$0	0.0%	\$0
College of Fine Arts - Theatre	\$40	\$40	\$0	0.0%	\$0
College of Fine Arts - English - Rendering Landscape	\$75	\$75	\$0	0.0%	\$0
College of Health Professions - Matriculation Fee	\$150	\$150	\$0	0.0%	\$0
Course for Senior Citizens	\$50	\$50	\$0	0.0%	\$0
Diploma Fees:					
Certificate Fee	\$15	\$15	\$0	0.0%	\$0
Associate Degree	\$30	\$30	\$0	0.0%	\$0
Baccalaureate Degree	\$50	\$50	\$0	0.0%	\$0
Master's Degree	\$50	\$50	\$0	0.0%	\$0
Diploma Replacement	\$50	\$50	\$0	0.0%	\$0
First Professional Degree	\$100	\$100	\$0	0.0%	\$0
Doctoral Degree	\$100	\$100	\$0	0.0%	\$0
Electronic Course Fee Undergraduate (1)	\$205	\$215	\$10	4.9%	\$360,000
Electronic Course Fee Graduate (1)	\$283	\$297	\$14	4.9%	\$126,000
Electronic Course Fee High School (1)	\$122	\$122	\$0	0.0%	\$0
GSEPD - Clinical Lab Fee	\$25	\$25	\$0	0.0%	\$0
GSEPD - Student Teaching Fee	\$100	\$100	\$0	0.0%	\$0
Graduate Fee - Thesis & Dissertation Processing		\$0			
Improper Check-out Fee - Dorm	\$50	\$50	\$0	0.0%	\$0
International Student Services Fee	\$25	\$25	\$0	0.0%	\$0
Laboratory Fee - Graduate Psychology	\$30	\$30	\$0	0.0%	\$0
Laboratory Fee - COLA	\$30	\$30	\$0	0.0%	\$0
Laboratory Fee - Journalism	\$50	\$50	\$0	0.0%	\$0
Laboratory Fee - Science	\$60	\$60	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Laboratory Fee - Health Sciences (Clinical Lab Science, Communication Disorders, Dietetics)	\$50	\$50	\$0	0.0%	\$0
Laboratory Fee - Health Professions [Nursing]	\$100	\$100	\$0	0.0%	\$0
Late Registration/Payment Fee	\$25	\$25	\$0	0.0%	\$0
Mail Box - Re-Key (Per Lock)	\$30	\$30	\$0	0.0%	\$0
Meal Card/I. D. Replacement	\$20	\$20	\$0	0.0%	\$0
MUGC Alternative Assessment (1)	\$25	\$25	\$0	0.0%	\$0
Off-Campus Course Fee (1)	\$35	\$35	\$0	0.0%	\$0
Orientation/Student Success Fee	\$50	\$50	\$0	0.0%	\$0
Regents' BA Degree Evaluation	\$300	\$300	\$0	0.0%	\$0
Regents' BA Posting Fee (1)	\$10	\$10	\$0	0.0%	\$0
Regional Campus Course Fee (1)		\$20	\$20	New	\$267,000
Reinstatement Fee - Course Schedule	\$25	\$25	\$0	0.0%	\$0
Residence Services Fees:					
Reservation Deposit	\$200	\$200	\$0	0.0%	\$0
Returned Check Fee	\$25	\$25	\$0	0.0%	\$0
Revalidation of Credit Fee (1)	\$25	\$25	\$0	0.0%	\$0
Room Re-Key (per lock)	\$40	\$40	\$0	0.0%	\$0
Study Abroad Fee	\$100	\$100	\$0	0.0%	\$0
Transcript (after first)	\$8	\$8	\$0	0.0%	\$0
Transfer Evaluation Fee	\$50	\$50	\$0	0.0%	\$0
University College - Placement Testing Fee	\$10	\$10	\$0	0.0%	\$0
Visiting Student Credential Fee - SOM	\$50	\$50	\$0	0.0%	\$0
Shepherd University					
Admissions Application Fee (Under-grad)	\$45	\$45	\$0	0.0%	\$0
Admissions Deposit (non-refundable)	\$100	\$100	\$0	0.0%	\$0
Applied Music Fee (1)	\$306	\$306	\$0	0.0%	\$0
Art Studio Fee	\$40	\$45	\$5	12.5%	\$826
CIS Lab Fee	\$30	\$30	\$0	0.0%	\$0
Communication Course Fee	\$25	\$25	\$0	0.0%	\$0
Diploma Replacement	\$20	\$20	\$0	0.0%	\$0
Education Major Fee	\$40	\$40	\$0	0.0%	\$0
Electronic Course fee (1)	\$25	\$25	\$0	0.0%	\$0
Emergency Transcript	\$15	\$15	\$0	0.0%	\$0
Family & Consumer Sciences Fee	\$40	\$40	\$0	0.0%	\$0
Graduate Admissions Fee (non-refundable)	\$40	\$40	\$0	0.0%	\$0
Graduate Posting Fee (Continuing Ed) (1)	\$38	\$38	\$0	0.0%	\$0
Graduation Fee	\$35	\$35	\$0	0.0%	\$0
Health, Physical Education, Recreation & Sports Fee	\$37	\$37	\$0	0.0%	\$0
History Course Fee (304 only)	\$75	\$75	\$0	0.0%	\$0
I.D. Card Replacement	\$25	\$25	\$0	0.0%	\$0
Archaeology Lab Fee	\$20	\$20	\$0	0.0%	\$0
Late Payment Fee	\$25	\$25	\$0	0.0%	\$0
Late Registration Fee (non-refundable)	\$25	\$25	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
MAT Transcript Analysis Fee	\$20	\$20	\$0	0.0%	\$0
Music Lab Fee	\$30	\$30	\$0	0.0%	\$0
Nursing Lab Fee	\$75	\$75	\$0	0.0%	\$0
Nursing Program Fee	\$90	\$90	\$0	0.0%	\$0
Orientation Fee (non-refundable)	\$75	\$75	\$0	0.0%	\$0
Parking Fee	\$70	\$70	\$0	0.0%	\$0
Physical Education Major Program Fee	\$20	\$20	\$0	0.0%	\$0
RBA Posting Fee (1)	\$10	\$10	\$0	0.0%	\$0
Recreation Major Program Fee	\$40	\$40	\$0	0.0%	\$0
Regents' BA Degree Evaluation	\$300	\$300	\$0	0.0%	\$0
Return Check Handling Fee	\$10	\$10	\$0	0.0%	\$0
Science Lab Fee	\$40	\$40	\$0	0.0%	\$0
Special Examination (1)	\$25	\$25	\$0	0.0%	\$0
Transcript (after first)	\$5	\$5	\$0	0.0%	\$0
Math Course	\$30	\$30	\$0	0.0%	\$0
Bowling	\$45	\$45	\$0	0.0%	\$0
FYEX Course fee	\$10	\$10	\$0	0.0%	\$0
Nursing Fee (senior year only)	\$0	\$400	\$400	New	N/A**
**pass through fee only for nursing seniors taking NCLEX exam prep course.					
West Virginia School of Osteopathic Medicine					
Advance Tuition Deposit (Non Resident)	\$3,000	\$3,000	\$0	0.0%	\$0
Advance Tuition Deposit (Resident)	\$1,000	\$1,000	\$0	0.0%	\$0
Diploma replacement	\$30	\$30	\$0	0.0%	\$0
Graduation Fee	\$50	\$50	\$0	0.0%	\$0
Late Registration Fee / per semester	\$30	\$30	\$0	0.0%	\$0
Non Resident Application Fee	\$80	\$80	\$0	0.0%	\$0
Resident Application Fee	\$40	\$40	\$0	0.0%	\$0
Transcript Fee (After First)	\$6	\$6	\$0	0.0%	\$0
Instructional Tech. Fee (1st Year Students)	\$200	\$200	\$0	0.0%	\$0
West Liberty University					
BA in Organization. Leadership Admin. Materials Fee		\$200	\$200	New	\$3,800
Ceramics Material Fee	\$100	\$100	\$0	0.0%	\$0
Credit Card Procession	\$20	\$0	-\$20	-100.0%	\$0
Credit Hour Overload Registration Fee (19+ hours)		\$100	\$100	New	\$43,000
Dental Hygiene Instrument Kit	\$1,050	\$1,140	\$90	8.6%	\$3,800
Dental Hygiene Side Kick Instrument Sharpened **	\$600	\$875	\$275	45.8%	\$9,625
Dental Hygiene Ultrasonic Instrument	\$175	\$285	\$110	62.9%	\$3,520
Dental Hygiene X-Ray XCP Instruments	\$150	\$175	\$25	16.7%	\$900
Dental Hygiene Clinic IV		\$55	\$55	New	\$2,325
Diploma Replacement	\$25	\$25	\$0	0.0%	\$0
Electronic On-line Course	\$100	\$100	\$0	0.0%	\$0
Freshmen Orientation	\$100	\$100	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
FY 09 Free Laptop Service	\$75	\$0	-\$75	-100.0%	\$0
FY 10, 11, 12 Free Laptop Service	\$25	\$0	-\$25	-100.0%	\$0
Graduation - Graduate	\$150	\$150	\$0	0.0%	\$0
Graduation - Undergraduate	\$125	\$125	\$0	0.0%	\$0
HESI Dosage Calculation	\$30	\$30	\$0	0.0%	\$0
HESI Junior Custom	\$55	\$55	\$0	0.0%	\$0
HESI Maternity	\$30	\$30	\$0	0.0%	\$0
HESI Pediatrics	\$30	\$30	\$0	0.0%	\$0
HESI Pharmacology	\$30	\$30	\$0	0.0%	\$0
HESI RN Exit I - III	\$150	\$150	\$0	0.0%	\$0
HESI Sophomore Custom	\$30	\$30	\$0	0.0%	\$0
Drug Screening/Critical Thinking Exams		\$40	\$40	New	\$1,600
Hilltopper Academy Registration	\$50	\$50	\$0	0.0%	\$0
Hilltopper For Life (1 time fee)		\$150	\$150	New	\$335,000
Jr/Sr Business College	\$100	\$0	-\$100	-100.0%	\$0
Jr/Sr Science College	\$125	\$0	-\$125	-100.0%	\$0
Late Graduation	\$110	\$110	\$0	0.0%	\$0
Late Registration	\$80	\$80	\$0	0.0%	\$0
Miller Analog Test	\$75	\$75	\$0	0.0%	\$0
Natural Science Lab	\$75	\$75	\$0	0.0%	\$0
Outside Laptop Service (Per occurrence)	\$75	\$75	\$0	0.0%	\$0
Parking (Employee per year)	\$50	\$50	\$0	0.0%	\$0
Parking Permit (student per year)	\$75	\$75	\$0	0.0%	\$0
Priority Transcripts	\$25	\$25	\$0	0.0%	\$0
Private Music Lessons	\$120	\$120	\$0	0.0%	\$0
Red Cross Certification	\$30	\$50	\$20	66.7%	\$1,575
Regents BA Degree (plus \$10) (1)	\$300	\$300	\$0	0.0%	\$0
Regional Practical/Internship	\$100	\$100	\$0	0.0%	\$0
Registration Reinstatement	\$25	\$25	\$0	0.0%	\$0
Return Check Charge	\$25	\$25	\$0	0.0%	\$0
Scuba Diving	\$160	\$160	\$0	0.0%	\$0
Security card replacement	\$15	\$15	\$0	0.0%	\$0
Student Teaching	\$175	\$175	\$0	0.0%	\$0
Transcripts	\$7	\$7	\$0	0.0%	\$0
Tuition Payment Plan	\$30	\$30	\$0	0.0%	\$0
Work for Life (plus \$15 per work life credit)	\$375	\$375	\$0	0.0%	\$0
West Virginia State University					
Application Fees:					
Undergraduate - In/State	\$20	\$22	\$2	8.0%	\$1,600
Undergraduate - Out/State	\$20	\$22	\$2	8.0%	\$96
Graduate - In/state	\$20	\$22	\$2	8.0%	\$40
Graduate - Out/state	\$30	\$32	\$2	8.0%	\$36
Course Fees:					
Applied Music Fee	\$30	\$32	\$2	8.0%	\$240

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Applied Music Fee (Non-music majors only)	\$100	\$108	\$8	8.0%	\$240
Art Fee	\$35	\$38	\$3	8.0%	\$1,400
Communications Fee	\$30	\$32	\$2	8.0%	\$1,824
Science Lab Fee	\$40	\$43	\$3	8.0%	\$4,960
English Course Fee	\$5	\$5.40	\$0	8.0%	\$240
HHP 106 & HHP 122	\$10	\$11	\$1	8.0%	\$80
Diploma Replacement	\$25	\$27	\$2	8.0%	\$50
Transcript (after first)	\$6	\$6.48	\$0	8.0%	\$1,440
Thesis Binding Fee (formerly Electronic Thesis Fee)	\$130	\$140	\$10	8.0%	\$104
Graduation and Diploma	\$100	\$108	\$8	8.0%	\$2,960
Graduation (Graduate) and Diploma	\$110	\$119	\$9	8.0%	\$88
Capitol Center Course Fee (1)	\$100	\$108	\$8	8.0%	\$1,440
Internet Course Fee - Undergraduate (1)	\$110	\$119	\$9	8.0%	\$13,552
Internet Course Fee - Graduate (1)	\$160	\$173	\$13	8.0%	\$128
Key Deposit	\$10	\$10	\$0	0.0%	\$0
Late Registration	\$25	\$27	\$2	8.0%	\$320
Campus Fee - Non-WVSU Only	\$0	\$250	\$250	New	\$20,000
Parking - Full Year WVSU Faculty and Staff	\$90	\$97	\$7	8.0%	\$2,376
Second Vehicle Full Year WVSU Faculty and Staff	\$45	\$49	\$4	8.0%	\$36
Parking - Full Year WVSU Students	\$75	\$81	\$6	8.0%	\$18,000
Second Vehicle WVSU student One Semester	\$10	\$11	\$1	8.0%	\$40
Second Vehicle WVSU student Full Year	\$20	\$22	\$2	8.0%	\$80
Parking Replacement	\$10	\$11	\$1	8.0%	\$40
Parking - One Semester Fall, Spring WVSU students	\$40	\$43	\$3	8.0%	\$320
Parking - January thru August WVSU student	\$55	\$59	\$4	8.0%	\$440
Parking - Summer	\$30	\$32	\$2	8.0%	\$60
Placement Testing Fee	\$20	\$22	\$2	8.0%	\$200
Proctor Testing Fee	\$30	\$32	\$2	8.0%	\$34
Regents' BA Degree Evaluation	\$300	\$300	\$0	0.0%	\$0
Regents' BA Degree Posting Fee (1)	\$10	\$10	\$0	0.0%	\$0
Resident Hall Breakage Deposit	\$100	\$100	\$0	0.0%	\$0
First Time Residence Fee	\$100	\$108	\$8	8.0%	\$800
Room Reservation Deposit	\$50	\$50	\$0	0.0%	\$0
Returned Check Fee	\$25	\$25	\$0	0.0%	\$0
ROTC Activity Fee	\$30	\$32	\$2	8.0%	\$240
Military Science Designated Course Fee (PT Classes)	\$30	\$32	\$2	8.0%	\$240
Off-Campus Instruction (1)	\$19	\$21	\$2	8.0%	\$38
West Virginia University:	May 1, 2012 - Not to Exceed 5%				
Application Fees:					
Undergraduate Resident	\$25	\$25	\$0	0.0%	\$0
Undergraduate Non-Resident	\$45	\$45	\$0	0.0%	\$0
Undergraduate International	\$60	\$60	\$0	0.0%	\$0
Graduate School	\$60	\$60	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
College of Law	\$50	\$50	\$0	0.0%	\$0
Schools of Medicine & Dentistry	\$50	\$50	\$0	0.0%	\$0
Senior Citizens under Series 67	\$5	\$5	\$0	0.0%	\$0
Program-Specific Fees:					
Air Force Aerospace	\$30	\$30	\$0	0.0%	\$0
Creative Arts Center - Art Fee	\$81	\$81	\$0	0.0%	\$0
Creative Arts - BFA and BA Theatre Majors Fee	\$75	\$75	\$0	0.0%	\$0
Engineering Co-Op Fee	\$60	\$60	\$0	0.0%	\$0
Music Lesson Fee	\$215	\$215	\$0	0.0%	\$0
Music Lesson Fee (MUSC 155 and MUSC 158)	\$100	\$100	\$0	0.0%	\$0
Off-Campus Course Fee (1)	\$40	\$40	\$0	0.0%	\$0
SREC course fee - Rehabilitation Counseling	\$14	\$14	\$0	0.0%	\$0
SREC course fee - Special Education	\$34	\$34	\$0	0.0%	\$0
SREC course fee - Elementary Education/Secondary Education	\$29	\$29	\$0	0.0%	\$0
SREC course fee - Educational Leadership	\$14	\$14	\$0	0.0%	\$0
Study Abroad Off-Campus Fee (1)	\$50	\$50	\$0	0.0%	\$0
Regents' BA Degree Evaluation	\$300	\$300	\$0	0.0%	\$0
Regents BA Course Transfer Evaluation	\$10	\$10	\$0	0.0%	\$0
Laboratory Fees for Approved Classes:					
Computer Science	\$96	\$96	\$0	0.0%	\$0
Dental Hygiene Instrument and Materials Fee Y1	\$530	\$530	\$0	0.0%	\$0
Dental Hygiene Instrument and Materials Fee Y2	\$1,780	\$1,780	\$0	0.0%	\$0
Dental Hygiene Instrument and Materials Fee Y3	\$1,464	\$1,464	\$0	0.0%	\$0
Dental Hygiene Instrument and Materials Fee Y4	\$1,092	\$1,092	\$0	0.0%	\$0
Dentistry Instrument and Materials Fee D1	\$5,892	\$5,892	\$0	0.0%	\$0
Dentistry Instrument and Materials Fee D2	\$2,027	\$2,027	\$0	0.0%	\$0
Dentistry Instrument and Materials Fee D3	\$2,353	\$2,353	\$0	0.0%	\$0
Dentistry Instrument and Materials Fee D4	\$1,525	\$1,525	\$0	0.0%	\$0
Emergency Medicine Certificate Program Fee (1)	\$125	\$125	\$0	0.0%	\$0
English 301,302,303, 304 & 305	\$30	\$30	\$0	0.0%	\$0
Environment 341- Non-Majors	\$60	\$60	\$0	0.0%	\$0
Forensics Acting & Fraud Invest. (1)	\$143	\$143	\$0	0.0%	\$0
Genetics 371- Non-Majors	\$35	\$35	\$0	0.0%	\$0
Geography	\$60	\$60	\$0	0.0%	\$0
Geography 106	\$40	\$40	\$0	0.0%	\$0
Health Certification	\$200	\$200	\$0	0.0%	\$0
Horticulture 251-Non-Majors	\$60	\$60	\$0	0.0%	\$0
Horticulture 293- Non-Majors	\$100	\$100	\$0	0.0%	\$0
Institute for Math Learning	\$40	\$40	\$0	0.0%	\$0
Journalism 215	\$50	\$50	\$0	0.0%	\$0
Medicine Laptop and Support Fee - MD (Class of 2012)	\$360	\$360	\$0	0.0%	\$0
Medicine Laptop and Support Fee - MD (Class of 2013)	\$376	\$376	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Medicine Laptop and Support Fee - MD(Class of 2014)	\$337	\$337	\$0	0.0%	\$0
Medicine Laptop and Support Fee - MD(Class of 2015)	\$341	\$341	\$0	0.0%	\$0
Medicine Simulation Lab Fee - MD	\$160	\$160	\$0	0.0%	\$0
Nursing Instructional Fee	\$160	\$160	\$0	0.0%	\$0
Nursing Laptop and Support Fee (Class of 2013)	\$320	\$320	\$0	0.0%	\$0
Nursing Laptop and Support Fee (Class of 2014)	\$323	\$323	\$0	0.0%	\$0
Nursing Fast Track Laptop Program (Class of 2013)	\$387	\$387	\$0	0.0%	\$0
Nursing Potomac State College Laptop Program (Class of 2014)	\$484	\$484	\$0	0.0%	\$0
Occupational Therapy Laptop and Support Fee(Class of 2012)	\$387	\$387	\$0	0.0%	\$0
Occupational Therapy Laptop and Support Fee(Class of 2013)	\$330	\$330	\$0	0.0%	\$0
Occupational Therapy Laptop and Support Fee(Class of 2014)	\$378	\$378	\$0	0.0%	\$0
Pathologist's Assistant Laptop and Support Fee (Class of 2014)	\$519	\$519	\$0	0.0%	\$0
PharmD General Fee	\$760	\$760	\$0	0.0%	\$0
Pharmacy Laptop and Support Fee (Class of 2012)	\$393	\$393	\$0	0.0%	\$0
Pharmacy Laptop and Support Fee (Class of 2013)	\$387	\$387	\$0	0.0%	\$0
Pharmacy Laptop and Support Fee (Class of 2014)	\$338	\$338	\$0	0.0%	\$0
Pharmacy Laptop and Support Fee (Class of 2015)	\$331	\$331	\$0	0.0%	\$0
Photo Lab for Non-Majors ²	\$50	\$50	\$0	0.0%	\$0
Physical Education	\$20	\$20	\$0	0.0%	\$0
Physical Therapy Laptop and Support Fee (Class of 2012)	\$310	\$310	\$0	0.0%	\$0
Physical Therapy Laptop and Support Fee (Class of 2013)	\$353	\$353	\$0	0.0%	\$0
Physical Therapy Laptop and Support Fee (Class of 2014)	\$330	\$330	\$0	0.0%	\$0
Physical Therapy Laptop and Support Fee (Class of 2015)	\$347	\$347	\$0	0.0%	\$0
Psychology 101	\$10	\$10	\$0	0.0%	\$0
Psychology 202	\$60	\$60	\$0	0.0%	\$0
Psychology 301,423,511,512,612	\$30	\$30	\$0	0.0%	\$0
Psychology 302	\$100	\$100	\$0	0.0%	\$0
Statistics	\$25	\$25	\$0	0.0%	\$0
Statistics	\$25	\$25	\$0	0.0%	\$0
Laboratory Breakage Fee					\$0
Biology	\$75	\$75	\$0	0.0%	\$0
Geology including GEOL 655, Physical Science, & Statistics	\$60	\$60	\$0	0.0%	\$0
Chemistry & Physics	\$80	\$80	\$0	0.0%	\$0
Administrative and Other Fees					\$0
Course Fee for age 65 plus under BOG 14,4.1	\$50	\$50	\$0	0.0%	\$0
Copy of Credentials for Student Placement	\$10	\$10	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Diploma Replacement	\$35	\$35	\$0	0.0%	\$0
Exam for Advance Standing	\$50	\$50	\$0	0.0%	\$0
Exam of Candidate for Graduate Degree	\$1	\$1	\$0	0.0%	\$0
I. D. Card Replacement for Lost Card	\$20	\$20	\$0	0.0%	\$0
I. D. Card Replacement for Damaged Card	\$10	\$10	\$0	0.0%	\$0
Interest Installment Payment Program	\$0	\$0	\$0	0.0%	\$0
Late Payment Fee	\$50	\$50	\$0	0.0%	\$0
Late Registration Fee	\$50	\$50	\$0	0.0%	\$0
Non-enrolled Graduate Student Evaluation Fee	\$150	\$150	\$0	0.0%	\$0
Pre-College Algebra Workshop	\$200	\$200	\$0	0.0%	\$0
Professional Development Fee (per registration form)	\$20	\$20	\$0	0.0%	\$0
Program Reactivating Fee (per occurrence)	\$35	\$35	\$0	0.0%	\$0
Reinstatement Fee	\$20	\$20	\$0	0.0%	\$0
Returned Check Fee	\$25	\$25	\$0	0.0%	\$0
Student Reports (transcript after first)	\$9	\$9	\$0	0.0%	\$0
Visiting Student Fee	\$15	\$15	\$0	0.0%	\$0
Transcript Fee (on-the-spot)	\$15	\$15	\$0	0.0%	\$0
Transcript Fee (unofficial - faxed)	\$15	\$15	\$0	0.0%	\$0
WVU Institute of Technology:					
Application Fees					
International Student Application	\$100	\$100	\$0	0.0%	\$0
Program-Specific Fees:					
Cooperative Education Fee/Practicum Fee	\$100	\$100	\$0	0.0%	\$0
College Course for High School Student (1)	\$75	\$75	\$0	0.0%	\$0
Off-Campus Instruction (1)	\$45	\$45	\$0	0.0%	\$0
Regents' BA Degree Evaluation	\$300	\$300	\$0	0.0%	\$0
Regents Portfolio Posting Fee (1)	\$10	\$10	\$0	0.0%	\$0
Web Based Course Fee (1)	\$45	\$45	\$0	0.0%	\$0
Laboratory Fees					
Science Lab. w/Course Number < 200	\$100	\$100	\$0	0.0%	\$0
Art/Drama Course Fee	\$100	\$100	\$0	0.0%	\$0
Psychology 302	\$100	\$100	\$0	0.0%	\$0
Administrative and Other Fees					
Credit by Examination	\$90	\$90	\$0	0.0%	\$0
Diploma Replacement	\$50	\$50	\$0	0.0%	\$0
Graduation Fee	\$100	\$100	\$0	0.0%	\$0
Graduation - Late Application	\$150	\$150	\$0	0.0%	\$0
Reinstatement Fee	\$50	\$50	\$0	0.0%	\$0
Returned Check Fee	\$25	\$25	\$0	0.0%	\$0
Transcript (after first)	\$10	\$10	\$0	0.0%	\$0
Course Fee for age 65 plus under BOG 14,4.1	\$50	\$50	\$0	0.0%	\$0
I. D. Card Replacement	\$20	\$20	\$0	0.0%	\$0
Interest Installment Payment Program	\$0	\$0	\$0	0.0%	\$0
Late Payment Fee	\$50	\$50	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Special Fees and Charges**

Institution	Fee Rate 2011-12	Fee Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Late Registration Fee	\$50	\$50	\$0	0.0%	\$0
Potomac State College of WVU:					
Late Payment Fee	\$50	\$50	\$0	0.0%	\$0
Graduation Application Fee	\$25	\$25	\$0	0.0%	\$0
I.D. Card (first one)	\$15	\$15	\$0	0.0%	\$0
I.D. Card (replacement)	\$10	\$10	\$0	0.0%	\$0
Off-Campus Resource Fee (1)	\$40	\$40	\$0	0.0%	\$0
Study Abroad Off-Campus Fee (1)	\$50	\$50	\$0	0.0%	\$0
Orientation Fee	\$50	\$50	\$0	0.0%	\$0
Diploma Replacement Fee	\$20	\$20	\$0	0.0%	\$0
Parking Fee					
Resident	\$40	\$40	\$0	0.0%	\$0
Commuter	\$40	\$40	\$0	0.0%	\$0
Returned Check Fee	\$25	\$25	\$0	0.0%	\$0
Transcript Fee	\$6	\$6	\$0	0.0%	\$0
Priority Transcript Fee	\$10	\$10	\$0	0.0%	\$0
Residence Hall Application Fee/Deposit	\$200	\$200	\$0	0.0%	\$0
Tier I Lab Fees	\$20	\$20	\$0	0.0%	\$0
Tier II Lab Fees	\$30	\$30	\$0	0.0%	\$0
Tier III Lab Fees	\$40	\$40	\$0	0.0%	\$0
Tier IV Lab Fees	\$50	\$50	\$0	0.0%	\$0
Tier V Lab Fees	\$60	\$60	\$0	0.0%	\$0
Tier VI Lab Fees	\$70	\$70	\$0	0.0%	\$0
Late Registration Fee	\$50	\$50	\$0	0.0%	\$0
RBA Degree Evaluation	\$300	\$300	\$0	0.0%	\$0
RBA Course Transfer Evaluation	\$10	\$10	\$0	0.0%	\$0

(1) Per Credit Hour

**2012-13 Academic Year
Proposed Room and Board Rates**

Institution	Fee Rate Per Semester 2011-12	Fee Rate Per Semester 2012-13	Increase Over 2011- 12	Percentage of Requested Increase	Additional Operating Revenue
Bluefield State College: None	\$0	\$0	\$0	\$0	\$0
Concord University:					
Residence Hall excluding North & South Towers	\$2,442	\$2,491	\$49	2.0%	\$74,317
Single Room	\$1,844	\$1,881	\$37	2.0%	
Double Room	\$1,844	\$1,881	\$37	2.0%	
Triple/Suite					
North & South Towers	\$2,648	\$2,701	\$53	2.0%	
Single Room	\$2,050	\$2,091	\$41	2.0%	
Double Room	\$2,050	\$2,091	\$41	2.0%	
Triple/Suite					
Special rate limited to 20 new students with a "B" average or better, and a 25 ACT composite or higher.					
	\$1,776	\$1,812	\$36	2.0%	\$68,814
Board					
Fairmont State University:					
Bryant Place (Singles)	\$2,344	\$2,461	\$117	5.0%	\$56,160
Bryant Place (Doubles)	\$1,978	\$2,078	\$100	5.1%	\$181,224
Prichard (Double)	\$1,739	\$1,826	\$87	5.0%	\$26,100
Morrow (Double)	\$1,739	\$1,826	\$87	5.0%	\$28,362
Pence (Double)	\$1,739	\$1,826	\$87	5.0%	\$24,708
Note: Damage Deposit Dorms \$200.00					
Board - 15 Meal Plan with 65 points (5-day)	\$1,593	\$1,640	\$47	3.0%	\$8,635
Board - 19 Meal Plan with 75 points (7-day)	\$1,744	\$1,796	\$52	3.0%	\$15,276
Board - 15 Meal Plan with 150 points (7-day)	\$1,676	\$1,726	\$50	3.0%	\$40,567
Board - 12 Meal Plan with 225 points (5-day)	\$1,616	\$1,664	\$48	3.0%	\$22,861
Glenville State College:					
Pickens Hall (Scott Suites)					
Double	\$0	\$2,000	\$2,000	0.0%	\$0
Pickens Hall:					
Scott Wing - furnished suite for married couples	\$2,975	\$3,000	\$25	0.8%	\$12,100
Goodwin Hall:					
Single	\$2,775	\$2,975	\$200	7.2%	\$193,600

**2012-13 Academic Year
Proposed Room and Board Rates**

Institution	Fee Rate Per Semester 2011-12	Fee Rate Per Semester 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Double	\$2,250	\$2,415	\$165	7.3%	\$144,950
Pioneer Village	\$2,625	\$2,825	\$200	7.6%	\$31,750
Board Plan	\$1,700	\$1,785	\$85	5.0%	\$442,000
Micro-Frig rental	\$20	\$20	\$0	0.0%	\$0
Shepherd University:					
Gardiner, Kenamond and Turner, Shaw and Thacher Halls:	\$2,216	\$2,327	\$111	5.0%	-\$31,900
Double	\$3,324	\$3,490	\$166	5.0%	
Single					
Burkhart, Moler, Yost, Miller, Martin, Lurry, and Boteler Halls:	\$2,551	\$2,679	\$128	5.0%	-\$15,300
Suite/Double	\$3,827	\$4,018	\$191	5.0%	
Suite/Single	\$1,849	\$1,885	\$36	1.9%	-\$38,000
Board					
West Liberty University:					
Residence Hall Capital Fee	\$415	\$415	\$0	0.0%	\$0
Single	\$2,520	\$2,695	\$175	6.9%	\$43,475
Double	\$1,680	\$1,800	\$120	7.1%	\$165,742
University Place	\$2,700	\$2,890	\$190	7.0%	\$10,989
Board					
Regular meal plan	\$1,625	\$1,740	\$115	7.1%	\$192,548
5 meal plan	\$555	\$595	\$40	7.2%	\$6,494
50 meal block plan	\$325	\$350	\$25	7.7%	\$694
Cable & Internet Fee	\$135	\$145	\$10	7.4%	\$15,590
Marshall University					
Holderby Hall					
Deluxe Single	\$3,064	\$3,156	\$92	3.0%	\$36,984
Twin Towers:					
Deluxe Single	\$3,339	\$3,439	\$100	3.0%	\$12,000
Double	\$2,396	\$2,468	\$72	3.0%	\$91,800
Buskirk:					
Deluxe Single	\$3,339	\$3,439	\$100	3.0%	\$5,500

**2012-13 Academic Year
Proposed Room and Board Rates**

Institution	Fee Rate Per Semester 2011-12	Fee Rate Per Semester 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Double	\$2,396	\$2,468	\$72	3.0%	\$20,448
Marshall Commons:					
Double Room Suite	\$2,808	\$2,892	\$84	3.0%	\$33,376
Single Room Suite	\$3,748	\$3,860	\$112	3.0%	\$49,140
First Year Residents Hall (Capstone)	\$2,704	\$2,785	\$81	3.0%	
Off-Campus Overflow (Used only when needed)					
Single occupancy/per day	\$42	\$42	\$0	0.0%	
Double occupancy/per day	\$21	\$21	\$0	0.0%	
Board - Unlimited w/\$50 Flex Dollars	\$1,651	\$1,709	\$58	3.5%	\$134,386
Board - Unlimited w/\$150 Flex Dollars	\$1,751	\$1,809	\$58	3.3%	\$44,776
Board - Unlimited w/\$250 Flex Dollars	\$1,851	\$1,909	\$58	3.1%	\$21,460
Board - 15 Meal Plan	\$1,568	\$1,623	\$55	3.5%	\$36,795
Board - 15 Meal Plan w/\$100 Flex Dollars	\$1,668	\$1,723	\$55	3.3%	\$17,270
Board - 15 Meal Plan w/\$200 Flex Dollars	\$1,760	\$1,823	\$63	3.6%	\$4,473
Board - 10 Meal Plan	\$1,260	\$1,304	\$44	3.5%	\$5,324
Board - Commuter Meal Plan					
50 Meals w/\$50 Flex Dollars	\$370	\$383	\$13	3.5%	\$3,718
30 Meals w/\$50 Flex Dollars	\$246	\$255	\$9	3.7%	\$702
20 Meals w/\$50 Flex Dollars	\$191	\$198	\$7	3.7%	\$1,071
West Virginia State University:					
All Residence Halls:					
Gore Hall Single	\$2,268	\$2,449	\$181	8.0%	-\$131,544
Gore Hall Double	\$1,566	\$1,691	\$125	8.0%	-\$12,528
Sullivan West Single	\$2,268	\$2,449	\$181	8.0%	\$168,013
Sullivan West Double	\$1,566	\$1,691	\$125	8.0%	\$11,776
Sullivan East Double	\$1,566	\$1,691	\$125	8.0%	\$3,758
Sullivan East Single	\$2,268	\$2,449	\$181	8.0%	\$2,903
occupancy)	\$2,376	\$2,566	\$190	8.0%	\$1,331
Dawson Single	\$2,322	\$2,508	\$186	8.0%	\$2,972
Dawson Double	\$1,620	\$1,750	\$130	8.0%	\$5,573
Room (Summer only) per week	\$135	\$146	\$11	8.0%	\$2,430
Private Room (Summer only) per week	\$180	\$194	\$14	8.0%	\$648
Board Plans:					
Board - Option #1	\$1,735	\$1,874	\$139	8.0%	\$12,631
Board - Option #2	\$1,535	\$1,658	\$123	8.0%	\$9,701
Board - Option #3	\$1,585	\$1,712	\$127	8.0%	\$14,962
Board (Summer only) per week	\$135	\$146	\$11	8.0%	\$2,916

**2012-13 Academic Year
Proposed Room and Board Rates**

Institution	Fee Rate Per Semester 2011-12	Fee Rate Per Semester 2012-13	Increase Over 2011- 12	Percentage of Requested Increase	Additional Operating Revenue
Dining Dollars (minimum opening balance)	\$150	\$150	\$0	0.0%	\$0
Faculty/Staff Plans					
Block 25	\$105	\$113	\$8	8.0%	\$0
Block 50	\$200	\$216	\$16	8.0%	\$48
West Virginia University	May 1, 2012 - Not to Exceed 5%				
Residence Hall Rooms*					
Single Room	\$2,790	\$2,790	\$0	0.0%	\$0
Double Room	\$2,224	\$2,224	\$0	0.0%	\$0
Triple Room	\$2,111	\$2,111	\$0	0.0%	\$0
Quad Room	\$1,988	\$1,988	\$0	0.0%	\$0
Single Occupancy in Double Room	\$3,189	\$3,189	\$0	0.0%	\$0
Single Suite	\$2,790	\$2,790	\$0	0.0%	\$0
Double Suite	\$2,368	\$2,368	\$0	0.0%	\$0
Triple Suite	\$2,345	\$2,345	\$0	0.0%	\$0
Quad Suite	\$2,325	\$2,325	\$0	0.0%	\$0
Fieldcrest Hall					
Single Suite	\$2,919	\$2,919	\$0	0.0%	\$0
Double Suite	\$2,481	\$2,481	\$0	0.0%	\$0
Triple Suite	\$2,458	\$2,458	\$0	0.0%	\$0
Quad Suite	\$2,435	\$2,435	\$0	0.0%	\$0
Stalnaker Hall					
Single Suite	\$2,933	\$2,933	\$0	0.0%	\$0
Double Suite	\$2,493	\$2,493	\$0	0.0%	\$0
Lincoln Hall					
Single Room, Shared Bath	\$2,933	\$2,933	\$0	0.0%	\$0
Single Suite, Private Bath	\$2,933	\$2,933	\$0	0.0%	\$0
Double Suite	\$2,812	\$2,812	\$0	0.0%	\$0
Honors Hall**					
Single Suite	\$2,976	\$2,976	\$0	0.0%	\$0
Double Suite	\$2,852	\$2,852	\$0	0.0%	\$0
Holiday Plan	\$20	\$20	\$0	0.0%	\$0
Board - 19 Meal Plan	\$1,978	\$1,978	\$0	0.0%	\$0
Board - 15 Meal Plan	\$1,847	\$1,847	\$0	0.0%	\$0
Board - 10 Meal Plan	\$1,665	\$1,665	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Room and Board Rates**

Institution	Fee Rate Per Semester 2011-12	Fee Rate Per Semester 2012-13	Increase Over 2011- 12	Percentage of Requested Increase	Additional Operating Revenue
Blue Plan - 209 Meals	\$2,210	\$2,210	\$0	0.0%	\$0
Gold Plan - 229 Meals	\$2,288	\$2,288	\$0	0.0%	\$0
Special Meal Plan-Break/Lunch-M-F	\$1,017	\$1,017	\$0	0.0%	\$0
Upper Class Elite	\$920	\$920	\$0	0.0%	\$0
Upper Class Express	\$521	\$521	\$0	0.0%	\$0
WVU Institute of Technology					
Housing					
Maclin Hall - Double Suite Room	\$2,800	\$2,800	\$0	0.0%	\$0
Maclin Hall - Double Suite Room as a Single	\$3,000	\$3,000	\$0	0.0%	\$0
Maclin Hall - Single Room	\$3,100	\$3,100	\$0	0.0%	\$0
Maclin Hall - Double Room	\$2,400	\$2,400	\$0	0.0%	\$0
Maclin Hall - Double Room as a Single	\$2,900	\$2,900	\$0	0.0%	\$0
Maclin Hall - Private Double Suite Room	\$2,800	\$2,800	\$0	0.0%	\$0
Ratliff - Double Room	\$2,000	\$2,000	\$0	0.0%	\$0
Ratliff - Private Double Suite Room	\$2,200	\$2,200	\$0	0.0%	\$0
Ratliff - Double Room as a Single Room	\$2,700	\$2,700	\$0	0.0%	\$0
Ratliff - Private Double Suite as a Single	\$2,900	\$2,900	\$0	0.0%	\$0
Board					
Semester (10 Meal Plan)	\$1,430	\$1,430	\$0	0.0%	\$0
Semester (15 Meal Plan)	\$1,550	\$1,550	\$0	0.0%	\$0
Semester (19 Meal Plan)	\$1,665	\$1,665	\$0	0.0%	\$0
Commuter (25 Meal Plan)	\$177	\$177	\$0	0.0%	\$0
Commuter (50 Meal Plan)	\$341	\$341	\$0	0.0%	\$0
Commuter (80 Meal Plan)	\$528	\$528	\$0	0.0%	\$0
Summer Daily Rate	\$22	\$22	\$0	0.0%	\$0
Potomac State College of West Virginia University					
PSC Campus					
Double Room- Fall & Spring Semesters	\$1,548	\$1,548	\$0	0.0%	\$0
Daily Rate*	\$15	\$15	\$0	0.0%	\$0
Single Room	\$2,095	\$2,095	\$0	0.0%	\$0
Double Suite	\$2,165	\$2,165	\$0	0.0%	\$0
Triple Room	\$1,391	\$1,391	\$0	0.0%	\$0
Single Suite - University Place	\$2,645	\$2,645	\$0	0.0%	\$0
Double Suite - Fall & Spring - University Place	\$1,930	\$1,930	\$0	0.0%	\$0
Private Double - Fall & Spring - University Place	\$2,270	\$2,270	\$0	0.0%	\$0
Summer - Univ Place -Double Suite - Daily Rate*	\$18	\$18	\$0	0.0%	\$0
Rate*	\$22	\$22	\$0	0.0%	\$0

**2012-13 Academic Year
Proposed Room and Board Rates**

Institution	Fee Rate Per Semester 2011-12	Fee Rate Per Semester 2012-13	Increase Over 2011- 12	Percentage of Requested Increase	Additional Operating Revenue
Resident Hall and Commuter Meal Plans					
Board -19 Meal Plan w/\$50 Bonus Bucks	\$1,715	\$1,715	\$0	0.0%	\$0
Board -15 Meal Plan w/\$50 Bonus Bucks	\$1,615	\$1,615	\$0	0.0%	\$0
Board - 10 Meal Plan w/\$50 Bonus Bucks	\$1,400	\$1,400	\$0	0.0%	\$0
Commuter-Only and Summer Meal Plans					
25 Meals (per semester)	\$215	\$215	\$0	0.0%	\$0
50 Meals (per semester)	\$335	\$335	\$0	0.0%	\$0
80 Meals (per Semester)	\$460	\$460	\$0	0.0%	\$0
25 Meals (per semester) w/\$100 Bonus Bucks	\$315	\$315	\$0	0.0%	\$0
50 Meals (per semester) w/\$100 Bonus Bucks	\$435	\$435	\$0	0.0%	\$0
80 Meals (per Semester) w/\$100 Bonus Bucks	\$560	\$560	\$0	0.0%	\$0

**2012-13 Academic Year
House and Apartment Rental**

Institution	Monthly Rate 2011-12	Monthly Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Bluefield State College:					
Faculty House A	\$695	\$715	\$20	2.9%	\$240
Faculty House B	\$695	\$715	\$20	2.9%	\$240
Faculty House C	\$695	\$715	\$20	2.9%	\$240
Faculty House D	\$695	\$715	\$20	2.9%	\$240
Faculty House E	\$445	\$465	\$20	4.5%	\$240
Faculty House F	\$530	\$550	\$20	3.8%	\$240
Faculty House G	\$480	\$500	\$20	4.2%	\$240
Concord University:					
Apartments - A, B, E, & F	\$447	\$456	\$9	2.0%	\$1,709
Apartments - C, D, G, & H	\$432	\$441	\$9	2.1%	
House #1	\$539	\$550	\$11	2.0%	
House #2	\$535	\$546	\$11	2.1%	
House #300	\$566	\$577	\$11	1.9%	
House #302	\$566	\$577	\$11	1.9%	
House #305	\$471	\$480	\$9	1.9%	
#104 First Avenue	\$515	\$525	\$10	1.9%	
#100 First Street	\$635	\$648	\$13	2.2%	
Fairmont State University:	Per Semester	Per Semester			
1 Bedroom (unfurnished)	\$2,991	\$3,141	\$150	5.0%	\$2,100
2 Bedroom (unfurnished)	\$4,570	\$4,800	\$230	5.0%	\$40,128
2 Bedroom (furnished)	\$4,910	\$5,156	\$246	5.0%	\$6,888
3 Bedroom (furnished)	\$6,858	\$7,203	\$345	5.0%	\$1,368
Note: Damage Deposit Apartments \$200.00					
Glenville State College:					
Pickens Hall:					
Scott Wing - furnished suite for married couples	\$2,975	\$2,975	\$0	0.0%	\$0
Pioneer Village	\$2,625	\$2,625	\$0	0.0%	\$0
Shepherd University:					
Birch and Maple Apartments:					
Double (4 and 6 person units)	\$2,786	\$2,925	\$139	5.0%	-\$21,970
Single (4 and 6 person units)	\$4,179	\$4,388	\$209	5.0%	

**2012-13 Academic Year
House and Apartment Rental**

Institution	Monthly Rate 2011-12	Monthly Rate 2012-13	Increase Over 2011-12	Percentage of Requested Increase	Additional Operating Revenue
Deluxe Double (4 person unit)	\$3,068	\$3,221	\$153	5.0%	-\$1,600
Deluxe Single (4 person unit)	\$4,607	\$4,837	\$230	5.0%	\$0
Summer School Housing - Double	\$1,066	\$1,119	\$53	5.0%	\$0
Summer School Housing - Single	\$1,600	\$1,680	\$80	5.0%	\$0
West Liberty University:					
Faculty - Staff rates per month depending on house size	330-650	330-650	\$0	0.0%	\$0
West Virginia State University:					
House A	\$685	\$740	\$55	8.0%	\$658
House B	\$629	\$679	\$50	8.0%	\$604
House C	\$493	\$532	\$39	8.0%	\$473
House D	\$629	\$679	\$50	8.0%	\$604
House E	\$506	\$546	\$40	8.0%	\$486
House F	\$726	\$784	\$58	8.0%	\$697
House G	\$656	\$708	\$52	8.0%	\$630
House H	\$701	\$757	\$56	8.0%	\$673
House I	\$506	\$546	\$40	8.0%	\$486
House J	\$686	\$741	\$55	8.0%	\$659
House K	\$632	\$683	\$51	8.0%	\$607
House L (Rent includes utilities)	\$1,200	\$1,296	\$96	8.0%	\$1,152
House M (Rent includes utilities)	\$1,500	\$1,620	\$120	8.0%	\$1,440
House N	\$611	\$660	\$49	8.0%	\$587
Duplex A	\$698	\$754	\$56	8.0%	\$670
Duplex B	\$698	\$754	\$56	8.0%	\$670
Prillerman Hall Apartments:					
Married and Single Parents	\$567	\$612	\$45	8.0%	\$15,785
(One Student Per Apartment)	\$567	\$612	\$45	8.0%	\$544
(Two Students Per Apartment)	\$310	\$335	\$25	8.0%	\$298
(Handicap Apartments)	\$513	\$554	\$41	8.0%	\$985
(Lg Handicap Apartment)*	\$648	*	-\$648	-100.0%	-\$7,776
* Large handicap apartment converted to office space					

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: Approval of Fiscal Year 2013 Institutional Capital Assessments

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the institutional capital assessments for Fiscal Year 2013 as shown in Table 2.

STAFF MEMBER: Edward Magee

BACKGROUND:

Commission staff pay system-wide debt service payments on behalf of the four-year and two-year institutions to the trustees, the Municipal Bond Commission and The Bank of New York Mellon. Table 1 shows the total amount of debt service payments due in Fiscal Year 2013. Of the \$35,242,130 required for this year, \$13,909,289 must be allocated across institutions and paid from student fees, \$19,994,556 will be paid from Lottery revenue appropriated to the Commission and \$1,338,285 from the federal government as a subsidy from the 2010 Build America Bonds.

Staff seeks approval of the Commission and the West Virginia Council for Community and Technical College Education to allocate the student fee portion of debt service, \$13,909,289 and the facilities planning and administration assessment of \$421,082 as shown in Table 2 to the institutions.

Staff will move the funds from the institutions' accounts on September 1 and March 1 in order to make the debt service payments to the trustees. Institutions are restricted from using their Education and General Capital Fees (formerly Tuition and Registration Fees) until such time as adequate funds have been collected for debt service payments in any given fiscal year.

Table 1
West Virginia Higher Education Policy Commission
West Virginia Council for Community and Technical College Education
FY 2013 Capital Debt Payment Summary

	FY 2013 PAYMENTS			Principal Outstanding
	Principal	Interest	Total	
College System Bonds:				
Series 2007 A	340,000	295,076	\$635,076	\$6,495,000
Total College System Bonds	\$340,000	\$295,076	\$635,076	\$6,495,000
 University System Bonds:				
Series 1998 A	1,650,000	2,165,063	\$3,815,063	\$38,825,000
Series 2000 A	3,263,864	3,536,136	\$6,800,000	\$33,327,004
Series 2004 B (MU)	980,000	211,250	\$1,191,250	\$3,245,000
Series 2007 A	820,000	647,900	\$1,467,900	\$14,405,000
Total University System Bonds	\$6,713,864	\$6,560,349	\$13,274,213	\$89,802,004
 Total College and University System Bonds	\$7,053,864	\$6,855,425	\$13,909,289	\$96,297,004
 Excess Lottery Revenue Bonds:				
Series 2004 B	3,420,000	6,579,750	\$9,999,750	\$128,175,000
Series 2009 A	1,400,000	3,597,388	\$4,997,388	\$74,110,000
Series 2010 A	1,370,000	4,965,703	\$6,335,703	\$74,155,000
Total Excess Lottery Revenue Bonds	\$6,190,000	\$15,142,841	\$21,332,841	\$276,440,000
 Total FY 2013 Debt Service Payments	\$13,243,864	\$21,998,266	\$35,242,130	\$372,737,004

Table 2
West Virginia Higher Education Policy Commission
West Virginia Council for Community and Technical College Education
FY 2012 Institutional Assessments to Cover System Bond Debt

	Principal	Interest	Facilities	Total	1st Half Assessment	2nd Half Assessment
College System Bonds:						
Blue Ridge Community and Technical College	\$0	\$0	\$8,364	\$8,364	\$4,182	\$4,182
Bluefield State College	\$0	\$0	\$1,792	\$1,792	\$896	\$896
Bridgemont Community and Technical College	\$0	\$0	\$5,030	\$5,030	\$2,515	\$2,515
Concord University	\$0	\$0	\$22,811	\$22,811	\$11,406	\$11,406
Fairmont State University	\$162,112	\$140,691	\$49,002	\$351,805	\$175,903	\$175,903
Glenville State College	\$51,803	\$44,959	\$11,203	\$107,965	\$53,983	\$53,983
Kanawha Valley Community and Technical College	\$0	\$0	\$8,357	\$8,357	\$4,179	\$4,179
New River Community and Technical College	\$0	\$0	\$1,550	\$1,550	\$775	\$775
Shepherd University	\$0	\$0	\$37,820	\$37,820	\$18,910	\$18,910
West Liberty University	\$126,086	\$109,426	\$30,579	\$266,091	\$133,046	\$133,046
West Virginia Northern Community College	\$0	\$0	\$2,257	\$2,257	\$1,129	\$1,129
West Virginia State University	\$0	\$0	\$19,060	\$19,060	\$9,530	\$9,530
WVU Institute of Technology	\$0	\$0	\$12,716	\$12,716	\$6,358	\$6,358
Total College System Bonds	\$340,000	\$295,076	\$210,541	\$845,617	\$422,809	\$422,809
University System Bonds:						
Marshall University	\$1,649,649	\$796,621	\$46,082	\$2,492,352	\$1,246,176	\$1,246,176
Mountwest Community and Technical College	\$150,351	\$62,529	\$5,500	\$218,380	\$109,190	\$109,190
Potomac State College	\$0	\$0	\$2,105	\$2,105	\$1,053	\$1,053
West Virginia University	\$4,913,864	\$5,701,199	\$153,696	\$10,768,759	\$5,384,380	\$5,384,380
WVU Parkersburg	\$0	\$0	\$3,158	\$3,158	\$1,579	\$1,579
Total University System Bonds	\$6,713,864	\$6,560,349	\$210,541	\$13,484,754	\$6,742,377	\$6,742,377
Totals All Bonds	\$7,053,864	\$6,855,425	\$421,082	\$14,330,371	\$7,165,186	\$7,165,186

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: Approval of Fiscal Year 2013 Higher Education Resource Assessment

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the Fiscal Year 2013 Higher Education Resource Assessment.

STAFF MEMBER: Edward Magee

BACKGROUND:

West Virginia Code §18B-10-1 consolidates fees into three broad classifications: (a) tuition and required educational and general fees; (b) required educational and general capital fees; and (c) auxiliary and auxiliary capital fees. Through West Virginia Code §18B-10-2, the Higher Education Resource Assessment (HERA) is assessed by and transferred to the Commission and the West Virginia Council for Community and Technical College Education as appropriate to be utilized for general operating expenses or statewide programs. The Commission and the Council also utilize a portion of the assessments to offset the impact of tuition increases by allocating part of the assessment to the West Virginia Higher Education Grant Program, the state's need-based financial aid program.

The Commission has traditionally approved a uniform assessment per FTE student that differentiates between resident and non-resident students, generates approximately the same revenues as the current and historic allocations in total, minimizes the changes in allocations by institution, and is predictable for budgeting purposes. The assessment is calculated based on fall enrollment in the current year to determine each institution's assessment for the subsequent fiscal year. Institutions are assessed at a rate of \$35 per resident FTE student and \$150 per non-resident FTE student. Staff recommends continuing with this same assessment for Fiscal Year (FY) 2013.

The total HERA assessment to the four-year institutions for FY 2012 was \$4,664,497. The total HERA assessment proposed for FY 2013 is \$4,733,439. Table 1 summarizes the HERA distribution for the four-year institutions based upon the final FTE enrollment for Fall 2011. The calculation reflects changes in both enrollment levels and mix of resident and non-resident students.

Upon approval of the assessment, the proposed budget for the expenditure of HERA funds for FY 2013 will be presented at the next Commission meeting.

Table 1
West Virginia Higher Education Policy Commission
FY 2013 HERA Assessments for HEPC Institutions

Institution	Standardized HERA Assessment	End of Term Fall 2011 FTE Students	FY 2013 Calculated Assessment	FY 2012 Allocated Assessment	FY 2013 Change Increase / (Decrease)
Bluefield State College					
Resident Undergraduate	\$35	1,503.27	\$52,614		
Resident Graduate/First Professional	\$35	0.00	\$0		
Non-Resident Undergraduate	\$150	201.27	\$30,191		
Non-Resident Graduate/First Professional	\$150	0.00	\$0		
Subtotal		1,704.54	\$82,805	\$88,503	(\$5,698)
Concord University					
Resident Undergraduate	\$35	2,100.47	\$73,516		
Resident Graduate/First Professional	\$35	140.25	\$4,909		
Non-Resident Undergraduate	\$150	552.47	\$82,871		
Non-Resident Graduate/First Professional	\$150	10.92	\$1,638		
Subtotal		2,804.11	\$162,934	\$161,042	\$1,892
Fairmont State University					
Resident Undergraduate	\$35	3,411.93	\$119,418		
Resident Graduate/First Professional	\$35	185.17	\$6,481		
Non-Resident Undergraduate	\$150	414.60	\$62,190		
Non-Resident Graduate/First Professional	\$150	12.25	\$1,838		
Subtotal		4,023.95	\$189,926	\$185,560	\$4,366
Glennville State College					
Resident Undergraduate	\$35	1,200.41	\$42,014		
Resident Graduate/First Professional	\$35	0.00	\$0		
Non-Resident Undergraduate	\$150	231.27	\$34,691		
Non-Resident Graduate/First Professional	\$150	0.00	\$0		
Subtotal		1,431.68	\$76,705	\$73,500	\$3,205
Marshall University					
Resident Undergraduate	\$35	6,743.40	\$236,019		
Resident Graduate/First Professional	\$35	1,679.67	\$58,788		
Non-Resident Undergraduate	\$150	2,364.73	\$354,710		
Non-Resident Graduate/First Professional	\$150	622.33	\$93,350		
Subtotal		11,410.13	\$742,866	\$748,637	(\$5,771)
Shepherd University					
Resident Undergraduate	\$35	2,293.17	\$80,261		
Resident Graduate/First Professional	\$35	52.75	\$1,846		
Non-Resident Undergraduate	\$150	1,490.67	\$223,601		
Non-Resident Graduate/First Professional	\$150	25.42	\$3,813		
Subtotal		3,862.01	\$309,521	\$302,984	\$6,537
West Liberty University					
Resident Undergraduate	\$35	1,711.40	\$59,899		
Resident Graduate/First Professional	\$35	25.08	\$878		
Non-Resident Undergraduate	\$150	918.87	\$137,831		
Non-Resident Graduate/First Professional	\$150	7.00	\$1,050		
Subtotal		2,662.35	\$199,657	\$193,934	\$5,723
WV School of Osteopathic Medicine					
Resident Undergraduate	\$35	0.00	\$0		
Resident Graduate/First Professional	\$35	230.00	\$8,050		
Non-Resident Undergraduate	\$150	0.00	\$0		
Non-Resident Graduate/First Professional	\$150	586.00	\$87,900		
Subtotal		816.00	\$95,950	\$97,670	(\$1,720)

Table 1
West Virginia Higher Education Policy Commission
FY 2013 HERA Assessments for HEPC Institutions

Institution	Standardized HERA Assessment	End of Term Fall 2011 FTE Students	FY 2013 Calculated Assessment	FY 2012 Allocated Assessment	FY 2013 Change Increase / (Decrease)
WV State University					
Resident Undergraduate	\$35	1,995.87	\$69,855		
Resident Graduate/First Professional	\$35	23.08	\$808		
Non-Resident Undergraduate	\$150	241.87	\$36,281		
Non-Resident Graduate/First Professional	\$150	11.83	\$1,775		
Subtotal		2,272.65	\$108,718	\$121,938	(\$13,220)
West Virginia University					
Resident Undergraduate	\$35	11,096.33	\$388,372		
Resident Graduate/First Professional	\$35	3,096.34	\$108,372		
Non-Resident Undergraduate	\$150	11,411.67	\$1,711,751		
Non-Resident Graduate/First Professional	\$150	2,605.50	\$390,825		
Subtotal		28,209.84	\$2,599,319	\$2,532,463	\$66,856
WVU Institute of Technology					
Resident Undergraduate	\$35	928.67	\$32,503		
Resident Graduate/First Professional	\$35	0.00	\$0		
Non-Resident Undergraduate	\$150	181.80	\$27,270		
Non-Resident Graduate/First Professional	\$150	0.00	\$0		
Subtotal		1,110.47	\$59,773	\$54,130	\$5,643
Potomac State College of WVU					
Resident Undergraduate	\$35	1,047.27	\$36,654		
Resident Graduate/First Professional	\$35	0.00	\$0		
Non-Resident Undergraduate	\$150	457.40	\$68,610		
Non-Resident Graduate/First Professional	\$150	0.00	\$0		
Subtotal		1,504.67	\$105,264	\$104,136	\$1,128
Total for HEPC Institutions					
Resident Undergraduate		34,032.19	\$1,191,127		
Resident Graduate/First Professional		5,432.34	\$190,132		
Non-Resident Undergraduate		18,466.62	\$2,769,993		
Non-Resident Graduate/First Professional		3,881.25	\$582,188		
Grand Total		61,812.40	\$4,733,439	\$4,664,497	\$68,942

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: Approval of Additional Funding

INSTITUTION: West Virginia State University

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the allocation of additional funding for various projects to West Virginia State University as presented.

STAFF MEMBER: Paul Hill

BACKGROUND:

During the 2012 legislative session, the Commission received \$1,500,000 in funding for West Virginia State University and West Virginia University Institute of Technology. The one-time allocation is intended to fund projects that will increase the financial stability of the institutions through increased enrollment and efficiencies. During the meeting, an institutional representative will provide a detailed presentation regarding the institution's funding proposal, which appears on the following page.

WEST VIRGINIA STATE UNIVERSITY
Detail Spending Proposal
\$750,000 Additional Funding
April 20, 2012

Senate Bill 330	152,000
Classified Staff Raise	
Benefits	
 Additional Library Books & Periodicals	325,000
Library Online Service	58,961
 Athletic Support	186,424
Loss of Fees from KVCTC Students	
 Academic Assessment	
(Live Text) Accreditation	<u>55,000</u>
License for students	
 Total	<u>777,385</u>

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: Approval of Additional Funding

INSTITUTION: West Virginia University Institute of Technology

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the allocation of additional funding for various projects to West Virginia University Institute of Technology as presented.

STAFF MEMBER: Paul Hill

BACKGROUND:

During the 2012 legislative session, the Commission received \$1,500,000 in funding for West Virginia State University and West Virginia University Institute of Technology. The one-time allocation is intended to fund projects that will increase the financial stability of the institutions through increased enrollment and efficiencies. During the meeting, Carolyn Long, Campus Executive Officer, will provide a detailed presentation regarding the institution's funding proposal, which appears on the following page.

Proposal

Year 1 Recruitment and Retention Initiatives

Student Success Center		\$ 400,500
Renovation of existing space in Vining Library	\$ 150,000	
Personnel costs for (1) FTE Director of Student Success Programs ; (2) FTE Student Success Advisors; and (1) FTE Mental Health Counselor	\$ 220,500	
Operating costs	\$ 30,000	
Total	\$ 400,500	
Microfridges		\$ 144,824
Project using 80% (216) of our 270 residence hall rooms in 2012-13		
216 rooms @ \$439/unit (including \$20 freight/unit)	\$ 94,824	
Upgrade electric in Ratliff Hall	\$ 50,000	
Total	\$ 144,824	
Cost-free Laundry for Residence Hall Students		\$ 20,680
Project 376 students in residence for 2012-13 (75% of 501 total available beds)		
376 students @ \$55.00/year	\$ 20,680	
Retention Plan		\$ 70,000
Hire Noel Levitz to guide development of a campus retention plan	\$ 70,000	
Wi-Fi		\$ 113,996
Install Wi-Fi in at least 1 classroom building on campus		
Total Cost of Year 1 Recruitment and Retention Initiatives		\$ 750,000

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: Approval of Fiscal Year 2013 Distribution Plan for the West Virginia Higher Education Grant Program

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the proposed Fiscal Year 2013 Distribution Plan for the West Virginia Higher Education Grant Program.

STAFF MEMBER: Brian Weingart

BACKGROUND:

The West Virginia Higher Education Grant Program, the state's long-standing need-based financial aid program, provides opportunities for full-time, undergraduate students with demonstrated financial need to pursue a postsecondary education at qualified institutions. Series 42, the legislative rule that regulates the program, provides staff with policy latitude to determine award distribution frameworks.

During the 2011 regular session, the Legislature demonstrated a continued commitment to needy students by providing an increase of \$4 million in state appropriations for the program in Fiscal Year (FY) 2012, which allowed for the maximum award to increase from \$2,100 to \$2,400. The following provides an overview of the proposed distribution plan for the 2012-2013 academic year.

Revenue

The Higher Education Grant Program receives funding from multiple sources including general revenue, Higher Education Resource Assessment (HERA) allocations, and carry forward balances. FY 2013 funding, including carry forward, will total just over \$43.7 million:

- *State Appropriation* - \$39,019,864. The Legislature annually appropriates funds directly to the Higher Education Grant Program. The FY 2013 appropriation is the same as the FY 2012 appropriation.
- *Higher Education Resource Assessment (HERA)* - \$1,800,000. West Virginia Code § 18B-10-2(d) requires the Commission and the Council to allocate a portion of the Higher Education Resource Assessment (HERA) for financially needy students. Historically, the Commission and the Council have allocated \$1,800,000 annually to the Higher Education Grant Program to satisfy that

requirement. Because HERA applies only to students attending public institutions of higher education, it will be utilized exclusively for traditional prospective students and renewal students at those institutions.

- *Federal Funding - \$0.* The federal government has historically provided additional funding for need-based financial aid through the Leveraging Educational Assistance Partnership (LEAP) and Special Leveraging Educational Assistance Partnership (SLEAP) grants. The recent federal budget continuing resolution has eliminated these programs.

The table below provides the budget as presented to the Higher Education Student Financial Aid Advisory Board on April 16, 2012. Based upon current projections, funding may be utilized to increase award amounts and expand eligibility.

Proposed FY 2013 HEGP Funding Summary

Funding Source	Amount of Funding
State Appropriations	\$39,019,864
3% Administrative Allowance	(\$1,170,596)
HERA Funding	\$1,800,000
Projected FY 2011 Carry Forward	\$4,100,000
Total	\$43,749,268

Expenditures

For the 2011-2012 academic year, block awards were provided to students who qualified for the Federal Pell Grant, i.e., students with an expected family contribution (EFC) of \$5,273 or less. For students with an EFC in excess of \$5,273, award amounts were reduced to \$2,000. Additional award cycles allowed the program to serve additional students with need and an EFC as high as \$8,000.

HEGP Offered and Accepted Awards, Yield Rate, and Average Award

	Offered Awards	Offered Dollars	Accepted Awards	Accepted Dollars	Student Yield Rate	Dollar Yield Rate	Average Award
2009-2010	26,673	\$73,860,095	14,997	\$40,082,411	56.2%	54.3%	\$2,673
2010-2011	36,748	\$72,847,988	20,573	\$37,136,887	56.0%	51.0%	\$1,805
2011-2012	37,938	\$83,771,924	19,464	\$39,710,674	51.3%	47.4%	\$2,040

Staff proposes to continue this basic process during the 2012-2013 year to provide one award level to the small proportion of awardees with an EFC above \$4,995 in order to simplify the award process for institutions. An EFC of \$4,995 has been selected because it is the maximum EFC for Pell Grant eligibility for the 2012-2013 award year. The Advisory Board recommends a maximum award level of \$2,500 for students with an EFC up to \$4,995 and up to an award of \$2,100 for students with an EFC between \$4,995 and \$10,000. The maximum EFC for eligibility is being set at \$10,000 in order provide the ability to award as many needy students as possible should funds be available.

Given these award levels and continuity in uptake on awards, the table below provides the estimated number of enrolled recipients, the average award, and total expenditures under different award scenarios:

2012-2013 Cost of Alternate Maximum Award Values and Number Served

Maximum Award	Number of Students	Average Award	Estimated Cost
\$2,400	19,500	\$2,040	\$39,780,000
	20,000	\$2,040	\$40,800,000
	20,500	\$2,040	\$41,820,000
	21,000	\$2,040	\$42,840,000
	21,250	\$2,040	\$43,350,000
	21,500	\$2,040	\$43,860,000
\$2,500	19,500	\$2,140	\$41,730,000
	20,000	\$2,140	\$42,800,000
	20,250	\$2,140	\$43,335,000
	20,500	\$2,140	\$43,870,000

Non-Traditional Students (adults over the age of 25)

Application deadlines that occur well before the beginning of an academic year negatively impact the participation rate of non-traditional students, especially since a deadline is not part of the federal financial aid application process. To provide greater programmatic access and to increase adult college participation rates, staff proposes for the 2012-2013 academic year a priority application date of July 1, 2012 for:

- 1) Students 25 years of age or older;
- 2) Students who have not previously received the Higher Education Grant; and
- 3) Students who have an EFC under \$10,000.

Staff proposes a secondary application deadline of July 31, 2012 for the late filing non-traditional population if funding allows to better utilize the amount that is set aside for this sub-group.

Staff proposes to continue to designate five percent (\$1,950,993) of the base state allocation for these applicants not assisted in the general awarding process. In the past three years \$270,045 of this funding was utilized in 2009-2010; \$947,132 was utilized in 2010-2011; and \$560,971 was utilized in 2011-2012.

Funding Utilized by Late Filing Adults

Year	Accepted Awards
2009-10	\$270,045
2010-11	\$947,132
2011-12	\$560,971

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: Approval of Eligibility Requirements, Annual Award Amount, and Summer Awards for the PROMISE Scholarship Program

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves proposed eligibility requirements, annual award amount, and summer awards for the PROMISE Scholarship Program.

STAFF MEMBER: Brian Weingart

BACKGROUND:

The PROMISE Scholarship is a merit-based financial aid program for West Virginia residents. Students who achieve certain academic goals are eligible to receive annual awards to help offset the cost of tuition and mandatory fees at public or independent institutions in West Virginia.

Eligibility Requirements

The current scholarship eligibility requirements require a minimum core and overall 3.0 grade point average (GPA) and a 22 ACT composite score with a score of 20 in each of the four subject areas (English, mathematics, reading, and science) or a 1020 SAT combined score with a 490 score in critical reading and a 480 score in mathematics.

These requirements have been in effect since the 2007-2008 academic year. Staff proposes maintaining these eligibility standards for students applying to receive the scholarship for the first time in the 2013-2014 academic year. Maintaining the current scholarship requirements for the Class of 2013 will provide constant eligibility standards over the four years the students have been in high school.

Annual Award Amount

Students who utilized the scholarship prior to January 1, 2010 may receive an award equal to the actual tuition and mandatory fees charged for resident students at public institutions. Students attending other eligible institutions prior to January 1, 2010 shall receive an award based upon the average resident undergraduate tuition and mandatory fees at comparable state institutions of higher education. For the 2012-2013 academic year, one class of scholarship recipients will still be entitled to this award level.

Due to uncertainty regarding future tuition and mandatory fee increases as well as relatively minimal balances at the end of the next two fiscal years, staff proposes to maintain the award level for the 2013-2014 academic year at the lesser of tuition and mandatory fees, or \$4,750 annually. Staff also recommends that a study be undertaken by the Higher Education Student Financial Aid Advisory Board to assess options for utilizing the balances that will begin accruing during the 2013-2014 academic year. Staff recommend that these options not be limited merely to changing award amounts and qualification criteria but also include other policy changes that may help the PROMISE Scholarship Program compliment other financial aid and educational goals of the state.

Summer Awards

The PROMISE Scholarship Program provides summer school awards for eligible students. Student acceptance of a summer award counts toward the maximum eight semesters of eligibility with priority given to students who can utilize the summer term to graduate by year's end.

For the summer of 2011, \$400,000 was set aside for summer awards with the expectation of serving 200 students. Of the 101 applications received last summer, 91 students were deemed eligible by meeting requirements for scholarship renewal the following academic year. Of those eligible, 75 enrolled in the requisite 12 hours and subsequently received the award. A total of \$154,233 in summer awards was disbursed. Staff proposes to maintain the same allotment of \$400,000 for the summer of 2012.

PROMISE Scholarship Cost Projections

The following table provides projections through FY 2015 based on the following parameters:

- Senate Bill 373 (2009) sets funding at \$47.5 million beginning in FY 2012.
- Students enrolled prior to January 1, 2010 are eligible to receive an award of full tuition and fees at public institutions (or a comparable amount at an independent institution). Scholars who began enrollment after January 1, 2010 are eligible to receive the lesser of \$4,750 or full tuition and fees.
- The projected number of students qualifying for and accepting PROMISE as well as their choice of institution and retention levels are based on historical data.

Table 1
PROMISE Scholarship Program Budgetary Projections FY 2012 through 2015

Fiscal Year 2012			
Revenue		Expenditures	
Statutory Transfers	\$47,500,000	Administrative Costs	\$490,185
Investment Earnings	\$16,000	Scholarships	\$47,431,710
Total Revenue	\$47,516,000	Total Expenses	\$47,921,895
Carry Forward	\$1,717,053		
Total Assets	\$49,233,053	Ending Balance (06/30/2012)	\$1,311,158
Fiscal Year 2013			
Revenue		Expenditures	
Statutory Transfers	\$47,500,000	Administrative Costs	\$509,792
Investment Earnings	\$16,000	Scholarships	\$47,267,847
Total Revenue	\$47,516,000	Total Expenses	\$47,777,639
Carry Forward	\$1,311,158		
Total Assets	\$48,827,158	Ending Balance (06/30/2013)	\$1,049,519
Fiscal Year 2014			
Revenue		Expenditures	
Statutory Transfers	\$47,500,000	Administrative Costs	\$530,184
Investment Earnings	\$16,000	Scholarships	\$45,388,410
Total Revenue	\$47,516,000	Total Expenses	\$45,918,594
Carry Forward	\$1,049,519		
Total Assets	\$48,565,519	Ending Balance (06/30/2014)	\$2,646,925
Fiscal Year 2015			
Revenue		Expenditures	
Statutory Transfers	\$47,500,000	Administrative Costs	\$551,391
Investment Earnings	\$16,000	Scholarships	\$44,730,709
Total Revenue	\$47,516,000	Total Expenses	\$45,282,101
Carry Forward	\$2,646,925		
Total Assets	\$50,162,925	Ending Balance (06/30/2014)	\$4,880,824

West Virginia Higher Education Policy Commission
Meeting of May 18, 2012

ITEM: Overview of Proposed Changes to the Health Sciences Scholarship Program

INSTITUTIONS: All

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBERS: Robert Walker and Laura Boone

BACKGROUND:

The Health Sciences Scholarship, a recruitment incentive program administered by the Commission's Division of Health Sciences, was initially created with state funding in 1995 through West Virginia Code §18C-3-3, which resulted in the creation of Series 41, a procedural rule regarding the operation of the Health Sciences Scholarship Program.

The Division of Health Sciences provides awards to students enrolled in health professions at a public or private West Virginia institution in the following disciplines: physicians, physician assistants, nurse practitioners, clinical psychologists, licensed independent clinical social workers, physical therapists, nurse midwives, and nurse educators. During the 2011-2012 academic year, 15 awards totaling \$200,000 were provided to three allopathic physicians, two osteopathic physicians, seven nurse practitioners, two physical therapists, and one clinical psychologist.

All participating students receive awards of \$10,000 each, with the exception of physicians who receive \$20,000. Awards are made in the student's final year of school, and no limitations exist on how a student can utilize the award. Unlike many similar programs, students are not required to use the funds to pay off student loans.

Upon graduation or completion of a primary care residency program, participants must practice full-time in a primary care setting in a rural or underserved area of West Virginia for two years. The exception is nurse educators who must teach for two years in a West Virginia undergraduate nursing program. Since 1995, 184 participants have completed their service obligation. Another 103 participants did not complete their obligation and are classified as defaulters. The default penalty is the award amount plus 15 percent interest accruing from the default date.

Since 1995, the interests and needs of health professions students have evolved and the healthcare landscape in rural and underserved communities has changed. The need for health care providers in these communities remains critical. In recognition of these factors, the Division of Health Sciences, in conjunction with the statutorily-mandated

Recruitment and Retention Committee of the Rural Health Advisory Panel, has evaluated the Health Sciences Scholarship Program and recommends several changes to the program to make it more attractive to potential applicants and increase the likelihood that an awardee will complete the service obligation and then continue to practice in rural and underserved areas of West Virginia.

Each of the recommendations require a request to the Legislature to revise West Virginia Code §18C-3-3. If these changes occur, additional changes would follow to the procedural rule, which will require future Commission approval.

1. Change the name of the program to the Health Sciences Service Program.

The use of the word scholarship in the current name creates confusion because the program provides a recruitment incentive payment, not a scholarship. Students receive the award in their final semester of school, so it does not impact their financial aid. Further, including the word service emphasizes the mission of the program to provide healthcare to rural and underserved areas.

2. Provide for all the participating disciplines.

West Virginia Code contains the following eligible disciplines: physicians, nurse practitioners, nurse midwives, and physician assistants. It also allows the addition of “other disciplines identified as shortage fields by the Vice Chancellor for health sciences.” This language allowed the informal addition of nurse educators, physical therapists, licensed independent clinical social workers, and clinical psychologists to the program; however, they have not been added formally to the statute. Adding all the participating professions to the statute will ensure the statutory language reflects the breadth of the program. The language enabling the Vice Chancellor to add other shortage fields as needed would remain.

3. Establish a half-time schedule for fulfilling the service obligation.

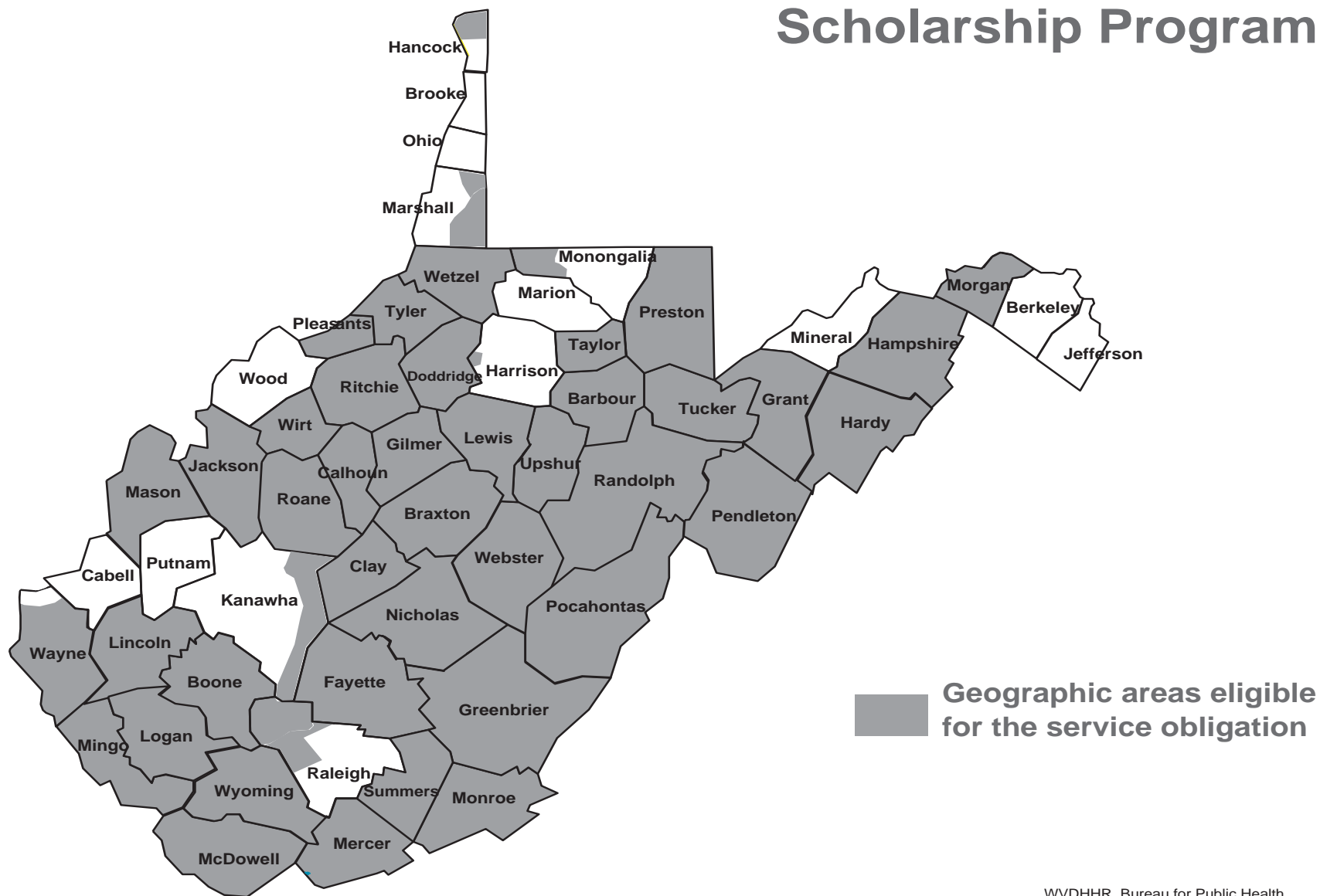
Participants presently work 40 hours a week for two years in order to fulfill their service obligation. Other major incentive programs, such as the federal National Health Service Corps, now offer a half-time option. Additionally, the Division of Health Sciences receives occasional inquiries about the possibility of half-time practice. This change would allow participants the flexibility to fulfill their obligation over four years working 20 hours a week.

4. Add language providing the Vice Chancellor the discretion to increase award amounts.

West Virginia Code sets award funding at \$20,000 for physicians and \$10,000 for other disciplines. Over the years, the average debt load for graduates of all disciplines has risen significantly. Recently, the federal government substantially increased the amount of loan forgiveness (up to \$60,000/year) health

practitioners can qualify for through the National Health Service Corps. Many West Virginia health professions students now covet these National Health Service Corps slots, however, in most years, its funding cannot meet all requests for assistance. By allowing the Vice Chancellor to adjust award amounts, the program hopes to increase applicant levels and provide an award that offers a more significant incentive to complete the service obligation. The suggested increase is to \$40,000 for physicians and \$20,000 for the other disciplines. Providing this discretion also would allow the Vice Chancellor to tailor the award amount in years where application levels are extremely high or low to provide the most appropriate award level for all qualified applicants.

Health Sciences Scholarship Program



WVDHHR, Bureau for Public Health
OCHS, Division of Rural Health and Recruitment
(304) 558-4382
Rev. 6/08

In the unshaded areas, a small number of healthcare facilities also qualify for the service obligation because they provide a high volume of service to underserved populations.

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: Approval of Bachelor of Science in Digital Media Design

INSTITUTION: West Liberty University

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the Bachelor of Science in Digital Media Design at West Liberty University, effective August 2012.

STAFF MEMBER: Kathy Butler

BACKGROUND:

West Liberty University proposes a Fall 2012 implementation of a new program, Bachelor of Science in Digital Media Design. The Digital Media Design program is an interdisciplinary program combining aspects of art and digital media. Students will develop a broad range of transferable communication skills in visualization, communication, presentation, writing, and technology. These skills provide an excellent foundation for careers in publishing, graphic design, web design, multimedia, arts administration, copy writing, and specialist careers in the art, design, and digital media industries.

West Liberty University currently offers the Bachelor of Science in Graphic Design, a Digital Media Design concentration, and multiple certifications in Art Education. This proposal leverages existing faculty, classes, technology, and budget and repackages these elements so that the Digital Media Design program can be created without a large expenditure of resources, rather it is an “expansion” of a concentration area into a full academic program.

Accreditation of the program will be achieved when the program is eligible for such accreditation. According to the National Association of Schools of Art and Design (NASAD), a Notice of Intent to Apply for accreditation must be submitted two years before the projected date of the NASAD on-site visit.

The Bachelor of Science in Digital Media Design at West Liberty University is a 120 credit hour course of study and is designed for completion in approximately four academic years. In addition to the completion of 48 credit hours of general studies courses, the program requires 63 credit hours in the Digital Media Core and allows for 9 credit hours of restricted electives. A required Senior Project is included within program requirements.

Some particularly strong features of this program proposal include: the Sophomore Portfolio Review and its evaluation rubric; music and audio integration; strong video and broadcasting aspects of the degree program; and a minimum grade requirement policy that will help to assure high quality and standards in the program.

Presently, no local option exists for students in the Northern Panhandle of West Virginia to pursue a bachelor degree in Digital Media Design. The West Liberty University program will be the only such program in the state within 75 miles. West Virginia University offers an undergraduate degree in Inter-media and Photography. This is the only degree in the state similar in scope to Digital Media Design program.

According to allmediajobs.com, there are 485 jobs available in Graphic Design/Digital Media Design in West Virginia and surrounding states. All of the positions were posted within fifteen days of the date this proposal was written. Faculty and administrators at West Liberty University receive inquiries weekly from companies and non-profit organizations in the tri-state area who are looking for students with skills and expertise in Digital Media Design.

The Bachelor of Science in the Digital Media Design program will be supported by the current faculty, staff, and facilities of the College of Arts and Communication at West Liberty University. The College has an adequate infrastructure of facilities and equipment as well as eight full-time faculty members qualified to teach in the proposed program. The new program will co-exist with other programs in the College of Arts and Communication and will provide additional elective options for all West Liberty University students.

In order to sustain the quality of the program upon completion of the first five years of implementation, the proposed Digital Media Design program will be reviewed by the Dean of the College of Arts and Communication to ascertain if additional resources are needed in the areas of faculty and technology. It is expected that an increase in student enrollment and modest tuition and fee increases will provide any needed resources.

Evaluation of the Bachelor of Science in Digital Media Design program will be conducted in accordance with requirements of the West Liberty University Board of Governors programmatic assessment review process which calls for a review of the program every two to two and a half years. This internal review is in addition to the Commission mandated five-year review cycle. Additionally, the College of Arts and Communication participates in all University assessment initiatives. The proposed program will also be subject to such initiatives and appropriate data will be collected beginning with the first year of program implementation. Department-level assessment of the program will begin in the first year of the program and will comply with the institutional assessment plan.

In the 2015-16 academic year, the Commission will conduct a post-audit review of the new program to assess progress toward successful implementation.

Proposal to Add New Degree Program

DMD

West Liberty University



December 15, 2011

Brief Summary Statement: This document is our complete proposal to create a DMD, Bachelor of Science degree program at West Liberty University. The DMD degree is considered a “professional” program by the accrediting organization, The National Association of Schools of Art and Design. The DMD degree is geared toward art, communication and music technology students who wish to study intensively in the field of multimedia and design. We submit this proposal in accordance with Title 133 Procedural Rule of the West Virginia Higher Education Policy Commission, Series 11. The projected date for the implementation of this plan is August 2012.

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§133-11-6 PROGRAM DESCRIPTION

Digital Media Design (DMD) is an interdisciplinary program combining aspects of art and digital media. Students develop a broad range of transferable communication skills in visualization, communication, presentation, writing and technology. These skills provide an excellent foundation for careers in publishing, graphic design, web design, multimedia, arts administration, copy writing, and specialist careers in the art, design, and digital media industries. Students study with a variety of instructors with expertise in graphic design, photography, publishing, video, audio, animation, marketing, and business information systems. Students will experience lectures, workshops, tutorials, and project work. Opportunities for independent learning and internships will be abundant.

11.6.2a Program Objectives: State the program objectives so they can be related to the criteria in the evaluation plans (Section 6.5). (See Appendix I)

Students will be able to:

- A. Produce professional quality still and motion graphics.
- B. Produce a professional quality video production.
- C. Produce professional quality digital audio for use in multimedia projects.
- D. Produce websites and animation for a variety of delivery formats.
- E. Integrate digital techniques into a final multimedia project.
- F. Communicate effectively through writing and oral presentations.

11.6.2b Program Identification: Each proposal shall include an appropriate program identification as provided in the Classification of Instructional Programs (CIP) developed and published by the U.S. Department of Education Center for Education Statistics.

50.0401

(1990 Crosswalk) Design and Visual Communications, General. A program in the applied visual arts that focuses on the general principles and techniques for effectively communicating ideas and information, and packaging products, in digital and other formats to business and consumer audiences, and that may prepare individuals in any of the applied art media.

11.6.2.c Program Features: Summarize the important features of the program and include a full description.

The DMD degree is considered a “professional” program by the accrediting organization, The National Association of Schools of Art and Design (NASAD). The DMD degree is geared toward art, communication and music technology students who wish to study intensively in the field of multimedia and design. (See Appendix M for a complete list of catalog descriptions).

11.6.2.c.1 Admissions and Performance Standards: Describe admissions and performance standards and their relationship to the program objectives.

Relationship to Program Objectives: Admission to the program is based on admission to the University. There are no required portfolio reviews for entrance. Many of the students entering our program come from rural high schools and have not extensive exposure to sophisticated computers and equipment. If stringent portfolios were required for admission, these students would have difficulty competing with students from high school systems with multiple technology options.

Students in the proposed DMD degree program will adhere to all of the following standards:

- Sophomore Portfolio Review
- Minimum Grade Requirements
- Senior Project

Sophomore Portfolio Review

Freshmen students currently enrolled in the DMD concentration receive their sophomore portfolio review as part of Art Appreciation for the Art major (ART 150) DMD students will take ART 150 the spring semester of their sophomore year. The review is for the purpose of assessment and to identify problems with the students' work or skills that may prevent them from completing the program.

Minimum Grade Requirements

All students must meet DMD requirements of an overall GPA of 2.0 and maintain a GPA of at least 2.5 within the DMD major. All students are required to pass DMD 490 Senior Project with a minimum grade of "C". A minimum of 40 upper-level credit hours must successfully be completed in order to fulfill graduation requirements.

Senior Project

Senior Project is a capstone experience where students are required to develop an extensive independent project that demonstrates a mastery of a wide variety of digital media. They are also required to develop a complete portfolio, ready to present to potential employers upon graduation. The portfolio is evaluated by using the DMD 490 Senior Project rubric. (See Appendix H)

11.6.2.c.2 Program Requirements: Describe course requirements (indicating new courses with asterisks), majors and specializations, credit-hour requirements, research-tool requirements, examination procedures and requirements for a research paper, thesis, or dissertation. Also include fieldwork or similar requirements and any other information that helps to describe the program of study.

Below is a listing of all courses and credit hours required for the DMD degree. Two new courses have been created and added to an existing set of courses to create the program.

DMD 101 Intro to DMD (see Appendix A for syllabus)

DMD 490 Senior Project (see Appendix B for syllabus)

SUMMARY

120 Total Credit Hours:

48 credit hours	General Studies
63 credit hours	DMD Core
9 credit hours	Restricted Electives

GENERAL STUDIES 48**REQUIRED DMD COURSES 63**

ART 104 Drawing I	3
ART 110 Design I	3
**ART 150 Art Appreciation for the Art Major	3
ART 190 Intro to Computer Graphics	3
ART 285 Photography I	3
ART 286 Intro to Typography	3
ART 295 Intro to Web Design	3
ART 388 Digital Imaging	3
ART 395 Animation for the Web	3
BIS 372 Data Base Management Systems	3
COM 223 Radio Production	4
COM 225 Television Field Production	4
COM 322 Writing for Radio & Television	3
COM 422 Non-linear Editing	3
**DMD 101 Intro to DMD	3
**DMD 490 Senior Project	4
MKT 331 Principles of Marketing	3
MKT 425 E-Commerce	3
MUS 287 Recording Techniques I	3
MUS 387 Electronic Music I - MIDI and Digital Audio	3

III. ELECTIVES from the following to total 120 Hrs.

ART 283 Graphic Design I	3
ART 385 Photography II	3
ART 495 Motion Graphics	3
BIS 463 Decision Support Systems	3
COM 211 Mass Communications Media	3
COM 224 Television Production I	4
COM 231 News Writing and Reporting I	3
COM 311 Mass Media and Society	3
COM 312 Media Sales	3
COM 401 Communication Theory	3
COM 411 Mass Communication Law	3
COM 412 Media Ethics	3
COM 413 Public Relations	3
COM 420 3D Animation and Graphics	3

COM 434 Desktop Publishing	3
DMD 475 DMD Internship	3-6
DMD 478 Special Topics	1-3
DMD 479 Special Problems	1-3
MUS 388 Electronic Music II – Multimedia	2
PSYC 414 Consumer Psychology	3

** New Course

11.6.2.d Program Outcomes: Indicate the expected results of the program and, if this is a proposal for an expanded or modified program, specify how the proposed change may achieve results different from those produced by the current program.

West Liberty University currently offers the Bachelor of Science in Graphic Design, the DMD concentration and multiple certifications in Art Education. We are expanding the DMD concentration into a new degree program: Bachelor of Science in DMD. However, since we already have the infrastructure in place for a successful design program, we consider this proposal to be an “expansion” of the current program. The difference between the existing Graphic Design program and the DMD proposed program is the number of technology courses required for graduation. The DMD students will not be required to take advanced courses in traditional design, drawing, and graphic design. Instead they will have more opportunities to take technology-based courses such as digital audio, animation, video production, and video editing. The concentration will remain as a viable option for interested students.

With the addition of the DMD degree, we intend to achieve the following results:

- Graduates of the proposed DMD program will be proficient in the use a variety of digital imaging tools to create still graphics that adhere to the principles of design.
- Graduates of the proposed DMD program will be proficient in writing, storyboarding, shooting, and editing video using professional video production techniques.
- Graduates of the proposed DMD program will be proficient in scoring, creating, and editing digital audio pieces to be used in linear and/or multimedia projects.
- Graduates of the proposed DMD program will be proficient in photography and typography effectively in the development of graphic layouts.
- Graduates of the proposed DMD program will be proficient in writing, storyboarding, and producing websites and animation for web delivery.
- Graduates of the proposed DMD program will be proficient in designing and producing a final capstone project that integrates learned digital techniques from the divisions of Art, Music, and Communications.
- Graduates of the proposed DMD degree program will be prepared to succeed at the graduate level in their chosen field.

11.6.2.e Program Content. The proposed educational programs shall be compatible with the institutional mission. The relationship shall be described in documents provided to the Commission.

Every program, including the proposed DMD program, in the College of Arts and Communication follow the mission of West Liberty University and the Institutional Goals and Outcomes (See 11.6.3.a)

11.6.2.e.1 The content and length of the proposed academic program shall follow practices common to institutions of higher education. The commonly accepted program length is: 60 semester credits for associate's degrees, 120 semester credits for bachelor's degrees, 30 semester credits beyond the bachelor's degree for master's degrees, 30 semester credits beyond the master's degree for doctorates.

The proposed DMD program follows the 120 credit hour model for a bachelor's degree. The typical Course of Study for the proposed DMD program would include the following courses.

Semester	Academic Load	Courses
Fall Term – Year 1	15 Credit Hours	ENG 101 DMD 101 ART 104 ART 110 GBUS 140
Spring Term – Year 1	16 Credit Hours	ENG 102 MATH 140 PHYS 190/191 ART 190 Elective
Fall Term – Year 2	17 Credit Hours	COM 101 COM 223 ART 286 ART 388 MUS 287 PE 101

Spring Term – Year 2	16 Credit Hours	SS 250 COM 225 COM 322 ART 150 MKT 331
Fall Term – Year 3	15 Credit Hours	ENG 205 MUS 387 ART 295 ART 285 BIS 372
Spring Term – Year 3	16 Credit Hours	Elective Elective ART 395 MKT 425 BIO 105/106
Fall Term – Year 4	12 Credit Hours	COM 422 HE 253 PE 102 SOC 150 POLS 201
Spring Term – Year 4	13 Credit Hours	Elective DMD 490 SPAN 101 GEO 206

11.6.2.e.2 All proposed undergraduate degree programs shall include a coherent general education component that is consistent with the institution's mission and appropriate to its educational programs. The undergraduate general education component shall be documented.

(See Appendix K for complete General Studies Requirements for 2011-2012)

11.6.3. Program Need and Justification.

11.6.3.a Relationship to Institutional Goals/Objectives: Relate this program to the institution's goals and objectives and the statewide master plan.

The University *Academic Plan* addresses the first three planning areas: economic growth, learning and accountability, and innovation by setting forth a series of goals, strategies, and projects. In particular, our Academic Plan is organized, as follows:

1. ECONOMIC GROWTH

1.1. Goal: Students prepared to participate in a knowledge-intensive global economy

Digital media is a global phenomenon. As language and geographic barriers break down due to high-speed connectivity, many opportunities present themselves to interact with other cultures and peoples. In one class period, a student may encounter and manipulate digital assets created by individuals from all over the world. This degree program provides ample opportunity to consider the values and behavior of people from other cultures.

1.2. Goal: Students qualified in high demand fields

In this respect the proposed degree can be considered a “professional” degree – it is the preparatory program for future multimedia designers.

1.3. Goal: Adults and other nontraditional students prepared for professional advancement in current or alternative vocations

N/A

1.4. Goal: Students prepared to transition from school to work.

The DMD program will be one of the most technologically sophisticated programs at West Liberty. Students will be expected to master a variety of computer operating systems and programs, and video and audio equipment. Their work will be applicable to television, radio, audio, mobile platforms and the web.

2. LEARNING AND ACCOUNTABILITY

2.1. Goal: Curricula that promote the development of reading comprehension, written expression and critical thinking.

The proposed degree will require students to use effective communicative skills in person as well as on paper. Examples beyond the general studies requirement include

DMD 101, where freshmen learn about the field of digital media while performing research, writing storyboards, and presenting concepts and completed projects to the class. The sophomore review in ART 150 is for the purpose of assessment and to identify problems with the students' work or skills that may prevent them from completing the program. It will also demand the critical thinking skills necessary to guide them through their junior and senior year in the program. DMD 490 is the Senior Project class, which places heavy emphasis on the articulation of project concepts, plans, and timelines, and individual presentations and critique reviews where the student is required to defend his/her ideas.

2.2. Goal: Curricula that promote international programs and study abroad.

As mentioned, digital media increasingly has no boundaries. It is possible to instantly connect with someone from virtually any part of the globe. In web design or animation classes, students are encouraged to see what their peers from around the world are doing with the various technologies. In one class period a student may study a code snippet developed by someone in Asia, while listening to a piece of electronic music created by a student in South America. He/she may also post to a software message board hosted in Europe, and may read a blog from a person in China. These interactions usually result in a measure of respect for other cultures and traditions.

2.3. Goal: Continuous and measurable improvement in terms of student learning outcomes

The proposed DMD degree program will be evaluated according to standards imposed within existing courses and standards developed for new courses. As outlined in Table 1 (assessment cross reference chart from above), each program objective will be measured at various points throughout the curriculum. Evaluation, including assessment review and action timelines, is explained in more detail in section 6.5. Additionally, the program will participate in data collection initiatives and programmatic assessment reports and reviews in accordance with University and Board of Governors policies.

2.4. Goal: A Freshman-to-sophomore retention rate and a graduation rate equal to the average of our national peers.

Freshmen students currently enrolled in the DMD concentration receive their sophomore portfolio review as part of Art Appreciation for the Art major (ART 150). DMD students will take ART 150 the spring semester of their sophomore year. The review is for the purpose of assessment and to identify problems with the students' work or skills that may prevent them from completing the program. A plan of improvement will be implemented for those students falling below the acceptable measure, which includes peer tutoring, peer mentoring, and/or one-on-one sessions with the instructor.

2.5. Goal: Graduate-level programs

N/A

2.6. Goal: An increased number of teachers with in-field graduate degrees

Currently, five of the twelve full-time professors have terminal degrees.

2.7. Goal: A high quality faculty

The College of Arts and Communication is dedicated to maintaining a high quality faculty in all of the programs being offered.

3. INNOVATION

3.1. Goal: A robust research environment.

In addition to the focused study of the proposed program, our students are asked to attend a wide variety of digital media experiences. This requirement is meant to expand the horizons for the potential of the medium. Frequent visits to design studios give students the opportunity to meet practicing professionals and learn about the schedules and projects of the working world.

3.2. Goal: An engaged university

DMD students have the opportunity to work on West Liberty's educational access WLTV-14 and 91.5 WGLZ radio and work on design projects for non-profits from the region.

The "Core Values" of West Liberty University (as published in the 2008-2013 University Master Plan):

- Opportunity
- Caring
- Professionalism and Integrity
- Excellence
- Civic Engagement

The proposed degree program relates well to the core values stated in the University Bulletin. The program is, at its core, student-centered, focusing on opportunities and the development of the individual's potential and talent. It is a caring program because it must also focus on personal wellness. Like any professional, designers must adhere to a personal integrity when dealing with other people in personal or professional contexts. The field of DMD is continually evolving, with new methodologies, techniques, advancements, platforms, etc. We strive to prepare our graduates for optimal readiness and to cultivate a desire for life-long learning.

The following points are quoted directly from the West Virginia Statewide Master Plan:

1. Economic Growth – Recommendations

"Prepare students for a knowledge-intensive, global economy by developing and enhancing relevant programs, centers, and curricula."

The proposed degree program has a core curricula based upon the acquisition of 21st century skills related to DMD and production. The included technologies are professional grade, and graduates are able to step into sophisticated digital careers and perform from day one on the job.

“Develop partnerships with public and private employers for training and employment and to facilitate the transition from school to work.”

The faculty maintains partnerships with public and private employers, which often leads to student internships with recording, television, and design studios. The proposed program will offer the opportunity for students to intern with local businesses and/or interact with public and private digital media programs.

2. Access – Recommendations

“Facilitate the transition from secondary to post-secondary education for high school graduates.”

“Enhance outreach to all residents to participate in higher education”

A major annual outreach for April 29, 2011 was the Media Arts and Design (MAD) Festival. Regional high schools were invited to a full day of digital media workshops, concerts, and activities – westliberty.edu/wvfestival. The Visual Arts programs also maintain a website which is constantly updated with new information: westliberty.edu/art. Our website provides an exhaustive description of our program offerings, degree requirements, facilities, financial aid opportunities, and activities.

3. Cost and Affordability – Recommendations

“Invest in higher education as a public good.”

Students in DMD will be encouraged to be involved in a wide range of pro-bono activities for regional causes. Volunteer design opportunities will be encouraged within the University community as well as in the regional community.

“Maximize institutional efficiency.”

The proposed degree program will be a model of efficiency because it will simultaneously increase enrollment, improve the quality of the program, and improve the attractiveness of the program without requiring a substantial increase in operating resources. In other words, the proposed program can be initiated within the existing infrastructure of the College of Arts and Communication at West Liberty University.

4. Learning and Accountability – Recommendations

“Increase number of degrees awarded.”

The proposed degree program will expand enrollment, and streamline course requirements and graduation requirements. This expansion will ultimately lead to an increase in the number of graduates from the College of Arts and Communication.

“Expand educational opportunities in international studies and foreign languages.”

The Washington Center has provided cross-cultural internship experiences for our Graphic Design students in the past, and we expect our Digital Media students to take advantage of similar opportunities.

“Refine and strengthen assessment of student learning.”

In conjunction with the Office of Institutional Research and Assessment, the DMD staff will fully participate in University assessment initiatives as well as continue to develop and enhance the assessment procedures of our own students before and after graduation.

“Improve student retention.”

The proposed degree was designed to provide another option for art students who choose not to pursue the Bachelor of Science in Graphic Design at West Liberty University. Qualified existing WLU graphic design students can shift to the proposed degree program instead of leaving the program altogether. This opportunity will help the retention of students.

5. Innovation – Recommendations

“Implement new technologies and promote innovative and technology-adaptive curricula for target areas.”

The DMD degree, by its very nature, will boast the very latest technologies for audio, video, animation, recording, mixing, editing, and synthesis. The curriculum will be open to innovative pedagogical techniques and practices utilizing state-of-the-art equipment and facilities.

11.6.3.b Existing Programs: List similar programs (and their locations) offered by other institutions (public or private) in West Virginia. State why additional programs or locations are desirable.

Presently, no local option exists for students in the Northern Panhandle of West Virginia to pursue a DMD degree. The proposed degree would be the only such program in the state within 75 miles. West Virginia University offers an undergraduate degree in 'Inter-media and Photography'. This is the only degree in the state similar in scope to DMD.

11.6.3.c Program Planning and Development: Indicate the history to date of the development and submission of this program proposal. What resources (e.g., personnel, financial, equipment) have already been invested in this program? What planning activities have supported this proposal?

The curriculum for the proposed program was developed and approved by the faculty of the Department of Journalism, Communication Studies in March of 2011. The WLU Curriculum Committee approved the curriculum on March 29th 2011 (Appendix C). The WLU Faculty Senate approved the proposed degree on April 19th 2011 (Appendix D) and the WLU Board of Governors approved the degree on April 20th 2011 (Appendix E).

11.6.3.d Clientele and Need: Describe the clientele to be served and state which of their specific needs will be met by the program. Indicate any special characteristics, such as age, vocation, or academic background. Indicate manpower needs, interest on the part of industry, research and other institutions, governmental agencies, or other indicators justifying the need for the program.

The clientele for the proposed Bachelor of Science in DMD Degree Program is undergraduate students seeking careers in the field of digital media and/or those who seek future graduate media degrees. It is expected that the majority of these students will come from the state of West Virginia and the immediate tri-state area, but certainly will not be limited to those areas. Most will be traditional-age students.

This program will provide these students with the credentials to work in a variety of digital media-based careers and/or to gain admission to a graduate degree program in media design (communication design, project management, theory, advanced techniques, etc.).

More importantly, West Liberty University would be able to recruit and retain a talented group of students and not lose them to other institutions out of state because they realize that they are more interested in digital technologies than the fine arts emphasis of graphic design. Presently, when a graphic design student decides they want more technology and less art, the only options are to transfer to another school or pursue an interdisciplinary degree, which is not accredited, and is not specifically tailored to a major in DMD.

While anecdotal, it is also notable that the College of Arts and Communication regularly receives inquiries from high school students intending to pursue careers in digital media who would likely attend West Liberty University rather than go elsewhere if a major in the field was available.

11.6.3.e Employment Opportunities: Present a factual assessment of the employment opportunities that are likely to be available to program graduates. Include data and references supporting this assessment. Indicate the types and number of jobs for which such a curriculum is appropriate.

The Bachelor of Science in DMD will prepare graduates for the following careers. Our recent graduates in Graphic Design and Graphic Design with a concentration in DMD, are currently employed in all of these career positions:

- Videographer
- Web designer and/or developer
- Advertising specialist
- Illustrator
- Journalist
- Art director
- Junior designer
- Photographer
- Imaging specialist
- Layout specialist
- Owner or principal of a design studio
- Freelance digital media specialist

According to the Bureau of Labor Statistics (BLS), (<http://www.bls.gov/oco/ocos090.htm>) there were 286,100 graphic designers employed in 2008. The projection of graphic designers employed in 2018 is 323,100. According to the BLS, median annual wages for graphic designers were \$42,400 in May 2008. The middle 50 percent earned between \$32,600 and \$56,620. The lowest 10 percent earned less than \$26,110, and the highest 10 percent earned more than \$74,660. May 2008 median annual wages in the industries employing the largest numbers of graphic designers were:

Computer systems design and related services	\$47,860
Specialized design services	45,870
Advertising, public relations and related services	43,540
Newspaper, periodical, book, and directory publishers	36,910
Printing and related support activities	36,100

According to allmediajobs.com, there are 485 jobs available in Graphic Design/DMD in West Virginia and surrounding states. All of the positions were posted within fifteen days of the date this proposal was written. The Dean of the College of Arts and Communication, the Department Chair, and faculty at West Liberty University field calls on a weekly basis from companies and non-profit organizations in the tri-state area who are looking for DMD students for internships and freelance work.

11.6.3.f Program Impact: Describe the impact of this program on other programs that it will support or that will be supported by it.

The Bachelor of DMD degree will be supported completely by the current faculty, staff and facilities of the College of Arts and Communication at West Liberty. The College has an adequate infrastructure of facilities and equipment as well as eight full-time faculty members teaching in the proposed program. The proposed program will co-exist with the Bachelor of Arts degree in Art Education and the Bachelor of Science in Graphic Design. The degrees will support one another in terms of the aforementioned assets. The new degree will provide varied elective options for all West Liberty University students. We believe that the addition of the new degree will attract more students to the program and help to retain current students, resulting in an overall increase in enrollment.

11.6.3.g Cooperative Arrangements: Describe any cooperative arrangements (including clinical affiliations, internship opportunities, personnel exchanges, and equipment sharing) that have been explored.

West Liberty has cultivated relationships with several design and communication agencies in the region. The West Liberty student chapter of the AIGA (American Institute of Graphic Artists), is a thriving organization that takes many field trips to multimedia studios in Wheeling, Pittsburgh, and beyond.

Examples of recent design internship opportunities held by West Liberty students include, the Washington Center, Ziegenfelder's, Lamar Advertising, The Challenger Space Center, Beyond Marketing, T-Shirts and More, and WTRF television.

11.6.3.h Alternatives to Program Development: Describe any alternatives to the development of this program that have been considered and why they were rejected.

West Liberty University's Interdisciplinary Studies (IDS) program has provided the only alternative for those students who decide not to pursue an established degree, but who wish to continue to study at West Liberty University. The IDS program, while innovative in the freedom it allows for custom curricula, is not a "professional" degree, and does not provide the same opportunities as the proposed DMD degree. The proposed degree is centered on intensive study in Visual Art, Music Technology, Business, and Broadcast Communications, and is therefore fundamentally different than an Interdisciplinary Studies degree – which, by design, can only include two separate disciplines.

11.6.4 Program Implementation and Projected Resource Requirements.

11.6.4.a Program Administration: Describe the administrative organization for the program and explain what changes, if any, will be required in the institutional administrative organization.

There will be no changes to the administrative organization of the program as related to the proposed degree. Below is the current hierarchy:

WLU Academic Affairs	Dr. Anthony Koyzis, Provost
College of Arts and Communication	Dr. William Baronak, Dean
Department of Journalism, Communication Studies and Visual Art	Brian Fencil, M.F.A., Chair

11.6.4.b Program Projections: Indicate the planned enrollment growth and development of the new program during the first five years (FORM 1). If the program will not be fully developed within five years, indicate the planned size of the program in terms of degrees and majors or clients served over the years to reach full development of the program. Include a plan for sustainability of the program after the initial five (5) year start-up.

In order to sustain the quality of the program upon completion of the first five years of implementation, the proposed DMD program will be reviewed by the Dean of the College of Arts and Communication to secure needed resources, if necessary in the areas of faculty and technology. The number of students in the proposed DMD program is expected to rise in the future, based on enrollment trends. It is expected that the increase in tuition dollars based on increased student enrollment, will allow for the necessary resources.

Table 11.6.4.b.A DMD Credit Sequence

DMD Course Credits by Term and Year				
Term	First Year	Second Year	Third year	Fourth Year
Fall	9 credits	13 credits	12 credits	3 credits
Spring	6 credits	10 credits	6 credits	4 credits

Table 11.6.4.b.B DMD Student Credits by Class

Term	Year 1 (2012-13)	Year 2 (2013-14)	Year 3 (2014-15)	Year 4 (2015-16)
Fall				
Class of 2013	9 x 12 cr	9 x 3 cr		
Class of 2014	10 x 13 cr	10 x 12 cr	10 x 3 cr	
Class of 2015	12 x 9 cr	12 x 13 cr	12 x 12 cr	12 x 3 cr
Class of 2016		13 x 9 cr	13 x 13 cr	13 x 12 cr
Class of 2017			13 x 9 cr	13 x 13 cr
Class of 2018				15 x 9 cr
Spring				
Class of 2012	9 x 6 cr	9 x 4 cr		
Class of 2013	10 x 10 cr	10 x 6 cr	10 x 4 cr	
Class of 2014	12 x 6 cr	12 x 10 cr	12 x 6 cr	12 x 4 cr
Class of 2015		13 x 6 cr	13 x 10 cr	13 x 6 cr
Class of 2016			13 x 6 cr	13 x 10 cr
Class of 2017				15 x 6 cr

Table 11.6.4.b.C Program Student Credit Hours Generated by Majors

Term	Year 1	Year 2	Year 3	Year 4
Fall	346	420	460	496
Spring	226	294	320	346
Fall/Spring FTE	19.0	23.8	28	30.8

FORM 1
FIVE-YEAR PROJECTION OF PROGRAM SIZE

Number of Students	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Served through Course Offerings of the Program:	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017

Headcount	116	126	138	148	159
FTE	87.4	93.5	100.1	106.1	112.5
Credit Hours	2622	2806	3002	3184	3374

Number of Majors:	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017

Headcount	31	44	48	53	57
FTE majors	19.0	23.8	26.0	28.0	30.8
Credit Hours	572	714	780	842	926
Degrees Granted	0	7	8	10	12

11.6.4.c Faculty Instructional Requirements: Indicate the number, probable rank, experience, and cost of faculty required over the five-year period.

The College of Arts and Communication currently has twenty-five full-time faculty and twenty-two adjunct instructors. Currently, fourteen of the twenty-five full-time professors have terminal degrees. Eight of the twenty-five faculty will be teaching classes in the proposed DMD program. Fifty percent of the eight faculty have a terminal degree. (see Full-time Faculty Vita, Appendix F)

FORM 2 (in Section 11.6.4.g below) details the costs of full-time faculty and adjuncts teaching in the DMD program, over the five-year period.

11.6.4.d Library Resources and Instructional Materials: Evaluate the adequacy of existing library resources and instructional materials for the proposed program. Estimate the nature and probable cost of additional resources necessary to bring the proposed program to an accreditable level.

The program will require access to comprehensive library holdings and/or electronic access and other informational and educational resources necessary for achieving its mission and goals. A review of the capacities of the WLU Library suggests that such access is in place with no additional resource requirements. The Director of the Elbin Library has, however, indicated that she supports the creation of this program and will designate additional resources as requested and required (e.g., additional compact disc recordings, musical scores, and other updated research materials).

The proposed DMD degree will require the use of a variety of instructional methods for the various classes and studios. Notably, students will learn from a wide variety of online resources, some open source as well as subscription-based. Examples include (but are not limited to) subscriptions to Lynda.com (a tutorial site with built in instructor resources) and W3Schools.com, an open source collaboration of web-based resources. Access to Web-based instructional systems exist on campus and are well-supported (Sakai), but are primarily used for teaching online classes. Digital Illustration has been taught online, and there are plans to teach an Intro to Web Design class online in the summer of 2011. There will be no additional costs for technology-based delivery beyond what is currently supported by the University.

11.6.4.e Support Service Requirements: Indicate the nature of any additional support services (e.g., laboratories, computer facilities, equipment, etc.) likely to be required by the proposed program. Include the expected costs, and describe how such expansions will be incorporated into the institutional budget.

The Department of Journalism, Communication Studies and Visual Art at West Liberty is well equipped to handle the addition of the Bachelor of Science degree in DMD with our existing faculty, staff, and facilities. No cost increases are expected for the Department of Journalism, Communication Studies and Visual Art. The current budget allows for library acquisitions, equipment purchases and repair, computer hardware and software, etc.

The Department of Journalism, Communication Studies and Visual Art at West Liberty has an established infrastructure that will be more than able to accommodate the addition of the Bachelor of Science degree in DMD. We have a dedicated graphic design lab, photography studio, television studio, editing classroom recording studio space equipped with a state-of-the-art digital recording system and a wide variety of microphones and ancillary equipment (microphone stands, cables, etc.) and radio station. We also have studio spaces for drawing and painting, sculpture, printmaking and ceramics.

Most importantly, the Department of Journalism, Communication Studies and Visual Art has an adequate budget for the acquisition/replacement/upgrade of computer hardware, computer software, audio equipment, and digital recording equipment.

All incoming freshmen at West Liberty University have the choice to receive a free laptop or a package of software as part of the Student Laptop Program. Students in the proposed DMD program are required to purchase a Macintosh (or similar) laptop within the first year of the program. Since the program is geared toward laptop use (as the industry is), students will be well equipped with hardware and software upon arrival.

11.6.4.f Facilities Requirements: Indicate whether the program will require the addition of new space or facilities or the remodeling or renovation of existing space. If so, provide a statement detailing such plans and space needs and their estimated funding requirements. Describe the impact of this new program on space utilization requirements.

Current facilities are adequate to house the proposed program.

11.6.4.g Operating Resource Requirements: Using FORM 2, provide a summary of operating resource requirements by object of expenditure.

FORM 2

**FIVE YEAR PROJECTION OF
TOTAL OPERATING RESOURCE REQUIREMENTS**

	1st Year 2011/2012	2nd Year 2012/2013	3rd Year 2013/2014	4th Year 2014/2015	5th Year 2015/2016
A. FTE POSITIONS					
1. Administrators	0.35	0.35	0.35	0.35	0.35
2. Full-Time Faculty	1.47	1.72	2.09	2.35	2.65
3a. Adjuncts – applied	0.00	0.00	0.00	0.00	0.00
3b. Adjuncts – classroom	0.00	0.50	0.60	0.60	0.60
4. Graduate Assistants	0.00	0.00	0.00	0.00	0.00
5. Non-Academic Personnel:					
a. Clerical	0.05	0.05	0.05	0.05	0.10
b. Professionals	0.00	0.00	0.00	0.00	0.00
B. OPERATING COSTS (appropriated funds only)					
1. Personal Services					
a. Administrators	\$15,500	\$15,965	\$16,445	\$16,940	\$17,450
b. Full-Time Faculty	\$73,500	\$86,000	\$104,500	\$117,500	\$132,500
c. Adjunct Faculty	\$0	\$900	\$2,000	\$2,000	\$2,000
d. Graduate Assistants	\$0	\$0	\$0	\$0	\$0
e. Non-Academic Personnel:					
Clerical	\$1,750	\$1,750	\$1,750	\$1,750	\$3,500
Professionals	\$0	\$0	\$0	\$0	\$0
TOTAL SALARIES	\$90,750	\$104,615	\$124,695	\$138,190	\$155,450
2. Current Expenses					
Marketing	\$3,000	\$3,000	\$3,000	\$5,000	\$6,000
Technology	\$5,000	\$5,000	\$5,500	\$10,000	\$15,000
Library Acquisitions	\$2,000	\$3,500	\$3,500	\$5,000	\$6,000
Miscellaneous	\$2,000	\$3,500	\$4,000	\$6,000	\$7,000
3. Repairs	\$2,500	\$3,000	\$5,000	\$7,500	\$12,000
4. Equipment	\$3,000	\$4,000	\$10,000	\$10,000	\$10,000
5. Non-Recurring	\$0	\$0	\$0	\$0	\$0
TOTAL COSTS	\$108,250	\$126,615	\$155,695	\$191,690	\$211,450
C. SOURCES					
1. General Fund Approp.	\$0	\$0	\$0	\$0	\$0
2. Federal Government	\$0	\$0	\$0	\$0	\$0
3. Private and Other	\$89,565	\$142,890	\$194,373	\$252,087	\$310,384
TOTAL ALL SOURCES	\$89,565	\$142,890	\$194,373	\$252,087	\$310,384

Budget Narrative

For the purposes of budget predictions, a base salary of \$50,000, 29% benefits, and a three percent salary increase was used to calculate the salary costs for all eight full-time faculty

members in the College of Arts and Communication that will be teaching in the Program. FTEs for faculty were calculated by forecasting the percentage of total load for each faculty member spent with students in the proposed degree program. All percentages were then added to determine the Full-Time Equivalent. Since no additional full-time faculty will need to be hired, the percentages for each faculty member were typically low in the first two years. However, we expect the percentage of time spent with students of the proposed degree to increase over a five-year span based on increased enrollment and attrition from other degree programs.

A flat fee of \$275 per student per semester was used to calculate adjunct faculty costs. Students in the proposed degree will study with members of the full-time faculty almost exclusively. We do foresee a need for one or more adjunct classroom teachers to teach classes in the DMD program starting in the second year of the proposed degree program.

An annual salary of \$35,000 was used to calculate costs for the “Clerical” position.

Funding for the program is based mostly on tuition and fees (see Private and Other in Form 2), but West Liberty has made a commitment to support the program in all ways. Since the proposed degree will become a part of the existing College of Arts and Communication, most of the required infrastructure and resources are already in place.

11.6.4.h Source of Operating Resources: Indicate the source of operating resource requirements if the service levels are to reach those projected in FORM 1. Describe any institutional plans to reallocate resources to the program in each year of the five-year period. Describe the supplementary resource needs that are beyond the usual or expected institutional allocations that are derived through the regular budget request process.

All operating resources will be derived from existing budget allocations. The proposed degree should not require additional resources beyond the regular budget process. Due to the nature of any program, large-scale upgrades are required every five years or so in order to maintain the quality of facilities, technology, classroom supplies, and other equipment owned by the University. The upgrades and maintenance will be financed through the general operating budget of the University.

11.6.5 Program Evaluation.

11.6.5.a Evaluation Procedures: Indicate the evaluation or review guidelines, procedures, schedule, and assessment measures that will be used for this program. Criteria and standards for program evaluation will vary according to the level and purpose of the program. The evaluation should address the viability, adequacy, and necessity of the program in relation to the mission of the institution. Both qualitative and quantitative indicators are important. Among the measures may also be the value of the program to the State and its people, its roles in contributing to human development, and its social utility in contributing to the further development of West Virginia.

The University has a programmatic assessment review process in place (2-2.5y cycle)

in addition to required five-year BOG reviews. The College willingly participates in all assessment initiatives brought forth by the University. The proposed DMD program will also be subject to such initiatives and appropriate data will be collected beginning with the first year of program implementation.

Department-level assessment of the program will begin in the first year of the program and will comply with the institutional assessment plan. Data relative to the attainment of program goals and objectives, as described in Section 11.6.2.c.2 of this plan, will be collected each term and evaluated annually by a program assessment committee. The committee will then recommend program changes as appropriate. The compiled reports will be reviewed by the institutional assessment committee on a 2 to 2.5 year cycle.

The following instruments are currently being used by the Art Division to assess the program and its students (all are described fully in section 11.6.2.c.1):

Sophomore Portfolio Review

Upper Division Qualification is a sophomore-level review to ensure students are progressing satisfactorily through the program. The sophomore portfolio review is embedded in the Art Appreciation for the Art major (ART 150) class. Both academic and project evaluation measures are used to assess how the student has grown during the first two years of study. Data related to a students' academic progress is collected starting with their first semester of study through to the UDQ. (see Appendix G for ART 150 Syllabus and portfolio requirements)

DMD Senior Project

Students in the program will take this course as a capstone experience. The student will design the project with assistance from the student's advisor at the beginning of the Senior Project semester. (see Appendix H for portfolio and capstone rubrics)

(See Appendix I for Program Level Matrix Alignment with Program Objectives)

11.6.5.b Accreditation Status: Indicate the accrediting agency for the proposed program, the schedule for initiating and receiving accreditation, and the costs of each stage of the process. Attach to the proposal the statement of standards used by the accrediting agency for such a program and how each accreditation standard will be addressed within the proposed program.

We are reviewing the Notice of the Intent to Apply Form for the National Association of Schools of Art and Design (NASAD). NASAD is an organization of schools, colleges, and universities that offer art and design studies. Founded in 1944, it has approximately 300 institutional members. According to NASAD, the Notice of the Intent to Apply Form should be submitted two years before the projected date of the NASAD on-site visit (<http://nasad.arts-accredit.org>). (see Appendix L for NASAD Evaluation Calendar).

According to NASAD, the "Application fees for Institutional Membership are \$500.00 for each of the first two evaluations. Application fees for each subsequent visit are \$400.00 for institutions with graduate programs and \$300.00 for all other institutions. All institutions are also responsible for reimbursement to the Association of expenses incurred by the

visiting evaluators for each visit (<http://nasad.arts-accredit.org>). Institutional membership fees for 2011-2012 are \$2,499 per year.

Section (H.IX.B.3.) of the NASAD handbook details the Essential Competencies, Experiences, and Opportunities for a Media Design program. (See Appendix J for Program Level Matrix Alignment with NASAD Competencies.

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: Approval of Revised Series 20, Initial Authorization of Degree-Granting Institutions

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves Series 20, Initial Authorization of Degree-Granting Institutions, as revised, for filing with the Secretary of State for a thirty-day public comment period.

Further Resolved, That staff is instructed to forward the legislative rule to the Legislative Oversight Commission on Education Accountability for approval and further legislative action at the conclusion of the comment period if no substantive comments are received.

STAFF MEMBER: Kathy Butler

BACKGROUND:

Series 20, Initial Authorization of Degree-Granting Institutions, is the legislative rule that outlines the procedures for the Commission to approve any institution, association, agency, or organization external to or within the state that requests approval to offer programs or credit-bearing academic courses of postsecondary education in the State of West Virginia. Though revisions to the rule were approved by the Commission in December 3, 2010, the rule has been further revised based on the passage of Senate Bill 375 during the 2011 regular legislative session and the subsequent creation of the proposed Series 52, Annual Reauthorization of Degree-Granting Institutions.

The proposed revisions to Series 20, summarized below, strengthen the rule by defining the authority of the Commission in its review and approval of requests for authorization and clarifying areas of ambiguity throughout the document. These changes to Series 20 will help protect consumers by ensuring that they are offered quality education by postsecondary providers within West Virginia.

A summary of significant revisions is as follows:

1. The definition of “physical presence” was revised to provide additional clarity to this designation for initial authorization purposes. (Section 3.11.)
2. The terms “private colleges,” “proprietary schools,” “not-for-profit” and “for-profit” are consolidated into one classification for the purposes of this policy. The term “institution” is now used to encapsulate these variations for the purposes of this policy. (Section 3.10. and throughout document)
3. Deletes unnecessary definitions. (Section 3)
4. Explicitly states that all institutions which offer online courses and programs in West Virginia that are determined to have physical presence within the State are subject to the essential conditions defined in Series 20. (Section 6.11.)
5. Excludes out-of-state institutions authorized for a specified period of time from the annual reauthorization provisions of the rule. (Section 7.3.e.)
6. Adds an authorization fee, not to exceed \$500, for those institutions authorized only for a specified period of time. (Section 7.3.g.)
7. Adds specific criteria for authorization of out-of-state institutions with physical presence in West Virginia. This is particularly applicable to those institutions which offer online courses or programs but are found to have a physical presence in the state as well. (Section 8)
8. Adds expanded criteria to the essential conditions requirement regarding tuition policies. (Section 9.1.i.3.)
9. Revises the section on “Ongoing Monitoring” to align with the proposed Series 52, Annual Reauthorization of Degree-Granting Institutions, which defines the annual reauthorization process for all authorized institutions operating within West Virginia. (Section 14)
10. The section on student complaints was deleted from this rule and moved to Series 52, Annual Reauthorization of Degree-Granting Institutions. (Section 14)

Staff recommends approval of Series 20 for filing with the Secretary of State for a thirty-day public comment period and, if no substantive comments are received, forwarding to the Legislative Oversight Commission on Education Accountability for approval and further legislative action.

**TITLE 133
LEGISLATIVE RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 20
INITIAL AUTHORIZATION OF DEGREE-GRANTING INSTITUTIONS**

§133-20-1. General.

- 1.1. Scope: This rule establishes the policy regarding accreditation and approval of degree-granting institutions which offer degrees above the associate level.
- 1.2. Authority: W. Va. Code §18B-4-7
- 1.3. Filing Date: ~~March 29, 2011~~
- 1.4. Effective Date: ~~March 29, 2011~~
- 1.5. Repeal of Former Rule: Repeals and replaces Title 133, Series 20 which had an effective date of ~~March 31, 2006~~ March 29, 2011.

§133-20-2. Purpose.

- 2.1. The West Virginia Higher Education Policy Commission (Commission) is responsible for the ~~approval~~ authorization of any institution, association or organization external to or within the state which desires to offer programs or credit-bearing academic courses of higher learning in the State of West Virginia. Authorization is required for all postsecondary providers including: non-profit private institutions, proprietary institutions, out-of-state public institutions, degree-granting entities that offer degrees at the baccalaureate level or above, and entities that use the term “academy,” “college,” “institution,” “university” or similar title, hereafter referred to as institution.
- 2.2. Prior to offering any course or degree program above the associate level in the State as specified in section 6 of this rule, the entity shall apply to the Commission for authorization to operate in the State. ~~The Commission shall consult with the West Virginia Council for Community and Technical College Education when an entity desires to offer associate level programs in addition to courses and programs above the associate level.~~ The provisions of this rule shall also apply to any course or programs delivered in the State by an out-of-state institution via distance education-based instruction if the institution will have a physical presence in the State.

- 2.3. This rule is designed to protect consumers and to ensure consumers are offered quality education by postsecondary education providers within the state of West Virginia.

§133-20-3. Definitions.

- 3.1. “Academic credit” means the certification of a student’s successful completion of a unit of a course of study leading to a formal award granted by an institution approved to offer a collegiate degree such as an associate, baccalaureate, masters or doctorate degree.
- 3.2. “Accreditation” means a status attained by the institution through voluntarily meeting standards set by a nongovernmental entity recognized by the U.S. Secretary of Education.
- 3.3. “Authorization” means the status attained by the institution that allows the institution to offer programs and courses within the state of West Virginia ~~for a specified time in a specified place~~. This status is granted by the ~~Higher Education Policy~~ Commission when the institution demonstrates compliance with the requirements for such status.
- 3.4. "Commission" means the West Virginia Higher Education Policy Commission.
- 3.5. “Council” means the West Virginia Council for Community and Technical College Education.
- 3.6. "Course" means a formally organized, structured series of instructional activities open to the general public for which a fee is charged, and for which credit toward a degree either is awarded or may reasonably be understood to be applicable to a degree with the intent of imparting information or understanding at a level appropriate to a postsecondary audience. Instruction may be in face-to-face meetings or delivered electronically or by other means.
- 3.7. "Degree" means any earned award conferred by a higher educational institution which represents satisfactory completion of the requirements of a program, or course of study, or any instruction beyond or apart from the secondary level of greater duration than eleven months of full-time study.
- 3.8. "Degree program" means a curriculum or course of study of greater duration than eleven months of full-time study in a discipline or field that leads to a degree.
- 3.9. "Distance education" means the delivery of any course or degree programs by synchronous or asynchronous technology. Asynchronous or

synchronous technology via distance delivery includes all forms of internet, electronic, digital, online, video, and any other technology driven delivery system.

3.10. "Institution ~~of higher education~~" means any person, firm, corporation, association, agency, institute, trust or other entity of any nature whatsoever offering education beyond the secondary level which:

3.10.a. offers courses or programs of study or instruction which lead to or which may reasonably be understood to be applicable toward ~~an associate,~~ a baccalaureate, masters, doctorate, or other specialized certification/degree designation above the baccalaureate level; or

3.10.b. operates a facility as a college or university or other entity which offers degrees or other indicia of a level of educational attainment beyond the secondary school level; or

3.10.c. uses the term "college" or "university," or words of like meaning, in its name or in any manner in connection with its academic affairs or business.

3.11. ~~"Physical presence" means an institution, wherever domiciled or having its principal place of business, employs in West Virginia any person or persons for the purpose of administering, coordinating, teaching, training, tutoring, counseling, advising, recruiting, or any other activity on behalf of the sponsoring organization. Such activity would include advertising, promotional material, or public solicitation in any form that targets West Virginia residents through distribution or advertising in the State. In addition, the institution has physical presence in West Virginia if it delivers, or plans to deliver, instruction in West Virginia, and receives assistance from any other organization within the state in delivering the instruction, such as, but not limited to, a cable television company or a television broadcast station that carries instruction sponsored by the institution.~~ actual presence in the state, online or on-site, for the purpose of conducting activity related to: a postsecondary educational institution; educational service; dissemination of educational credentials; enrollment, solicitation or advertising. Physical presence as further outlined for purposes of authorization shall include but not be limited to:

3.11.a. An instructional site within the state.

3.11.b. Dissemination of an educational credential from a location within the state.

3.11.c. An agent, whether compensated or not, who is utilized for the purpose of administering, coordinating, teaching, training, tutoring,

counseling, advising, recruiting, or any other activity on behalf of the sponsoring institution.

3.11.d. Advertising, promotional material or public solicitation in any form that targets West Virginia residents through distribution or advertising in the State.

3.11.e. Instructional delivery that receives assistance from any other organization within the State in that delivery.

3.11.f. Clinical experiences, internships, or other similar curricular requirement.

Activities exempt from this definition include: online instructors residing in West Virginia but having no direct, in-person contact with students and individuals participating in college fairs coordinated by the Commission and local school districts.

3.12. “Preliminary status” means six-month period of time that an institution is granted by the Commission to satisfactorily complete preliminary information as required by the regional or other appropriate, acceptable, accrediting association, ~~and~~ During this time period, the institution shall not accept students, offer instruction, award credits toward a degree, or award a degree until granted further authorization by the Commission.

~~3.13. “Private college or university” means an institution which is “doing business or maintaining a place of business in the State of West Virginia” which offers courses of instruction or study wherein credits may be earned toward a degree in a field of endeavor. A publicly supported college or university in another state will be treated as a “private college or university” and will be authorized to offer courses of instruction toward a degree, degree credits, or degrees if it qualifies under the criteria for such institutions. An institution that employs an agent or representative in West Virginia and delivers instruction by any means within the State shall be regarded as a private college or university and shall be authorized on the same basis as any other such institution.~~

3.14~~3~~. “Probationary status” means that an institution has been authorized by the Commission to enroll students, offer instruction, graduate students and award degrees under the condition that the institution is continuously seeking and making satisfactory progress toward acquiring full accreditation and full state authorization.

3.15~~4~~. ~~“Proprietary institution” means a postsecondary institution that is operated for profit; a private, limited liability company or other entity that conducts business within the State and is investor owned and/or organized for~~

~~profit.~~ “Reauthorization” is the process by which an institution annually renews its status as an institution authorized to offer programs and courses for West Virginia residents. This status is granted by the Commission when the institution demonstrates compliance with the requirements for such status.

- 3.165. “Religious, theological, or faith-based institution” means a postsecondary institution that offers no degree programs other than those specifically related to the institution’s doctrine. Institutions that offer general degree programs cannot be exempted by this rule as religious, theological, or faith-based.
- 3.176. “Unearned tuition” means the anticipated amount of tuition revenue minus refunds that will be generated within a one-year time frame of the institution’s authorized operation in West Virginia.

§133-20-4. Exemptions.

- 4.1. Institutions that clearly qualify as exemptions under this rule and after Commission staff review shall be considered exempt from authorization. Institutional exemption is subject to annual review and/or revocation any time the activity deviates from the original determination factors for exemption. The following institutions shall be exempt from the provisions of this rule:
- 4.1.a. Any existing institutions of higher education approved to operate in West Virginia prior to ~~March 29, 2011~~ the effective date of this rule. Should any such institution, as the result of a change of ownership, or operational status from a non-profit to a for-profit institution, be required to modify its accreditation status from the Higher Learning Commission of the North Central Association, such institution must secure approval for the change(s) from the ~~Higher Education Policy~~ Commission.
- 4.1.b. Correspondence, business, occupational and trade schools which
- 4.1.b.1. offer nothing higher than a specialized associate degree,
- 4.1.b.2. typically do not pursue regional accreditation, and
- 4.1.b.3. are regulated under West Virginia Code provisions (18B-2B-9) on correspondence, business, occupational and trade schools.
- 4.1.c. Out-of-state institutions:

- 4.1.c.1. offering courses through brokering or other collaborative arrangements with a West Virginia public institution of higher education and which support programmatic offerings of the state institution;
- 4.1.c.2. offering a short course or seminar in which the instruction for the segment takes no more than twenty classroom hours, ~~or~~ and is not for college credit; or
- 4.1.c.3. offering courses or programs on a military installation solely for military personnel or civilians employed on such installation.
- 4.1.d. Non-Degree granting institutions whose programs are designed primarily for job entry or upgrading of skills and are described in clock (contact) hours. These programs typically prepare individuals for employment and do not require courses beyond those specific to the job or its field with program length sufficient to effect outcomes.
- 4.2. Each institution of higher education which claims to be exempt under the provisions of this section must file with the Commission such information as may be required by the Commission to determine whether the institution is exempt. The written request for an exemption must be received by the Commission at least thirty (30) days prior to the proposed initiation date of a course of instruction. ~~If the Commission determines that any institution is not exempt from the provisions of this rule, it shall notify the institution in writing with the reasons for the determination.~~ The Commission shall notify the institution in writing indicating whether or not the institution is exempt.

§133-20-5. Institutional Titles.

- 5.1. An institution shall use within the state a title appropriate to the program and degree it offers in the state.
- 5.2. No person, firm, association, institution, trust corporation or other entity shall use in any manner within West Virginia the term "college" or "university" or any abbreviation thereof, or any words or terms tending to designate it as, or create the impression that it is an institution of higher education, unless it shall have obtained the appropriate ~~approval~~ authorization as provided in this rule.
- 5.3. This section shall not apply to any ~~entity~~ institution which used the term "college" or "university" prior to ~~March 29, 2011~~ the effective date of this rule.

- 5.4. This section shall not apply to individual proprietorships, associations, co-partnerships or corporations which use the words "college" or "university" in their training programs solely for their employees or customers, which do not offer degree ~~granting~~ programs, and whose name includes the word "college" or "university" in a context from which it clearly appears that such entity is not an educational institution.

§133-20-6. Authorization to Operate.

- 6.1. No ~~entity~~ institution may advertise, solicit, recruit, enroll, or operate a postsecondary education institution until it is authorized for operation in the state of ~~West Virginia by the Higher Education Policy~~ the Commission.
- 6.2. An institution locating in West Virginia must register with the Secretary of State's office prior to making any application to the Commission for authorization.
- 6.3. All ~~private colleges and universities, private proprietary schools~~ institutions and religious, theological, or faith-based colleges offering any degree above the associate level, as specified in section 7.4 of this rule, shall register with the Commission, shall meet the authorization criteria, and shall be granted authorization prior to offering any program of instruction, credit, or degree; opening a place of business; soliciting students or enrollees; or offering educational support services.
- 6.4. All ~~private colleges and private proprietary schools~~ institutions, with the exception of correspondence, business, occupational, and trade schools as defined in Series 35, *Correspondence, Business, Occupational and Trade Schools*, of the Council for Community and Technical College Education, offering degrees not above the associate level shall register with the Council, shall meet the authorization criteria, and shall be granted authorization prior to offering any program of instruction, credit, or degree; opening a place of business; soliciting students or enrollees; or offering educational support services.
- 6.5. ~~Private colleges and universities and private proprietary schools~~ All institutions offering degrees above the associate level shall register with the Commission, shall meet the authorization criteria, and shall be granted authorization prior to offering any program of instruction, credit, or degree; opening a place of business; soliciting students or enrollees; or offering educational support services. Granting of authorization of such institution is the responsibility of the ~~Higher Education Policy~~ Commission.

- 6.6. Authorization of ~~private colleges and universities and private proprietary schools~~ institutions offering associate degrees is the responsibility of the ~~West Virginia Council for Community and Technical College Education~~.
- 6.7. ~~Private colleges or universities~~ Institutions and religious, theological, or faith-based colleges shall be authorized under the provisions of this rule. ~~Private proprietary schools~~ Institutions, such as correspondence, business, occupational, and trade schools, exempted under the provisions of section 4 of this rule shall be governed by the provisions of Title 135, Series 35, *Correspondence, Business, Occupational and Trade Schools*, administered by the Council.
- 6.8. Institutions which are formed, chartered, or established outside West Virginia and have been fully accredited by a regional accrediting association or by another accrediting body recognized by the U.S. Department of Education and which seek to offer courses and/or academic degree programs within West Virginia shall be authorized by the Commission to offer programs and courses within West Virginia under provisions of section 7.3 of this rule.
- 6.9. Newly established institutions located in West Virginia and those seeking accreditation by a regional accrediting association and/or by another accrediting body recognized by the U.S. Department of Education, may not offer courses or degree programs without Commission authorization to locate, relocate or establish a branch campus in West Virginia. The institution must seek Commission authorization to offer courses and/or academic programs within West Virginia per the provisions of section 7.2 of this rule.
- 6.10. Institutions wishing to exceed or change their approved programmatic mission must receive approval from the Commission to offer each program that exceeds the level of academic degrees that the institution is authorized to grant. Documentation must be submitted that specifies the scope of the proposed change, including long-range plans for new degree programs and programs that exceed the level of academic degrees currently authorized for the institution. Requests to exceed an institution's programmatic mission shall be evaluated based on the following criteria: objectives of proposed program; relationship of program to statewide mission and plan; demonstration of need; effect of new program on existing programs at other institutions; resource availability; qualified faculty and administrators; library holdings and support; facilities and equipment; and, evidence of strength to offer the proposed program.
- 6.11. ~~Authorization is limited to those institutions that deliver instruction in West Virginia and have a physical presence in West Virginia.~~ An out-of-state institution that seeks to offer online courses and programs in West

Virginia and determined to have physical presence in West Virginia is subject to the provisions of section 8 of this rule.

- 6.12. Before an institution of higher education can be authorized by the Commission to operate within the State of West Virginia, a surety bond must be provided by the institution. The obligation of the bond will be that the institution, its officers, agents and employees will faithfully perform the terms and conditions of contracts for tuition and other instructional fees entered into between the institution and persons enrolling as students. The bond shall be issued by a company authorized to do business in the state. The bond shall be to the Commission in such form as approved by the Commission and is to be used only for payment of a refund of tuition and other instructional fees due a student or potential student. The amount of the bond shall be \$100,000 and shall be renewed annually. The Commission, if it deems appropriate, may reduce the amount of the bond if an institution has less unearned tuition than \$100,000, but in no event shall be less than \$20,000.
- 6.13. If instruction is to be delivered at a physical location within the state of West Virginia, the applicant institutions must secure, from appropriate local agencies, documentation that fire and sanitation codes are met by the proposed instructional facilities. If such inspections are unavailable, the institution must present a copy of a recent letter from the local inspection agency indicating that such inspections are unavailable. Additionally, instructional delivery sites must be compliant with Americans with Disabilities Act guidelines.
- 6.14. Institutions seeking West Virginia authorization may withdraw from the authorization process at any time upon written notification to the ~~Director~~ Vice Chancellor for Academic Affairs of the Higher Education Policy Commission.

§133-20-7. Procedures for Granting of Authorization.

- 7.1. Process for securing authorization

An institution which is interested in gaining authorization to operate within the State of West Virginia must follow the prescribed procedures outlined in this rule to be considered for the requested authorization. No ~~private college or university or proprietary~~ institution shall operate until it meets the essential conditions established by the Commission and defined in this rule. Institutional accreditation must be documented or its potential for accreditation established and accepted by the Commission. Institutions authorized to operate pending full accreditation shall pursue full accreditation continuously and shall make reasonable and timely progress toward accreditation in order to retain authorization.

When a change in ownership occurs with an ~~an private or proprietary~~ institution, the Commission shall reassess the institution's authorization status within six (6) months of the notification of the change in ownership.

7.2. Newly established institutions in West Virginia and those seeking accreditation

Newly established institutions in West Virginia and those seeking accreditation by a regional accrediting association and/or by another accrediting body must seek Commission authorization to offer courses and/or academic programs within West Virginia.

Following is a description of the steps in the authorization process:

- 7.2.a. It is the responsibility of the applying institution to contact the Secretary of State's office to determine if registration is required within the State.
- 7.2.b. A preliminary conference shall be held between the Chief Executive Officer or designee of the institution seeking authorization to operate a degree-granting institution in the State of West Virginia and the ~~Director of~~ Vice Chancellor for Academic Affairs of the Higher Education Policy Commission or designee. The agenda shall include a discussion of criteria to be met by the institution and procedures used in applying for requested authorization.
- 7.2.c. Following the preliminary conference, the institution shall submit a self-study report including all requested documents and materials related to authorization, including those which address the essential conditions in section 8 of this rule as may be requested. An initial application fee of \$6,000 must accompany the submission of documentation for those institutions seeking authorization. The Commission may adjust all fees charged as deemed necessary.
- 7.2.d. Upon receipt of the completed self-study report and all documentation, the Commission staff shall organize a compliance review committee to visit the site(s) of the institution seeking state authorization. At the discretion of the Commission staff, the compliance visit may take place at the Commission office or other appropriate locations. The principal task of the committee will be to verify that the institution complies with the Commission's standards for preliminary authorization and to report its findings to the Commission. The compliance review committee shall be composed of:

7.2.d.1. Persons who are qualified by academic training or professional experience to verify the institution's compliance with Commission standards for approval.

7.2.d.2. Members of the Commission staff. The ~~Director of~~ Vice Chancellor for Academic Affairs or designee shall serve as chair of the committee.

The visit will be scheduled at a time which is mutually convenient to the institution and the Commission. The institution shall pay the reasonable expenses associated with the compliance review visit.

7.2.e. Following the site visit and review of submitted documentation, the compliance review committee will prepare an analysis of the findings and develop a recommendation for the Commission regarding the institutional application. Only those institutions whose proposed offerings meet state standards of quality will be recommended for authorization. The report will contain:

7.2.e.1. a report by the compliance review committee; and

7.2.e.2. a recommendation by the compliance review committee for action by the Commission regarding granting preliminary authorization as provided for in section 7.2.h of this rule.

7.2.f. A draft of a staff report prepared in accordance with this section will be provided to the institution for correction of factual errors and comment. The institution may provide the Commission a response to the report within ten (10) working days of receipt of the report. The institutional comments will be included with the compliance review committee report presented to the Commission.

7.2.g. An out-of-state institution seeking to establish a campus in West Virginia that holds appropriate accreditation as determined by the Commission and that meets the essential conditions as provided in section ~~89~~ of this rule may be granted full authorization by the Commission.

7.2.h. Upon receipt and review of the compliance review committee recommendation, the Commission will consider the institution for Preliminary State Authorization effective for a period of time up to six (6) months. Within that period of time the institution shall satisfactorily complete preliminary information as required by the regional and/or other appropriate accrediting association, and shall not accept students, offer instruction, award credits toward a

degree, or award a degree until granted further authorization by the Commission.

- 7.2.i. If the institution does not hold accreditation, the Commission staff shall request submission of information verifying its accreditation status and/or evidence of "reasonable and timely progress" toward accreditation. Reasonable and timely progress toward accreditation is understood to be a status with the regional accrediting association or an acceptable alternative accrediting association recognized by the U.S. Department of Education (recognition shall be documented) that indicates that the institution has been determined to hold the potential for accreditation and is actively pursuing accreditation within the timetable established by the regional accrediting association (unless an alternative timetable has been presented to and accepted by the Commission).
- 7.2.j. Once the institution has been accepted for consideration for candidacy by the regional accrediting organization and/or other appropriate accrediting association and has submitted evidence to this fact to the Commission, the institution shall be placed on Probationary Authorization status. The institution shall remain on Probationary status no longer than six (6) years.
- 7.2.k. If at the discretion of the Commission, satisfactory evidence is not received within six (6) months of the granting date of Preliminary Authorization status, that authorization ~~is revoked~~ may be suspended or revoked.
- 7.2.l. An institution holding Probationary status shall undertake the accreditation process immediately and shall comply with the accreditation requirements and procedures to achieve full institutional accreditation.
- 7.2.m. Failure to pursue accreditation continuously, as provided in this rule, shall result in loss of state authorization.
- 7.2.n. Each institution with Probationary State Authorization status shall submit an annual report in a format determined by Commission staff. The annual report should include the following:
 - 7.2.n.1. any changes or additions to information previously submitted as part of the basis for Preliminary State Authorization;
 - 7.2.n.2. copy of current catalog with major changes cited;

- 7.2.n.3. the latest financial statement from the most recent institutional fiscal year;
- 7.2.n.4. an enrollment report from the most recent academic year;
- 7.2.n.5. a list of all institutional personnel including staff, instructors and agents;
- 7.2.n.6. summary data on student state and federal financial aid;
- 7.2.n.7. data on student retention;
- 7.2.n.8. program completion data, as applicable;
- 7.2.n.9. status of progress toward receiving full accreditation status from accrediting agency; and
- 7.2.n.10. such other information or clarification deemed necessary by Commission staff for determination of authorization recommendation.

A nonrefundable fee of \$500 shall accompany the submission of the annual report while the institution is maintaining Probationary State Authorization status. The Commission may adjust all fees charged as deemed necessary.

- 7.2.o. Following the on-site accreditation visit and action by the Higher Learning Commission of the North Central Association of Colleges and Schools and/or other appropriate accrediting association, the institution shall immediately notify the Commission which will then assign the institution an authorization status from among the following:
 - 7.2.o.1. Fully authorized, as a result of the decision by the accrediting association to accredit the institution, and having demonstrated compliance with the Essential Conditions.
 - 7.2.o.2. Continuation of Probationary State Authorization. An institution that holds candidacy for accreditation shall submit annual reports to the Commission documenting its progress toward the achievement of accreditation consistent with policy of appropriate accreditation associations. Continuation of this status shall not extend beyond six (6) years.

7.2.o.3. Not authorized as a result of denial of accreditation by the accrediting association.

7.2.o.4. Continuation of Probationary State Authorization status pending an appeal of denial of accreditation by the Higher Learning Commission of the North Central Association. Continuation on these grounds shall only be granted upon showing good cause to the Commission. An institution's final authorization status will be based upon the action taken by the accrediting association.

7.3. Accredited, out-of-state institutions seeking to locate in West Virginia

Any higher education institution having its principal place of operation outside West Virginia which holds regional or other appropriate accreditation and which desires to offer courses and/or degree programs at a physical location within West Virginia must be authorized by the Commission.

Following is a description of the steps in the authorization process:

7.3.a. It is the responsibility of the applying institution to contact the Secretary of State's office to determine if registration is required within the State.

7.3.b. The institution must submit an application for approval to the Commission for each course or degree program to be offered at the site. The application should include written unconditional assurance that:

7.3.b.1. Each course or program of study proposed to be offered in West Virginia has been approved by the governing board of the institution, and if applicable, by the appropriate state agency in the state where the main campus of the institution is located.

7.3.b.2. The institution has been approved as necessary by the appropriate agency, if any, in the state where the main campus of the institution is located.

7.3.b.3. The institution offers degree programs at the level for which credit is proposed to be awarded in those programs in West Virginia.

7.3.b.4. ~~The accredited~~ out-of-state institution is authorized by its appropriate accrediting body to offers degree programs

outside the state where the main campus is located.

- 7.3.b.5. Any credit earned in West Virginia can be transferred to the institution's principal location outside West Virginia as part of an existing degree program offered by the institution.
- 7.3.b.6. The institution offers the same program at the same level at its principal location outside West Virginia that it seeks to offer at a physical location in West Virginia.
- 7.3.b.7. The institution presents data that projects market demand and availability of openings in the job market to be served by the new program for which the institution is seeking authorization to offer in West Virginia.
- 7.3.c. In making its determination, the Commission will consider whether the proposed degree programs or courses duplicate existing offerings of other institutions of higher education at the locations for which approval is requested.
- 7.3.d. Authorization for degree programs may be for a period of up to four years at a specified location with an application for renewal of the authorization required to be filed with the Commission at least ninety days prior to the expiration of the authorization.

Authorization for courses may be granted for a period of one year at a specified location with an application for renewal of the authorization required to be filed annually with the Commission at least ninety (90) days prior to the expiration of the authorization.
- 7.3.e. Accredited, out-of-state institutions authorized to deliver programs and/or courses for a specified period of time are not subject to the annual reauthorization provision of section 12 of this rule.
- 7.3.ef. The Commission may waive any or all of the reporting requirements for institutions that are delineated in section 8 9 of this rule.
- 7.3.fg. Any out-of-state or private accredited institution that is granted authorization shall receive written notification of acceptable status and will be assessed on initial authorization fee not to exceed \$500.
- 7.4. Religious, theological or faith-based institutions

To qualify as a religious, theological, or faith-based college, an institution

must qualify both as an institution ~~of higher education~~ as defined in section 3 of this rule and as a religious institution based on meeting each of the following criteria:

- 7.4.a. Be a non-profit institution owned, controlled, and operated and maintained by a bona fide church or religious denomination, lawfully operating as a non-profit religious corporation.
- 7.4.b. Limit the educational program to the principles of that church or denomination, and the diploma or degree is limited to evidence of completion of that education.
- 7.4.c. Only grant degrees or diplomas in areas of study that contain on their face, in the written description of the title of the degree or diploma being conferred, a reference to the theological or religious aspect of the degree's subject area.
- 7.4.d. Not market, offer, or grant degrees or diplomas which are represented as being linked to a church or denomination, but which, in reality, are degrees in secular areas of study.
- 7.4.e. Have obtained exemption from property taxation under state law and shall have submitted a copy of the certificate of this exemption to the Commission.
- 7.4.f. Additional evidence may be provided by an institution seeking to substantiate that the institution is a religious institution including:
 - 7.4.f.1. Evidence that the institution holds at least pre-accreditation status with a nationally recognized accrediting associations.
 - 7.4.f.2. A statement of institutional mission clearly establishing the mission of the institution as solely religious, and curricula and degree, diploma, or certification programs that clearly support that mission singularly.
 - 7.4.f.3. Other appropriate, substantial, evidence of qualification for state authorization as a religious, theological, or faith-based college.
- 7.4.g. An institution shall not be eligible for authorization as a religious, theological, or faith-based college if it offers degrees appropriate only for academic institutions, such as, but not limited to, Bachelor of Arts or Bachelor of Science, Master of Arts or Master of Science, Doctor of Philosophy, or other degrees typically offered

by academic institutions, regardless of curriculum of course content, unless the degree title includes the religious field of study (e.g., "Bachelor of Arts in Religious Studies"). Institutions authorized as religious, theological, or faith-based colleges also shall not offer degrees associated with specific professional fields or endeavors not clearly and directly related to religious studies or occupations. Examples of such degree titles are Bachelor of Business Administration or Master of Business Administration; Bachelor of Education, Master of Education or Doctor of Education; and Doctor of Psychology.

7.4.h. An authorized religious, theological, or faith-based college, its educational programs, its degrees and diplomas, and its honorary degrees, have no state approval or recognition status whatsoever. An institution operating under this authorization shall not state or imply by any means whatsoever that there exists any endorsement by the state or by any agency or agent of the state of the education, documents awarded by the institution, or the institution itself, other than the institution's authorization to operate.

7.4.i. An institution authorized as a religious, theological, or faith-based college is not subject to the annual reauthorization provisions of this rule.

§133-20-8. Authorization Procedures for Out-of-State Institutions with Physical Presence in West Virginia.

8.1. An out-of-state institution with physical presence in West Virginia, as defined in section 3, but no physical location within the state, must abide by the following procedures for initial authorization:

8.1.a. Submit appropriate documentation to discern if physical presence is triggered as defined in section 3 of this rule.

8.1.b. Submit documentation of appropriate accreditation.

8.1.c. If Commission staff determines that the institution's activities constitute physical presence, the institution shall submit an initial application fee of \$500.

8.1.d. The Commission staff may, at its discretion, adjust or waive the application fee.

8.2. The Commission staff, at its discretion, may request additional information from the institution to ascertain whether it meets the essential conditions provided in section 9 of this rule in the determination of the

conferral of initial authorization.

- 8.3. Once initial authorization is conferred by the Commission, authorization for West Virginia physical presence may be for a period of up to four years with an application for renewal of the authorization required to be filed with the Commission at least ninety days prior to the expiration of the authorization.
- 8.4. Any accredited institution seeking to retain authorized physical presence in West Virginia will be assessed a reauthorization fee not to exceed \$500.
- 8.5. Institutions authorized under this section are not subject to the reauthorization provisions of section 14 of this rule.

§133-20-89. Criteria For Authorization Essential Conditions.

- 89.1. Essential Conditions. An institution seeking authorization to operate in West Virginia must meet the following essential conditions established by the Commission. To apply for Preliminary State Authorization the institution must provide to the Commission full documentation that demonstrates fulfillment of the essential conditions including evidence of a critical and compelling regional or statewide need or demand for the specific academic degree programs(s) in the state.

89.1.a. Familiarity with accreditation and state authorization policies and procedures

The institution shall provide evidence that it is familiar with and understands accreditation procedures of the Higher Learning Commission of the North Central Association and/or other appropriate body and state authorization policies and procedures. The statement should indicate perceived strengths and weaknesses with respect to accreditation criteria and assess the capabilities of the institution in achieving accreditation status. It shall state the name of the accrediting association(s) from which accreditation will be sought. If the institution has secured full accreditation status, a copy of the final accreditation report shall be submitted to the Commission.

89.1.b. Statement of mission

A statement of mission shall have been developed, formally adopted by the institution's governing body and made public, which defines the basic character of the institution, including a brief description of the educational programs to be offered and their purposes, the students for which the programs are intended,

the geographical area served by the institution (or the particular constituency it serves), and a description of how the institution will fit within the broader higher education community. The mission shall be appropriate to an institution of higher education and the institution must plan to award degrees.

89.1.c. Institutional organization, administration, and delivery sites

89.1.c.1. A governing board that possesses and exercises necessary legal power to establish and review basic policies that govern the institution shall have been formally established. The board shall include among its members some who represent the public interest and are sufficiently autonomous from the administration and ownership to assure the integrity of the institution. The Commission shall be provided a list of the members of the board with a brief resume of each.

89.1.c.2. An executive officer shall be designated by the governing board to provide administrative leadership for the institution. This officer's name, title, current vita and the address of the administrative office, shall be provided to the Commission.

89.1.c.3. If faculty members are employed at the time the application is filed with the Commission, the faculty members' names, their academic credentials (degrees, previous experience, etc.), and teaching fields shall be identified. If no faculty members have been employed, the institution shall describe the qualifications of the faculty that is to be recruited and the procedures that will be used to find and contract with faculty members.

89.1.c.4. The method of program delivery and/or physical location of course delivery shall be defined. If a program is designed for online delivery, it shall meet best practice guidelines for distance education delivery as outlined by the regional accrediting agency. If the program is designed for traditional classroom delivery, the proposed physical location shall be identified.

89.1.c.5. To assure that instructional delivery sites meet applicable state standards for health and safety, institutions must secure a certificate of occupancy and recent fire inspection report from the State Fire Marshal's office for each instructional delivery site. These requirements are

not applicable if delivery is in a public building that already has regular health, safety, and fire inspections upon receipt of last approved inspection. If the nature of the building is changed, additional inspections will be required.

89.1.c.6. Instructional delivery sites must be compliant with Americans with Disabilities Act guidelines.

89.1.d. Degrees and academic programs

89.1.d.1. A degree shall be awarded upon successful completion of an educational program. The institution shall provide a list of the degrees it proposes to award.

89.1.d.2. The planned educational programs shall be compatible with the proposed institutional mission. The relationship shall be described in documents provided to the Commission.

89.1.d.3. The academic program proposed for offering shall be appropriately named and be based on fields of study recognized as appropriate for a postsecondary institution. Evidence shall be provided to the Commission that the fields of study upon which the academic programs are to be based are, in fact, so recognized. Such recognition, for example, could be demonstrated by the existence of professional literature in the field; the offering of similar programs in already-accredited institutions, generally; and by the existence of professional organizations related to the field.

89.1.d.4. The content and length of the proposed academic program shall follow practices common to institutions of higher education. The commonly accepted minimum program length is: 60 semester credits for associate's degrees, 120 semester credits for bachelor's degrees, 30 semester credits beyond the bachelor's degree for master's degrees, 30 semester credits beyond the master's degree for doctorates.

Academic credit shall be awarded upon completion of each unit of the course of study, leading to a formal award granted by the institution.

Documentation shall be provided to the Commission that

lists requirements for each degree program including representative course syllabi specifying goals and requirements, course content, methods of evaluation, and bibliography.

The student-teacher ratio shall be reasonable at all times in keeping with generally accepted teaching modes for the subject matter. The institution must employ at least one full-time faculty for each major.

- 89.1.d.5. Any proposed undergraduate degree program shall include a coherent general education component that is consistent with the institution's mission and appropriate to its educational programs. The undergraduate general education component shall be documented.

General education is defined as follows:

General Education is "general" in several clearly identifiable ways: it is not directly related to a student's formal technical, vocational or professional preparation; it is a part of every student's course of study, regardless of his or her area of emphasis; and it is intended to impart common knowledge, intellectual concepts, and attitudes that every educated person should possess.

The minimum requirement for general education for all undergraduate programs delivered through the traditional distributed curricula is 15 semester credits for technical associate's degrees, 24 for transfer associate's degrees, and 30 for bachelor's degrees. If the general education component is delivered through integrated, embedded, interdisciplinary, or other accepted models, institutions must demonstrate that the program meets minimum requirements equivalent to the distributed model.

- 89.1.d.6. Student access to all necessary learning resources and support services shall be provided. Necessary resources and support services vary by type of program, but all require some use of library resources. Laboratories may be required for some programs. Support services such as academic advising, financial aid counseling, and support for special, targeted, constituencies may be needed. The institution shall describe the learning resources and support services that it will provide and state how they will be provided to students on a regular, dependable basis.

89.1.d.7. Distance learning instruction, when offered, should be considered part of the total program and be judged by criteria as used for sessions and courses offered by the institution in the regular academic year. Documentation shall be provided to the Commission that shows that academic standards for all programs or courses offered electronically are the same as those for other courses delivered at the institution. Additionally, any programs that are offered primarily through asynchronous or synchronous technology shall meet the standards of good practice for distance education delivery as outlined by the regional accrediting agency.

89.1.e. Admission policies

Admission policies shall be consistent with the institution's mission and appropriate to the educational program. The Commission shall be provided with a copy of the institution's admission policies, policies regarding tuition and fees assessment, and refund policies. The policies shall define the minimum requirements for eligibility for admission to the institution and for acceptance at the specific degree level or into all specific degree programs. These policies and related publications shall provide a true and accurate representation of the institution and its programs when recruiting students.

89.1.e.1. Degree program admission policies must be at least the following:

89.1.e.1.A. baccalaureate degrees must require a high school diploma or equivalency, and

89.1.e.1.B. graduate degrees must require at least a baccalaureate degree from an institution judged to be appropriate by the Commission.

89.1.e.2. These policies and related publications shall provide a true and accurate representation of the institution and its programs when recruiting students.

89.1.f. Financial resources

The institution shall have financial resources adequate to support start-up activities and sources of funds sufficient to ensure that the

institution can sustain itself once students have been admitted. An institution shall continuously ascertain its financial requirements, determine its sources of revenue, plan for current and future needs, and budget its resources accordingly. The Commission shall be provided with:

89.1.f.1. A current financial statement compiled or audited by an independent certified public accountant. If the financial statement is unaudited or internally generated, a copy of the most recent income tax return must also be submitted;

89.1.f.2. A budget listing all sources of income and all Educational and General (E&G) expenditures and specifying the dollar amounts and percentages for each component of the budget for the preceding three fiscal years (including the current year). A projection of expenditures and revenues for the upcoming year should be included.

89.1.f.3. The institution shall demonstrate that it has the financial resources and planning sufficient to realize its mission over an extended period of time. It shall demonstrate that it has adequate financial resources to meet the following: facility maintenance and overhead; staff and faculty payroll; books, supplies, and/or equipment utilized by students; and general operating costs including printing and advertising.

89.1.g. Faculty credentials

89.1.g.1. The institution shall ensure that each full-time, part-time or adjunct instructional faculty member holds appropriate academic credentials in the program area or discipline in which the faculty member teaches. Each instructional faculty member shall either: (1) possess one or more degrees in an appropriate discipline; or (2) as an alternative to formal academic credentials, demonstrate competence by virtue of prior experience or academic training, or both, which are related to the field in which the instruction will be offered.

89.1.g.2. The institution shall ensure that each full-time, part-time or adjunct instructional faculty member holds academic credentials appropriate to the degree level of the programs or programs in which the faculty member teaches.

89.1.g.2.A. An institution that offers one or more degree

programs at the baccalaureate level shall ensure that at least one-third of the instructional faculty, including at least one instructional faculty member teaching in each program, shall hold a doctoral or other terminal degree. All other instructional faculty members who teach in programs at the baccalaureate level shall either:

- Hold a master's degree; or
- Qualify for a faculty appointment by virtue of scholarly or professional achievements.

89.1.g.2.B. All instructional faculty teaching in a program at the master's, first professional or doctoral level shall either:

- Hold a doctoral or other terminal degree; or
- Qualify for a faculty appointment by virtue of scholarly or professional achievements.

89.1.g.3. An institution must employ faculty members whose highest earned degree presented as the credential qualifying the faculty member to teach at the institution is from an institution accredited by an accrediting body recognized by the U.S. Department of Education. Exceptions may be made only with the prior consent of the Commission.

89.1.h. Evaluation and assessment

The institution must have a clearly defined process by which the curriculum is established, reviewed, and evaluated. The institution must provide for appropriate and regular evaluation of the institution and its program and course effectiveness including assessment of student learning, retention, graduation rates and student, graduate, faculty and employer satisfaction. The results must be used to ensure and improve quality of instruction.

89.1.i. Tuition policies

89.1.i.1. A tuition policy shall be developed that provides:

89.1.i.1.A. The total tuition for any specific program shall be the same for all persons enrolled at the

same time;

89.1.i.1.B. Tuition charges for programs shall be justifiable, effective on specific dates and applicable to all who enroll thereafter;

89.1.i.1.C. All extra charges and costs shall be revealed to the prospective student before he or she is enrolled;

89.1.i.1.D. The true and accurate costs of courses and program completion must be published and made readily available to all prospective and current students.

89.1.i.2. Institutions that the U.S. Department of Education has approved for eligibility for federal student financial aid must comply with the federal regulations governing institutional refunds. An institution must develop criteria for refunds of tuition and fees and make them available to all students.

9.1.i.3. For institutions not participating in federal Title IV financial aid, criteria for refunds of tuition and fees must be developed and made available to all students and prospective students.

89.1.j. Financial aid

A policy shall have been developed that provides prospective students and applicants with basic opportunities for student financial aid. This information shall include but not be limited to: (1) types of federal, state, local, private and institutional aid offered to students at the institution; (2) description of the financial aid application process and the method for determining student eligibility for aid; (3) methods and schedules used to determine and disburse financial aid to students; and (4) statement of the rights and responsibilities of financial aid recipients. A copy of the policy must be attached to Commission submission materials. Information related to student responsibility for repayment of loans and other financial aid must be readily available to students. Consequences relevant to non-payment and delinquent or default repayment of loans must be published and readily available to students.

89.1.k. Library resources

The institution shall maintain or ensure via current and formal written agreements with other libraries or from other resources that students have adequate access to a library with a collection, staff, services, equipment and facilities that are adequate and appropriate for the purpose and enrollment of the institution. Institutions offering graduate work shall provide library resources that include basic reference and bibliographic works in each field where work is offered and the major journal and serial sets for maintaining currency in each discipline. Utilization of electronic data collections should also be addressed. The institution shall provide clear and concise methods for on-campus and/or remote access of library electronic media resources and there shall be communication to students in a matter to minimize barriers to usage.

89.1.l. Institutional and student records

89.1.l.1. The institution shall maintain accurate records on all enrolled students. These records minimally shall include:

89.1.l.1.A. Each student's application for admission and admissions records containing information regarding the educational qualifications of each regular student admitted which are relevant to the institution's admission standards. Each student record must reflect the requirements and justification for admission of the student to the institution. Admission records must be maintained for five years.

89.1.l.1.B. Transcript of the student's academic work at the institution shall be retained permanently in either hard copy forms or in a database with backup.

89.1.l.1.C. A record of student academic progress at the institution including programs of study, dates of enrollment, courses taken and completed, grades and indication of the student's status (graduated probation, etc.).

89.1.l.2. Financial records of the institution must be maintained and open for inspection by properly authorized officials

of the Commission pursuant to compliance with confidentiality laws.

89.1.1.3. Institutions administering financial aid programs must maintain a ledger and a record of financial aid administered which includes a chronological record of debits and credits which is understandable to the enrollee.

89.1.1.4. The institution must have policies concerning retention and disposal of records and information-release policies which respect the rights of individual privacy, the confidentiality of records and the best interests of the student and institution.

89.1.1.5. The institution shall have a written plan for the preservation of students' transcripts by another institution or agency, as well as for access to the transcripts, in the event of institutional closure.

89.1.m. Catalog and official publications

89.1.m.1. Official publications of the institution shall reflect the institution's integrity, commitment, and reputation and convey its sense of mission, character, goals and objectives to the public. All information released by the institution must be true and accurate.

89.1.m.2. Official catalogs must describe the institutional mission, requirements for satisfactory completion of degree programs, student policies, information on enrollment, tuition and fees, faculty credentials, academic calendar, student grievance procedure, transferability of credit, and other information specifically applicable to students.

89.1.n. Student grievances

An institution shall publish and make available to all students the institution's grievance policies and procedures regarding the receipt, investigation and resolution of student complaints. These policies must include:

89.1.n.1. An appropriate time frame for investigating and resolving the complaint;

89.1.n.2. Safeguards that those persons charged with resolving the complaint are capable of making a fair and impartial

judgment;

89.1.n.3. Procedures to ensure that a student will not be subject to unfair actions as a result of an initiation of a complaint proceeding; and

89.1.n.4. The maintenance of records, disposition and other pertinent information concerning institutional complaints for at least five (5) years.

89.1.o. Other criteria deemed to be pertinent.

89.2. The Commission, at its discretion, may waive all or part of the reporting requirements in section 13 of this rule for nationally or regionally accredited institutions seeking authorization to offer credit courses or academic degree programs.

§133-20-910. Termination of State Authorization.

910.1. Termination of state authorization for those institutions not subject to annual reauthorization.

910.1.a. An institution shall provide the Commission with a copy of any notice of warning, suspension, revocation or other adverse action received from any national or regional accrediting agency within five (5) days of receipt of such notice.

910.1.b. The Commission may for good cause, suspend, withdraw or revoke the authorization of an institution to generate or solicit students within the state, place an institution on probation, order refunds to students, or forfeit the institution's surety bonds, or take any other appropriate action. Good cause shall consist of any one or more of the following:

910.1.b.1. The institution is no longer making reasonable and timely progress toward accreditation while assigned Preliminary or Probationary State Authorization;

910.1.b.2. Loss of accreditation by a nationally or regionally recognized accrediting agency;

910.1.b.3. Cancellation of the institution's bond by the bonding company and failure to secure a replacement in accordance with this rule;

910.1.b.4. Providing false, misleading, or incomplete information

to the Commission;

- 910.1.b.5. Presenting information about the school which is false, fraudulent, misleading, deceptive, or inaccurate in a material respect to students or prospective students;
- 910.1.b.6. Refusal to allow reasonable inspection or to supply reasonable information after a written request by the Commission has been received;
- 910.1.b.7. A final determination that the institution has engaged in conduct prohibited by this rule, and any specified corrective action has not been taken within the required time;
- 910.1.b.8. Closure of the institution without adequately providing for the completion of students' classes or course work, without refunding students' unearned tuition or otherwise discharged the institution's contractual obligations to the students;
- 910.1.b.9. Conviction of the owner of an institution for a felony or crime involving administration of the institution or involving Federal Student Assistance programs.
- 910.1.b.10. Repeated and/or consistent violations of the guidelines found in this rule, particularly in areas such as advertising, fair consumer practices, or operational standards.
- 910.1.b.11. Exclusion from eligibility to participate in the West Virginia Higher Education Grant Program due to one of the following reasons:
 - 910.1.b.11.A. The institution does not have a signed participation agreement in place; or
 - 910.1.b.11.B. The institution has been deemed ineligible to participate in federal student financial aid programs by the United States Department of Education; or
 - 910.1.b.11.C. The Commission has determined, based upon audits and/or administrative site visits by Commission staff, that the institution has seriously mismanaged

higher education grant or other state financial aid funds or lacks adequate institutional controls to manage such funds properly.

~~9~~10.1.b.12. Failure to submit an acceptable annual report, an incomplete or unsatisfactory annual report, as determined by Commission staff and as referenced in section 13 of this rule.

~~9~~10.1.c. An institution authorized as a religious, theological or faith-based college that fails to continue to meet the criteria for a religious institution shall have its authorization terminated. The institution shall be so notified in writing. A phase-out period of not more than one additional academic term shall be permitted. An appeal to the Commission may be filed within ten (10) working days. In the absence of a timely appeal the termination shall be final.

~~9~~10.2. ~~Notification to Cease Offering Degrees or Degree Credits~~ Institutions that are not authorized but offer degrees and/or degree credits in West Virginia shall be notified by certified mail that they shall cease immediately to offer degrees and/or degree credits. The Commission shall initiate appropriate legal action if institutions fail to comply.

~~10.3.~~ The provisions of section 8 of this rule are only applicable to accredited, out-of-state institutions offering only online instruction in West Virginia and accredited, out-of-state institutions authorized to deliver program and/or courses for a specified period of time.

~~§133-20-101.~~ Notification and Appeals.

~~10~~1.1. Once the Commission has received and verified the accuracy of information constituting any of the grounds identified in section 9 ~~10~~ or denial of preliminary authorization, the Commission shall notify the institution and its owner in writing of its intent to recommend denial, suspension, withdrawal, revocation, or other adverse action and the grounds for such recommendation.

~~10~~1.1.a. The owner of the institution may, within ten (10) work days of receipt of such notice, request a hearing upon the recommended action. Such hearing, if requested, shall be commenced within twenty (20) work days of such request at the Chancellor's office or at such other location convenient to the parties and witnesses as may be designated by the Chancellor.

~~10~~1.1.b. The hearing shall be conducted by the Chancellor of the

Commission or his/her designee, pursuant to the procedures set forth in Chapter 29A, Article 5 of the Code of West Virginia.

101.1.c. The Chancellor or his/her designee may continue the hearing at the request of the institution for good cause shown. Continuance shall not be granted as a matter of right.

101.1.d. If the owner or a representative of the institution does not request a hearing within the requisite time period, the recommendation of the Chancellor or his/her designee shall be deemed unchallenged by the institution and reported to the Commission for final action.

101.2. At the hearing, the grounds for denial, suspension, withdrawal, or revocation of authorization to operate the institution or other adverse action must be established by clear and convincing evidence.

101.3. Irrelevant, immaterial, or unduly repetitious evidence may be excluded from the hearing. Formal rules of evidence as applied in civil cases in the circuit courts of this state shall not be applied. When necessary to ascertain facts not reasonably susceptible of proof under those formal rules evidence not admissible there under may be admitted, except where precluded by statute, if it is a type commonly relied upon by reasonably prudent persons in the conduct of their affairs.

101.4. The rules of privilege recognized by the law of this state shall be followed.

101.5. Objections to evidentiary offers shall be noted in the record. Any party to the hearing may vouch the record as to any excluded testimony or other evidence.

101.6. Any party to a hearing may appear with witnesses to testify on his or her behalf; may be heard in person, by counsel or both; may present such other evidence in support of his or her position as deemed appropriate by the Chancellor or his/her designee; and, may cross-examine witnesses called by the Commission in support of the charges.

101.7. The hearing shall be open to the general public.

101.8. A record of the hearing, including the complaint(s), if applicable, the notice of hearing, all pleadings, motions, rulings, stipulations, exhibits, documentary evidence, evidentiary depositions and the stenographic report of the hearing, shall be made and a transcript thereof maintained in the Commission's files. All recorded materials shall be transcribed. The Commission shall have the responsibility to make arrangements for the transcription and provision of the reported testimony and evidence to the

parties. Upon request, a copy of the transcript shall be furnished to any party at his or her expense.

101.9. Documentary evidence may be received in the form of copies or excerpts or by incorporation by reference.

101.10. The Commission may call witnesses to testify in support of charges and may present such other evidence to support its position; and, may cross-examine witnesses called by the charged party in support of its position.

101.11. All parties shall have the right to offer opening and closing arguments.

101.12. Hearings may be continued or adjourned to a later date or different place by the Chancellor or his/her designee by appropriate notice to all parties.

101.13. All motions related to a case set for hearing, except motions for continuance and those made during the hearing, shall be in writing and shall be received in the office of the Chancellor at least ten (10) days before the hearing. Pre-hearing motions shall be heard at a pre-hearing conference or at the hearing prior to the commencement of testimony.

101.14. Any party may submit proposed findings of fact and conclusions of law at a time and manner designated by the Chancellor or his/her designee.

101.15. At any time prior to the hearing or thereafter, the Chancellor or his/her designee may hold conferences for the following purposes:

101.15.a. To dispose of procedural requests, pre-hearing motions or similar matters;

101.15.b. To simplify or settle issues by consent of the parties; or,

101.15.c. To provide for the informal disposition of cases by stipulation or agreement.

101.16. The Chancellor or his/her designee may cause such conferences to be held on its own motion or by the request of a party.

101.17. Evidentiary depositions may be taken and read or otherwise included into evidence as in civil actions in the circuit courts of this state.

101.18. Subpoenas to compel the attendance of witnesses and subpoenas duces tecum to compel the production of documents may be issued by the Chancellor pursuant to West Virginia Code section 29A-5-1(b).

101.19. Written requests by a party for the issuance of subpoenas duces tecum as

provided in section 10.18 of this rule must be received by the Commission no later than ten (10) days before a scheduled hearing. Any party requesting the issuance of subpoenas duces tecum shall see that they are properly served in accordance with West Virginia Code section 29A-5-1(b).

101.20. Any final order entered by the Commission following a hearing conducted pursuant to these rules shall be made pursuant to the provisions of West Virginia Code section 29A-5-3. Such orders shall be entered within sixty (60) days following the submission of all documents and materials necessary for the proper disposition of the case, including transcripts, and shall contain findings of fact and conclusions of law unless good cause exists to extend such time or by agreement of the parties.

101.21. Findings of fact and conclusions of law shall be recommended to the Commission by the Chancellor or his/her designee and must be approved by a majority of the Commission by vote at a regular meeting, before a final order is entered. A copy of the final order approved by a majority of the Commission shall be served upon the institution and/or his or her attorney of record, if any, within ten (10) days after entry by the Commission by personal service or by registered or certified mail.

101.22. The final order may deny preliminary authorization; may suspend, withdraw or revoke the authorization of the institution, place an institution on probation; order refunds to students; order forfeiture of the institution's surety bond and disbursement of the funds forfeited disbursed to students injured by the institution's violation of this rule or its enabling statute; or order any other action deemed appropriate by the Commission, up to and including payment of loans, interest and other charges in connection with institution loans caused a student by the institution's violation of this rule.

101.23. All proceedings pursuant to this rule shall be conducted pursuant to and comply with applicable statute, including, but not limited to, West Virginia Code section 29A-5-1, et seq.

101.24. Any relief a student believes he or she was not rightfully awarded by the Commission pursuant to this rule may be pursued in any other appropriate forum.

§133-20-142. Notification and Deposit of Records Upon Discontinuance of a Program or Institution.

142.1. If an authorized institution, branch campus, or extension program of an authorized institution discontinues operation in this state, its chief executive officer shall notify the Commission of the date of discontinuance and the name and address of the agency where records will

be maintained.

- 142.2. Records shall be permanently maintained and copies may be obtained by authorized parties. Such records shall include but not be limited to information pertaining to the admission of each student and former student and the educational record of each student and former student. Financial aid records of each student and former student shall be retained consistent with state and federal regulations.
- 142.3. When an institution decides to cease postsecondary education operations, it must assist students to find alternative means to complete their studies with a minimum of disruption, and inform the Commission of the following:
 - 142.3.a. the planned date of termination of postsecondary education operations;
 - 142.3.b. the planned date for the transfer of student records;
 - 142.3.c. confirmation of the name and address of the organization to receive and hold the student records; and
 - 142.3.d. the official at the organization receiving the student records who is designated to provide official copies of records or transcripts upon request.

§133-20-123. Advertisements, Announcements and Other Promotional Materials.

- 123.1. An institution seeking authorization shall adhere to the following principles:
 - 123.1.a. “Advertising” includes any form of public notice however distributed. Within this definition would be virtually all publications and promotional items and efforts that could normally be expected to be seen by significant numbers of prospective students or their sponsors. Examples include catalogs, bulletins, brochures and other institution publications, signs, mailing pieces, radio, television, newspaper, electronic or social media, or any other form of public notice designed to aid in the institution’s recruiting and promotional activities.
 - 123.1.b. An institution shall use its name as shown in its letter of approval from the Commission, together with a complete address, for all advertising and promotional purposes within the state.

- 123.1.c. All advertisements, announcements and promotional material of any kind which are distributed in West Virginia shall be free from statements that are untrue, deceptive or misleading with respect to the institution, its personnel, its services or the content, accreditation status and transferability of its courses, degree, or certificate programs.
- 123.1.d. Reference in advertising to accreditation shall name the agency and shall be limited to accreditation currently held by the institution through nationally recognized accrediting agencies as defined and listed by the United States Department of Education.
- 123.1.e. No advertisement, announcement or any other material produced by or on behalf of an institution of higher education shall in any way indicate that the institution is supervised, recommended, endorsed or accredited by the Commission; neither shall it include the name of the Commission except to assert that the Commission has authorized the institution to operate in the state.

§133-20-134. Ongoing Monitoring Annual Reauthorization.

- 134.1. The ~~Higher Education Policy~~ Commission shall monitor institutional academic quality, an institution's financial viability, and compliance with the provisions of this rule and West Virginia laws with respect to consumer protection and other matters of State oversight. A reauthorization application must be submitted to the Commission by November 1 according to the guidelines outlined in Series 52, *Annual Reauthorization of Degree-Granting Institutions*.
- ~~13.2. Any post secondary institution authorized to operate within West Virginia prior to the effective date of this rule is exempt from the monitoring requirements of this rule.~~
- ~~13.3. Each institution with full state authorization must demonstrate ongoing compliance with the essential conditions in an annual report submitted in a format determined by Commission staff. If the institution is found in compliance, the institution's approval may be continued with the timeframe for periodic monitoring determined by the Commission or its designee. The annual report should be submitted by July 1 each year and should include the following:~~
 - ~~13.3.a. any changes or additions to information relative to the Essential Conditions of section 8.1 of this rule previously submitted as part of the basis for currently granted authorization;~~
 - ~~13.3.b. such other information or clarification deemed necessary by Commission staff for determination of an authorization~~

recommendation.

~~13.4. A nonrefundable fee of \$200 shall accompany the submission of the annual report.~~

~~13.5. The annual fee and annual report requirements shall be applicable for all years of authorization through the Commission. The Commission may adjust all fees charged as deemed necessary.~~

~~§133-20-14. Student Complaints.~~

~~14.1. Findings by Commission staff and/or ongoing complaints by current or prospective students that show a pattern of misinformation, misrepresentation, lack of disclosure or discrepancies between verbal and written information, intimidation or coercion may require corrective public announcements or in the opinion of the Commission significant deviation from fair consumer practices may result in conditional authorization or revocation of agent or instructional authorization.~~

~~14.2. If the institution does not take corrective action, the Commission may take what action it deems appropriate under Section 10 of this rule.~~

~~14.3. Institutions authorized under this rule must report to the Commission in writing within thirty (30) days any unresolved written complaints about their operation of which they are knowledgeable (including media accounts of complaints). Such complaints shall be resolved or determined to be irresolvable by the institution within thirty (30) working days of the receipt of the written complaint at the Commission offices. Complaints shall be considered as a factor in the decision when authorization to operate or continue to operate is sought.~~

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: Approval of Proposed Series 52, Annual Reauthorization of Degree-Granting Institutions

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves Series 52, Annual Reauthorization of Degree-Granting Institutions, for filing with the Secretary of State for a thirty-day public comment period.

Further Resolved, That staff is instructed to forward the legislative rule to the Legislative Oversight Commission on Education Accountability for approval and further legislative action at the conclusion of the comment period if no substantive comments are received.

STAFF MEMBER: Kathy Butler

BACKGROUND:

Senate Bill 375, passed during the 2011 legislative session, delegated to the Commission the responsibility and authority for establishing, monitoring, and maintaining quality standards of education at all institutions, both public and private within West Virginia, with the exception of Marshall University and West Virginia University. The governing boards of Marshall University and West Virginia University are responsible for determining minimum standards for conferring degrees at their respective institutions.

While procedures for initial authorization of degree-granting institutions in West Virginia are outlined in Series 20, Initial Authorization of Degree-Granting Institutions, a separate rule is necessary to provide guidelines for the mandated annual report required in the legislative rule. Senate Bill 375 requires each institution to provide all information “necessary to assess the performance of the institution and to determine whether the institution continues to meet the minimum standards for conferring degrees.”

The annual reporting requirements outlined in the new proposed legislative rule, Series 52, Annual Reauthorization of Degree-Granting Institutions, have been developed to provide the Commission with data that address the mandates of Senate Bill 375 yet do not cause an undue burden on institutions due to the utilization of readily available data.

An annual reauthorization “application report” and application fee is due to the Commission by November 1 of each year. The report will include specified data such as: verification of current accreditation status, student enrollment data, tuition and fee information, first to second year retention rates, graduation rates, student transfer information, licensure pass rates, student loan default rates, campus crime statistics, and number of student, staff, and faculty grievances.

Upon receipt of the annual reauthorization application report, the report shall be reviewed by a compliance review team and if found to be outside of generally accepted standards, the team will require the institution to submit specific additional information related to area(s) of concern as detailed in the rule. Also, an on-site review may be required to assess institutional compliance with minimum standards for conferring degrees.

Following a review of submitted documentation and/or a site visit, the compliance review team will draft a report. After the institution has had an opportunity to review and comment on the team report, the compliance review team will develop a recommendation for reauthorization or withdraw of authorization that will be submitted to the Commission.

In accordance with Senate Bill 375, the Commission has the authority to revoke an institution’s authority to confer degrees under specific situations. Possible institutional sanctions and procedures for termination of state authorization are defined within the rule. Procedures for appeals are also included within the proposed Series 52, Annual Reauthorization of Degree-Granting Institutions.

The Commission is required to compile the information submitted and report to the Legislative Oversight Commission on Education Accountability annually beginning December 1, 2012. Additionally, the information and report must be made available, in a form and manner that is accessible, to the general public.

Staff recommends approval of Series 52, a new proposed legislative rule, for filing with the Secretary of State for a thirty-day public comment period and, if no substantive comments are received, forwarding to the Legislative Oversight Commission on Education Accountability for approval and further legislative action.

TITLE 133
LEGISLATIVE RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

SERIES 52
ANNUAL REAUTHORIZATION OF DEGREE-GRANTING INSTITUTIONS

§133-52-1. General.

- 1.1. Scope. This rule establishes the policy regarding annual reauthorization of degree-granting institutions which offer degrees above the associate level.
- 1.2. Authority. West Virginia Code §18B-4-7
- 1.3. Filing Date.
- 1.4. Effective Date.

§133-52-2. Purpose.

- 2.1. The West Virginia Higher Education Policy Commission (Commission), through a process of granting authorization and annual reauthorization of baccalaureate and graduate level higher education institutions operating in West Virginia, has the responsibility of protecting consumers and ensuring students are offered quality education by postsecondary providers to West Virginia residents. An institution authorized by the Commission shall be required to operate in accordance with fair consumer practices to ensure that students can make appropriate decisions concerning their investment of time and money.
- 2.2. Fair consumer practices means honesty, fairness, and disclosure to students in the areas of recruitment, admission, contractual agreements, student financial assistance, obligations to repay student loans, placement assistance and job placement rates, advertising, refund policies, the meaning and recognition of different types of accreditation, the transferability of the institution's credits to other postsecondary institutions, the offering of quality instructional programs, and other appropriate performance measures.
- 2.3. The Commission is responsible for the authorization of any institution, association or organization external to or within the state which desires to offer programs or credit-bearing academic courses of higher learning in West Virginia. Authorization is required for all postsecondary providers including: non-profit private institutions, proprietary institutions, out-of-state public institutions, degree-granting entities that offer degrees at the

baccalaureate level or above, and entities that use the term “academy,” “college,” “institution,” “university” or similar title, hereafter referred to as “institution.”

- 2.4. The Commission is responsible for the annual reauthorization of any private, proprietary, or out-of-state postsecondary institution that has physical presence in West Virginia and offers degree programs above the associate level. The process of conferring reauthorization by the Commission includes the monitoring of standards for degrees awarded, the collection and dissemination of pertinent institutional data, the conduct of certain reviews and audits, and the imposition of certain sanctions including revocation of degree-granting authority.
- 2.5. Existing institutions of higher education authorized to operate in West Virginia prior to the effective date of this rule are subject to the reauthorization provisions of this rule and shall report annually to the Commission on all items related to reauthorization prescribed in this rule.
- 2.6. While the provisions of this rule apply directly to the annual reauthorization of any private institution in West Virginia which offers degrees above the associate level, the criteria for annual reauthorization also apply to public higher education institutions that offer degrees above the associate level in the state, and are under the purview of the Commission with the exception of Marshall University and West Virginia University.
- 2.7. While exempt from annual reauthorization, Marshall University and West Virginia University shall provide information delineated in Section 5.4 to the Commission by November 1 of each year.
- 2.8. The Commission shall make available information on institutional performance of all public institutions located in West Virginia, including Marshall University and West Virginia University, on the Commission’s website and through other appropriate venues.
- 2.9. Institutions that are exempt from the provisions of Series 20, *Authorization of Degree-Granting Institutions*, for initial state authorization shall be exempt from the provisions of this rule.

§133-52-3. Definitions.

- 3.1. “Accreditation” means a status attained by the institution through voluntarily meeting standards set by a nongovernmental entity recognized by the U.S. Secretary of Education.
- 3.2. “Authorization” means the status attained by the institution that allows the

institution to offer programs and courses within the state of West Virginia. This status is granted by the Higher Education Policy Commission when the institution demonstrates compliance with the requirements for such status.

- 3.3. "Commission" means the West Virginia Higher Education Policy Commission.
- 3.4. "Council" means the West Virginia Council for Community and Technical College Education.
- 3.5. "Degree" means any earned award conferred by a higher education institution which represents satisfactory completion of the requirements of a program, or course of study, or any instruction beyond or apart from the secondary level of greater duration than eleven months of full-time study.
- 3.6. "Distance education" means the delivery of any course or degree programs by synchronous or asynchronous technology. Asynchronous or synchronous technology via distance delivery includes all forms of internet, electronic, digital, online, video, and any other technology driven delivery system.
- 3.7. "Institution" means any person, firm, corporation, association, agency, institute, trust or other entity of any nature whatsoever offering education beyond the secondary level which:
 - 3.7.a. offers courses or programs of study or instruction which lead to or which may reasonably be understood to be applicable toward a baccalaureate, masters, doctorate, or other specialized certification/degree designation above the baccalaureate level; or
 - 3.7.b. operates a facility as a college or university or other entity in the State of West Virginia which offers degrees or other indicia of a level of educational attainment beyond the secondary school level; or
 - 3.7.c. uses the term "college" or "university," or words of like meaning, in its name or in any manner in connection with its academic affairs or business.
- 3.8. "Physical presence" means an actual presence in the state, online or on-site, for the purpose of conducting activity related to: a postsecondary educational institution; educational service; dissemination of educational credentials; enrollment, solicitation or advertising. Physical presence as further outlined for purposes of authorization shall include but not be limited to:

- 3.8.a. An instructional site within the state.
- 3.8.b. Dissemination of an educational credential from a location within the state.
- 3.8.c. An agent, whether compensated or not, who is utilized for the purpose of administering, coordinating, teaching, training, tutoring, counseling, advising, recruiting, or any other activity on behalf of the sponsoring institution.
- 3.8.d. Advertising, promotional material or public solicitation in any form that targets West Virginia residents through distribution or advertising in the State.
- 3.8.e. Instructional delivery that receives assistance from any other organization within the State in that delivery.
- 3.8.f. Clinical experiences, internships, or other similar curricular requirement.

Activities exempt from this definition include: online instructors residing in West Virginia but having no direct, in-person contact with students and individuals participating in college fairs coordinated by the Commission and local school districts.

- 3.9. “Reauthorization” is the process by which an institution annually renews its status as an institution authorized to offer programs and courses for West Virginia residents. This status is granted by the Commission when the institution demonstrates compliance with the requirements for such status.
- 3.10. “Religious, theological, or faith-based institution” means a postsecondary institution that offers no degree programs other than those specifically related to the institution’s doctrine. Institutions that offer general degree programs cannot be exempted by this rule as religious, theological, or faith-based.
- 3.11. “Unearned tuition” means the anticipated amount of tuition revenue minus refunds that will be generated within a one-year time frame of the institution’s authorized operation in West Virginia. “Unearned tuition” for the application of annual reauthorization is the amount of tuition revenue minus refunds that was received during the previous year.

§133-52-4. Exemptions.

- 4.1. Institutions that clearly qualify as exemptions under the provisions of Series 20, *Authorization of Degree-Granting Institutions*, and after Commission staff review, shall be considered exempt from reauthorization. Institutional exemption is subject to annual review and/or revocation any time the activity deviates from the original determination factors for exemption. An institution which claims to be exempt under the provisions of this section must submit such information as may be required by the Commission to determine whether the institution is exempt from reauthorization.
- 4.2. Any institution fully authorized to operate in West Virginia prior to the effective date of this rule is subject to the provisions of this rule pertaining to reauthorization.
- 4.3. The following institutions shall be exempt from the provisions of this rule:
 - 4.3.a. Correspondence, business, occupational and trade schools which:
 - 4.3.a.1. offer nothing higher than a specialized associate degree;
 - 4.3.a.2. typically do not pursue regional accreditation; and
 - 4.3.a.3. are regulated under West Virginia Code provisions §18B-2B-9 on correspondence, business, occupational and trade schools.
 - 4.3.b. Out-of-state institutions:
 - 4.3.b.1. offering courses through brokering or other collaborative arrangements with a West Virginia public institution of higher education and which support programmatic offerings of the state institution;
 - 4.3.b.2. offering a short course or seminar in which the instruction for the segment takes no more than twenty classroom hours, and is not for college credit;
 - 4.3.b.3. offering courses or programs on a military installation solely for military personnel or civilians employed on such installation;
 - 4.3.b.4. offering courses or programs at a location in West Virginia by the authority of the Commission for a designated period of time; or

- 4.3.b.5. offering online courses or programs with Commission approval for a specified period of time.
- 4.3.c. Non-Degree granting institutions whose programs are designed primarily for job entry or upgrading of skills and are described in clock (contact) hours. These programs typically prepare individuals for employment and do not require courses beyond those specific to the job or its field with program length sufficient to effect outcomes.
- 4.3.d. A religious, theological, or faith-based institution which meets the criteria for exemption outlined in Series 20, *Authorization of Degree-Granting Institutions*, and offers no degree programs other than those specifically related to the institution's doctrine.

§133-52-5. Annual Reauthorization.

- 5.1. All authorized institutions, except those previously exempted in section 4.3 of this rule, must annually submit a reauthorization application report in a format prescribed by Commission staff. The annual reauthorization year will be from July 1 through June 30, with the 2012-2013 year being the initial reporting year. The annual application is due each November 1 and must be accompanied by an annual fee as provided in section 9 of this rule.
- 5.2. Reauthorization applications postmarked after November 1 or other due date will be assessed a late renewal fee as prescribed in section 9 of this rule.
- 5.3. Upon request by the Commission, authorized institutions must provide documentation necessary to assess the performance of the institution.
- 5.4. The reauthorization application must include the following:
 - 5.4.a. Name and address of the institution of higher education.
 - 5.4.b. Chief executive officer's name, title, address, phone number, fax number, and email address.
 - 5.4.c. Institutional liaison's name, title, address, phone number, fax number, and email address.
 - 5.4.d. Verification of current accreditation status and copy of latest annual HLC/NCA Institutional Update Report.

- 5.4.e. Full and part-time student enrollments of resident and non-resident students for each term during the most recent reporting year.
- 5.4.f. A current schedule of fees and charges for tuition.
- 5.4.g. First to second year retention rates for first-time, full-time certificate and degree-seeking students for the most recent year.
- 5.4.h. Graduation rates for undergraduate degree-seeking first-time, full-time freshmen for the most recent graduating six-year cohort year.
- 5.4.i. Data on student transfers in to and out of the institution for the most recent year.
- 5.4.j. Licensure pass rates for completion of all professional programs, e.g., education, nursing, and engineering for the most recent year.
- 5.4.k. Student loan cohort rates for the most recent year available.
- 5.4.l. Campus crime statistics for the most recent reporting year available.
- 5.4.m. Number of student, staff, and faculty grievances filed during the most recent reporting year.
- 5.5. The Commission shall provide definitions of requested data elements. When appropriate, prior data submissions may be utilized to fulfill specific data requirements. Guidance will be provided by Commission staff.
- 5.6. Upon receipt of the annual reauthorization application, Commission staff shall convene a compliance review committee to review the submitted documentation. The compliance review committee shall be composed of:
 - 5.6.a. Persons who are qualified by academic training or professional experience to verify the institution's compliance with Commission standards for authorization.
 - 5.6.b. Members of the Commission staff. The Vice Chancellor for Academic Affairs or designee shall serve as chair of the committee.
- 5.7. Upon review of documentation and recommendation of the compliance review committee, institutions that are found to be in compliance with generally accepted parameters of operation are recommended to the

Commission for reauthorization.

- 5.8. If the compliance review committee finds, after review of required documentation, that the institution is not in compliance with generally accepted parameters of operation, the committee may request additional documentation for review.
- 5.9. Each institution shall provide, at the request of the compliance review committee, all information the committee considers necessary to assess the performance of the institution and determine whether the institution continues to meet the minimum standards for conferring degrees. Information may include but is not limited to the following:
 - 5.9.a. Institutional information.
 - 5.9.a.1. Copies of articles of incorporation, charter, constitution, and by-laws for the initial reporting year, and changes only for reporting in subsequent years.
 - 5.9.a.2. Copy of any articulation agreement the institution has with a West Virginia higher education institution entered into or changed within the last year.
 - 5.9.a.3. Copy of the institution's current mission and goals statement for the initial reporting year, and changes only for reporting in subsequent years.
 - 5.9.a.4. Copy of the current institutional catalog.
 - 5.9.a.5. Copies of current promotional and recruitment materials and advertisements provided or distributed to West Virginia residents.
 - 5.9.b. Accreditation information.
 - 5.9.b.1. If the institution is accredited by a regional accrediting agency, verification of the accreditation status, including any correspondence within the last year.
 - 5.9.b.2. If the institution is accredited by a national accrediting agency or any of its academic programs is accredited by a program accrediting agency, verification of the accreditation status.
 - 5.9.c. Program information.

- 5.9.c.1. A list of current degree programs offered in West Virginia by the institution.
- 5.9.c.2. Results of any external degree program evaluation during the last year, if any.
- 5.9.c.3. A list of any degree programs that have ceased to be offered during the previous year.
- 5.9.c.4. Identification of methods used to assess student achievement.
- 5.9.c.5. Results of the most recent assessment of student achievement.
- 5.9.d. Faculty information.
 - 5.9.d.1. A list of current full-time and part-time faculty with highest degree held, degree field(s), and institution conferring highest degree.
- 5.9.e. Financial information.
 - 5.9.e.1. The latest financial statement for the most recent fiscal year compiled or audited by an independent certified public accountant, including any management letters provided by the independent auditor.
- 5.9.f. Facilities information, if applicable.
 - 5.9.f.1. Verification of compliance with all applicable local, state, and federal safety and fire codes.
- 5.9.g. Student information.
 - 5.9.g.1. The institution's policies about student admissions, evaluation, suspension, and dismissal for the initial reporting year, and changes only for reporting in subsequent years.
 - 5.9.g.2. A current schedule of fees, charges for tuition, required supplies, student activities, and all other student charges.
 - 5.9.g.3. The institution's policy about tuition and fee refunds and adjustments for the initial reporting year, and

changes only for reporting in subsequent years.

5.9.g.4. The institution's policy about granting credit for experiential learning, including prior education, training, and experience for the initial reporting year, and changes only for reporting in subsequent years.

5.9.g.5. The institution's policy on post-graduation placement, if any, and data on placements for the most recent year.

5.9.g.6. A list of all student grievances for the most recent year as well as the nature and disposition of each.

5.9.h. Other information.

5.9.h.1. Information related to compliance with federal or state laws and regulations that require reporting to the public, students, employees or federal or state agencies.

5.9.h.2. Information on how the institution ensures accuracy in its usual publications such as the catalog and institutional brochures and fair representation by recruiters and agents.

5.9.i. The Commission shall provide definitions of requested data elements. When appropriate, prior data submissions may be utilized to fulfill specific data requirements. Guidance will be provided by Commission staff.

5.10. On-site review.

5.10.a. The compliance review committee, at its discretion, may conduct on-site reviews to assess institutional compliance with the minimum standards for conferring degrees as outlined in Series 20, *Authorization for Degree-Granting Institutions*. The committee may evaluate maintenance of adequate academic and performance standards, conduct financial audits or require the institution to perform such audits and provide detailed data to the committee. The visit will be scheduled at a time which is mutually convenient to the institution and the committee. The institution shall pay the reasonable expenses associated with the compliance review visit.

5.10.b. Following review of submitted documentation and/or site visit, the compliance review committee will prepare an analysis of the findings.

- 5.10.c. A draft of a staff report prepared in accordance with this section will be provided to the institution for correction of factual errors and comment. The institution may provide the Commission a response to the report within ten (10) working days of receipt of the report. The institutional comments will be included with the compliance review committee report presented to the Commission.
- 5.10.d. The compliance review committee will develop a recommendation for the Commission regarding the institutional reauthorization application. Only those institutions which meet generally accepted higher education state standards of quality will be recommended for reauthorization.
- 5.10.e. An institution which is not found to meet the generally accepted higher education state standards of quality will be recommended to the Commission for denial of reauthorization. Once reauthorization is denied, the institution is subject to the authorization requirements, process and review in Series 20, *Authorization of Degree-Granting Institutions*, in order to seek authorization to operate within West Virginia.
- 5.10.f. An institution submitting an annual reauthorization report adjudged by the Commission as meeting the standards for reauthorization shall retain its authorized status for the current year.

§133-52-6. Public Institutions and Annual Reauthorization.

- 6.1. All public institutions, except Marshall University and West Virginia University, under the purview of the Commission shall apply for annual reauthorization and shall meet the conditions for reauthorization as provided in section 5 of this rule.
- 6.2. The Commission shall make available to the public information on matters of institutional performance for all public institutions under its purview, including Marshall University and West Virginia University, as provided in section 2 of this rule.

§133-52-7. Dissemination of Institutional Information.

- 7.1. The Commission shall make available to the public, information on matters of institutional performance that are not confidential and not restricted by federal or state laws or regulations. Such information may be posted on the Commission's website or disseminated through other appropriate venues.

- 7.2. The Commission office shall maintain a list of institutions authorized to grant degrees and shall make such list available to the public.

§133-52-8. Change of Ownership or Control.

- 8.1. Authorization of an institution terminates at the time when the ownership or control of the institution changes from that indicated on the institution's most recent reauthorization application unless the institution files an application within ten (10) business days after the change of ownership or control. Such institution shall submit an application reflecting the change in ownership or control and a fee of \$500.
 - 8.1.a. If an institution files an application requesting approval of a change of ownership or control more than ten (10) business days after the change of ownership or control takes effect, the authorization terminates and such an application will be considered as an application for authorization and the institution shall pay the fees specified in Series 20, *Authorization for Degree-Granting Institutions*.
 - 8.1.b. An authorized institution shall notify the Commission of any anticipated change in ownership or control at least thirty (30) days prior to the change in ownership or control.

§133-52-9. Reauthorization Fees.

- 9.1. A non-refundable fee of \$500 shall accompany the submission of the annual application report for reauthorization.
- 9.2. Failure to file the annual report or to pay the report fee shall be sufficient grounds for denial of reauthorization, suspension, or revocation of degree granting authority. An institution filing a report that is postmarked after the November 1 due date will be assessed a late fee of \$300.
- 9.3. The annual fee and annual report requirements shall be applicable for all years of authorization through the Commission. The Commission may adjust all fee charges as deemed necessary.
- 9.4. Public institutions located in West Virginia are exempt from the requirement of payment of reauthorization fees as provided in this section.

§133-52-10. Sanctions and Termination of State Authorization.

- 10.1. Intermediate sanctions.

10.1.a. If an institution fails to comply with the provisions for reauthorization in this rule, the Commission may progressively impose one or more of the following sanctions.

10.1.a.1. Require the submission and implementation of an improvement plan to address or correct problems identified by the Commission.

10.1.a.2. Suspend the ability of an institution to enroll students for one or more of the approved programs offered by the institution.

10.2. Termination of state authorization.

10.2.a. An institution shall provide the Commission with a copy of any notice of warning, suspension, revocation or other adverse action received from any national or regional accrediting agency within five (5) business days of receipt of such notice.

10.2.b. The Commission may for good cause, suspend, withdraw or revoke the authorization of an institution to generate or solicit students within the state, place an institution on probation, order refunds to students, forfeit the institution's surety bonds, revoke an institution's degree granting authority, or take any other appropriate action per Series 20, *Authorization of Degree-Granting Institutions*.

10.2.c. The Commission may terminate state authorization if the institution fails to submit an acceptable annual reauthorization application or an incomplete or unsatisfactory reauthorization application, as determined by Commission staff and referenced in Section 5 of this rule.

10.2.d. The Commission shall revoke the authority of an institution to confer degrees at any time when the institution's governing body, chief executive officer, or both have done any one or more of the following:

10.2.d.1. Failed to maintain the minimum standards for conferring degrees.

10.2.d.2. Refused or willingly failed to provide information to the Commission in a manner and within a reasonable timeframe as established by the Commission.

10.2.d.3. Willfully provided false, misleading or incomplete information to the Commission.

10.2.e. An institution authorized as a religious, theological or faith-based college that fails to continue to meet the criteria for a religious institution shall have its authorization terminated. The institution shall be so notified in writing. A phase-out period of not more than one additional academic term shall be permitted. An appeal to the Commission may be filed within ten (10) business days. In the absence of a timely appeal, the termination shall be final.

10.3. Notification to Cease Offering Degrees or Degree Credits

Institutions that are not authorized but offer degrees and/or degree credits in West Virginia shall be notified by certified mail that they shall cease immediately to offer degrees and/or degree credits. The Commission shall initiate appropriate legal action if institutions fail to comply.

§133-52-11. Notification and Deposit of Records Upon Discontinuance of Operations.

11.1. If an authorized institution, branch campus, or extension program of an authorized institution discontinues operation in this state, its chief executive officer shall notify the Commission of the date of discontinuance and the name and address of the agency where records will be maintained.

11.2. Records shall be permanently maintained and copies may be obtained by authorized parties. Such records shall include but not be limited to information pertaining to the admission of each student and former student and the educational record of each student and former student. Financial aid records of each student and former student shall be retained consistent with state and federal regulations.

11.3. When an institution decides to cease postsecondary education operations, it must assist students to find alternative means to complete their studies with a minimum of disruption, and inform the Commission of the following:

11.3.a. the planned date of termination of postsecondary education operations;

11.3.b. the planned date for the transfer of student records;

11.3.c. confirmation of the name and address of the organization to receive and hold the student records; and

- 11.3.d. the official at the organization receiving the student records who is designated to provide official copies of records or transcripts upon request.

§133-52-12. Notification: Appeals:

- 12.1. Once the Commission has received and verified the accuracy of information constituting any of the grounds identified in section 10 of this rule, the Commission shall notify the institution and its owner in writing of its intent to recommend denial or suspension of reauthorization or other adverse action and the grounds for such recommendation.
 - 12.1.a. The owner of the institution may, within ten (10) business days of receipt of such notice, request a hearing upon the recommended action. Such hearing, if requested, shall be commenced within twenty (20) business days of such request at the Chancellor's office or at such other location convenient to the parties and witnesses as may be designated by the Chancellor.
 - 12.1.b. The hearing shall be conducted by the Chancellor or his/her designee, pursuant to the procedures set forth in Chapter 29A, Article 5 of the Code of West Virginia.
 - 12.1.c. The Chancellor or his/her designee may continue the hearing at the request of the institution for good cause shown. Continuance shall not be granted as a matter of right.
 - 12.1.d. If the owner or a representative of the institution does not request a hearing within the requisite time period, the recommendation of the Chancellor or his/her designee shall be deemed unchallenged by the institution and reported to the Commission for final action.
- 12.2. During the hearing, the grounds for denial, suspension, withdrawal, or revocation of authorization to operate the institution or other adverse action must be established by clear and convincing evidence.
- 12.3. Irrelevant, immaterial, or unduly repetitious evidence may be excluded from the hearing. Formal rules of evidence as applied in civil cases in the circuit courts of this state shall not be applied. When necessary to ascertain facts not reasonably susceptible of proof under those formal rules evidence not admissible there under may be admitted, except where precluded by statute, if it is a type commonly relied upon by reasonably prudent persons in the conduct of their affairs.

- 12.4. The rules of privilege recognized by the law of this state shall be followed.
- 12.5. Objections to evidentiary offers shall be noted in the record. Any party to the hearing may vouch the record as to any excluded testimony or other evidence.
- 12.6. Any party to a hearing may appear with witnesses to testify on his or her behalf; may be heard in person, by counsel or both; may present such other evidence in support of his or her position as deemed appropriate by the Chancellor or his/her designee; and, may cross-examine witnesses called by the Commission in support of the charges.
- 12.7. The hearing shall be open to the general public.
- 12.8. A record of the hearing, including the complaint(s), if applicable, the notice of hearing, all pleadings, motions, rulings, stipulations, exhibits, documentary evidence, evidentiary depositions and the stenographic report of the hearing, shall be made and a transcript thereof maintained in the Commission's files. All recorded materials shall be transcribed. The Commission shall have the responsibility to make arrangements for the transcription and provision of the reported testimony and evidence to the parties. Upon request, a copy of the transcript shall be furnished to any party at his or her expense.
- 12.9. Documentary evidence may be received in the form of copies or excerpts or by incorporation by reference.
- 12.10. The Commission may call witnesses to testify in support of charges and may present such other evidence to support its position; and, may cross-examine witnesses called by the charged party in support of its position.
- 12.11. All parties shall have the right to offer opening and closing arguments.
- 12.12. Hearings may be continued or adjourned to a later date or different place by the Chancellor or his/her designee by appropriate notice to all parties.
- 12.13. All motions related to a case set for hearing, except motions for continuance and those made during the hearing, shall be in writing and shall be received in the office of the Chancellor at least ten (10) business days before the hearing. Pre-hearing motions shall be heard at a pre-hearing conference or at the hearing prior to the commencement of testimony.
- 12.14. Any party may submit proposed findings of fact and conclusions of law at a time and manner designated by the Chancellor or his/her designee.

- 12.15. At any time prior to the hearing or thereafter, the Chancellor or his/her designee may hold conferences for the following purposes:
- 12.15.a. To dispose of procedural requests, pre-hearing motions or similar matters;
 - 12.15.b. To simplify or settle issues by consent of the parties; or,
 - 12.15.c. To provide for the informal disposition of cases by stipulation or agreement.
- 12.16. The Chancellor or his/her designee may cause such conferences to be held on its own motion or by the request of a party.
- 12.17. Evidentiary depositions may be taken and read or otherwise included into evidence as in civil actions in the circuit courts of this state.
- 12.18. Subpoenas to compel the attendance of witnesses and subpoenas duces tecum to compel the production of documents may be issued by the Chancellor pursuant to West Virginia Code §29A-5-1(b).
- 12.19. Written requests by a party for the issuance of subpoenas duces tecum as provided in section 12.18 of this rule must be received by the Commission no later than ten (10) business days before a scheduled hearing. Any party requesting the issuance of subpoenas duces tecum shall see that they are properly served in accordance with West Virginia Code §29A-5-1(b).
- 12.20. Any final order entered by the Commission following a hearing conducted pursuant to these rules shall be made pursuant to the provisions of West Virginia Code §29A-5-3. Such orders shall be entered within sixty (60) days following the submission of all documents and materials necessary for the proper disposition of the case, including transcripts, and shall contain findings of fact and conclusions of law unless good cause exists to extend such time or by agreement of the parties.
- 12.21. Findings of fact and conclusions of law shall be recommended to the Commission by the Chancellor or his/her designee and must be approved by a majority of the Commission by vote at a regular meeting, before a final order is entered. A copy of the final order approved by a majority of the Commission shall be served upon the institution and/or his or her attorney of record, if any, within ten (10) business days after entry by the Commission by personal service or by registered or certified mail.
- 12.22. The final order may suspend, withdraw or revoke the authorization of the institution; place an institution on probation; order refunds to students; order forfeiture of the institution's surety bond and disbursement of the

funds forfeited disbursed to students injured by the institution's violation of this rule or its enabling statute; or order any other action deemed appropriate by the Commission, up to and including payment of loans, interest and other charges in connection with institution loans caused a student by the institution's violation of this rule.

- 12.23. All proceedings pursuant to this rule shall be conducted pursuant to and comply with applicable statute, including, but not limited to, West Virginia Code §29A-5-1, et seq.
- 12.24. Any relief a student believes he or she was not rightfully awarded by the Commission pursuant to this rule may be pursued in any other appropriate forum.

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: DegreeNow Progress Report

INSTITUTIONS: All

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Sarah Beasley

BACKGROUND:

DegreeNow is a joint initiative between the Commission and the West Virginia Community and Technical College System, with support from the Lumina Foundation for Education in the amount of \$800,000 over a multi-year period. The overall goal of DegreeNow is to encourage adults (aged 25 and older), who attended college but did not earn a postsecondary credential, to return to college. In partnership with NASPA, the national student affairs administrators in higher education organization, and the Council for Adult and Experiential Learning (CAEL), a leading national non-profit which creates and manages effective learning strategies for working adults, extensive efforts are being undertaken to strengthen adult-focused student and academic services.

An update regarding grant activity follows this agenda item.

Grant Activity Highlights

- **Statewide Marketing Campaign:** In Spring/Summer 2011, a statewide marketing campaign targeting adults was launched. As a result, approximately 10,000 adult learner accounts have been created on the state's college access web portal, www.cfww.com.
- **NASPA Train-the-Trainers Workshop:** In June 2011, nearly forty higher education professionals from around the state completed a Train-the-Trainers workshop led by NASPA to help strengthen adult-focused non-classroom support services. The workshop included topics such as best practices and processes for serving adult learners; the translation of adult learning theory and research into programs and services; partnerships between academic and student affairs; and the creation of cultures of evidence in student affairs. Graduates were then expected to co-lead regional 8-hour workshops, "Leveraging DegreeNow to Support Adult Learners." A follow up survey of trainers also revealed that many were enhancing and/or creating adult focused student services on their campuses. (Please see "Impact of 2011 Train the Trainer Workshop on Selected West Virginia Educational Institutions" for results of this survey and some examples of what four-year institutions are now doing as a result of DegreeNow.) The train-the-trainer model helped to create early institutional buy-in for the initiative, and is sustainable after the grant monies are depleted. A follow-up Train-the-Trainers workshop is scheduled for June 2012.
- **Regional Student Services Workshops:** Twelve regional workshops led by train-the-trainer graduates were conducted this fall and spring. Over 150 professionals attended the workshops. (Please see "Follow Up Survey" below for Fall 2011 survey results. Over 70 percent of respondents have already begun to strengthen existing programs or services to better support adult learners, and nearly 60 percent have designed a new program or practice to better support adult students.)
- **DegreeNow Newsletter:** Creation of a quarterly DegreeNow newsletter has generated an increase in communication with and outreach to campus administrators, faculty, and staff. The newsletter provides resources for serving adult learners, highlights best practices at the state's institutions, and features adult student success stories.
- **CAEL Faculty and Academic Affairs Workshop/Training:** CAEL led a workshop with faculty and academic affairs representatives to share best practices for teaching and advising adults and to determine additional training needs for faculty and academic advisors. Work will continue in collaboration with CAEL to develop training on prior learning assessment, advising and teaching adult learners, and portfolio evaluation.

- **American Council for Education (ACE) and the Regents Bachelor of Arts (RBA)/Board of Governors Associate in Applied Science (BOG AAS) Coordinator Meeting:** After reading about some of the DegreeNow efforts on www.adultcollegecompletion.org, Dr. Mary Beth Lakin, Director of College and University Partnerships for the Center for Lifelong Learning, reached out to West Virginia and asked to meet with the RBA and BOG AAS degree program coordinators. She was impressed by their work and plans to highlight some of the coordinators and their efforts in future ACE webinars.
- **Community Outreach:** Community outreach efforts have steadily increased, which includes a collaboration with GEAR UP site coordinators who will provide information about DegreeNow (e.g. BOG AAS degree program) as part of their outreach efforts. A community organization/employer toolkit has been created to expand outreach by partnering with local, regional, and state community organizations and employers. An application for a Benedum grant has been submitted in order to support this work.
- **DegreeNow has garnered national attention:**
 - NASPA highlighted the Train-the-Trainer program in their national magazine;
 - The Lumina Foundation invited us to present at their national convening, “The Path to Adult College Completion: A Network Convening” in Denver, CO in October 2011;
 - Some of the marketing and outreach efforts are highlighted on the Adult College Completion Network website (www.adultcollegecompletion.org);
 - The National College Access Network highlighted DegreeNow in their March 2012 e-newsletter;
 - An overview of the Train-the-Trainer program was presented at the national NASPA conference in March 2012; and
 - An overview of outreach efforts will be presented at the Community Development Society international conference in July 2012.
- **Lumina Evaluation Visit:** Lumina evaluators visited in early October, attended one of the Leveraging DegreeNow workshops, and met with Commission/Council staff and NASPA consultant Dr. Maggie Culp. Although a formal report was not received, the evaluators offered positive comments about the potential for DegreeNow to transfer to other states and institutions across the country.

Table 1
Adult Undergraduate Enrollment, 2007-2011

	2007	2008	2009	2010	2011	2007-2011 % change	2010-2011 % change
TOTAL	18,864	18,510	21,842	23,287	23,425	24.2%	0.6%
HEPC Total	9,432	9,047	9,982	10,211	10,146	7.6%	-0.6%
CTCS Total	9,432	9,463	11,860	13,076	13,279	40.8%	1.6%

As outlined in Table 1 from 2007 to 2011, overall adult enrollment has increased by approximately 24 percent, and among four-year institutions it increased 7.6 percent over the same five-year period. From 2010 to 2011 adult enrollment increased by 0.6 percent. However, during that same time period adult enrollment declined slightly within the four-year system by 0.6 percent or 65 students. (Note: Commission total undergraduate enrollment also decreased from 2010 to 2011 by 0.4 percent, or 142 students.)

Below are adult undergraduate enrollment data by institution (Table 2). Six institutions had an increase in adult enrollment from 2010 to 2011 (Concord University, Glenville State College, Potomac State College of West Virginia University, Shepherd University, West Virginia University, and West Virginia University Institute of Technology). West Virginia University Institute of Technology realized the largest percentage increase at 9.8 percent.

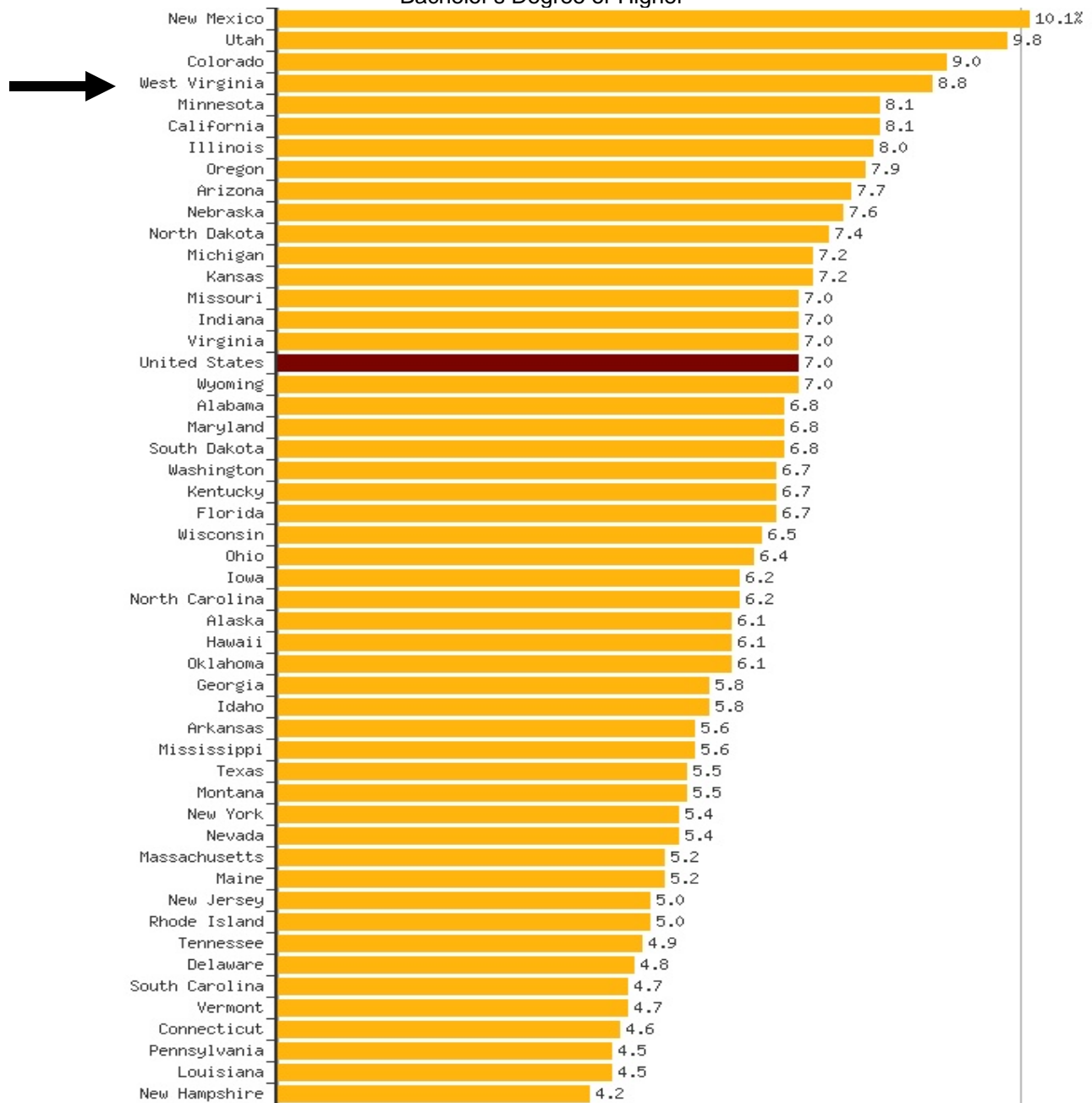
Table 2
Undergraduate Adult Enrollment by Institution, 2007-2011

Age 25 or Older Undergraduate Enrollment		2007	2008	2009	2010	2011	2010-2011 % Change	2007-2011 % Change
HEPC	Bluefield State College	768	754	820	872	839	-3.8%	9.2%
	Concord University	423	431	429	471	487	3.4%	15.1%
	Fairmont State University	1,103	1,113	1,208	1,342	1,330	-0.9%	20.6%
	Glenville State College	306	355	546	602	641	6.5%	109.5%
	Marshall University	2,068	1,948	2,040	2,152	2,092	-2.8%	1.2%
	Potomac State College of WVU	242	195	261	269	279	3.7%	15.3%
	Shepherd University	1,054	1,084	1,093	1,070	1,141	6.6%	8.3%
	West Liberty University	329	287	308	347	317	-8.6%	-3.6%
	West Virginia State University	1,188	1,029	1,488	1,118	1,007	-9.9%	-15.2%
	West Virginia University	1,532	1,536	1,512	1,683	1,700	1.0%	11.0%
	WVU Institute of Technology	419	315	277	285	313	9.8%	-25.3%
HEPC Total		9,432	9,047	9,982	10,211	10,146	-0.6%	7.6%

A National Comparison of Adult Enrollment

Graph 1

College Participation Rates: Enrollment of 25 to 49 Year Olds as a Percent of 25 to 49 Year Olds with No Bachelor's Degree or Higher



Source: NCES, IPEDS Enrollment Survey; US Census Bureau Population Estimates

Source: higheredinfo.org,

As Graph 1 above reveals, West Virginia ranks number four in the nation in terms of the percent of 25 to 49 year olds without a bachelor's degree enrolled in college. In West Virginia, 8.8 percent of this population is enrolled compared to a national average of 7.0 percent.

RBA Enrollment Trends

Institution	2007	2008	2009	2010	2011	1 yr change	5 year change
Bluefield State College	60	88	100	102	90	-11.8%	50.0%
Concord University	32	42	31	61	114	86.9%	256.3%
Fairmont State University	82	76	94	100	103	3.0%	25.6%
Glenville State College	18	13	26	20	33	65.0%	83.3%
Marshall University	584	603	544	562	527	-6.2%	-9.8%
Shepherd University	189	200	216	197	212	7.6%	12.2%
West Liberty University	62	43	52	80	85	6.3%	37.1%
WV State University	187	164	139	142	132	-7.0%	-29.4%
West Virginia University	373	389	339	386	407	5.4%	9.1%
WVU Tech	51	42	21	23	40	73.9%	-21.6%
Total	1638	1660	1562	1673	1743	4.2%	6.4%

Overall, RBA enrollment increased by 4.2 percent from 2010 to 2011 and 6.4 percent from 2007 to 2011. At seven institutions, RBA enrollment grew from 2010 to 2011 with the greatest percent increase at Concord University (86.9 percent) followed by West Virginia University Institute of Technology (73.9 percent). RBA enrollment declined from 2010 to 2011 at Bluefield State College, Marshall University, and West Virginia State University.

Impact of 2011 Train the Trainer Workshop on Selected West Virginia Educational Institutions

Introduction

This report is based on the responses of Train the Trainer graduates to an e-survey distributed in November 2011.

Personal Impact on Participants

The Train the Trainer experience helped to:

1. Re-spark a passion for higher education among West Virginia student affairs professionals.
2. Connect student affairs professionals with one another and with their colleagues in other areas.
3. Update the knowledge base and skill sets of student affairs professionals
4. Encourage student affairs professionals to think strategically about system-wide solutions to shared challenges.

Table 1
Specific Changes in Programs, Procedures, or Services for Adult Learners

Institution	Changes to Existing Programs, Procedures, or Services	New Programs and Services
Bluefield State College		Featured a DegreeNow speaker at the fall faculty institute.
Marshall University	The Strategic Enrollment Planning Committee is designing an online orientation program to meet the needs of adult learners who cannot participate in the existing orientation program or do not feel comfortable attending a program geared for traditional college-age students.	
Shepherd University	<p>Extended office hours in the Admissions Office to assist adult learners.</p> <p>Strengthened the veterans affairs contact team, the Transfer/ Adult Learner FYEX course, and graduate school processes to better meet the needs of adult learners.</p>	<p>Designing an admissions web page that addresses adult learner topics and areas of concern, an adult learner area in student affairs, and a veterans support group.</p> <p>Conducting an in-depth analysis of adult learners in the recruitment and admissions process to develop specific communication plans that meet the needs of adult learners.</p>

West Liberty University Highlands Center	<p>Extended support staff hours to better meet the needs of adult learners.</p> <p>Added an orientation option for adult learners within the adult completion program.</p>	<p>Offered an Adult College Experience course in the fall semester.</p> <p>Developed more Web-based forms, thus reducing the trips adult students must make to campus.</p> <p>Offered a Provost's spring retreat for deans and department chairs to focus on adult learners.</p> <p>Creating a technology course for adult learners.</p>
West Virginia University	<p>Gained a better understanding of adult learners and DegreeNow.</p> <p>Shared this understanding as well as information from TIPS in bi-weekly Enrollment Services meetings.</p>	<p>Creating surveys to send to prospective adult learners to identify their preferred method of contact, program interests, educational barriers, and career choices.</p> <p>Plan to share the Leveraging DegreeNow to Support Adult Learners modules with Extended Learning support staff, who were unable to attend the training.</p>

Table 2
Building Partnerships between Academic and Student Affairs that Benefit Adult Learners

Institution	Changes to Existing Programs, Procedures, or Services	New Programs and Services
Marshall University		Designing a college event that will allow student affairs professionals to meet with academic faculty, staff, and administrators to describe the support services and resources they offer. Presentations will be videotaped and available to faculty and staff on an as needed basis after the event.

Shepherd University		<p>Developed specific next step brochures for adult learners to offer assistance with course scheduling and academic advising.</p> <p>Collaborated with the Center for Teaching and Learning to offer Leveraging DegreeNow workshops to 1st and 2nd year faculty members in a format conducive to their work schedules.</p> <p>In the process of developing an orientation program for adult learners.</p>
West Liberty University Highlands Center	<p>Increased discussion of student affairs issues within the Highlands Center.</p> <p>Expanded the annual student services report distributed to faculty, staff, and administrators.</p> <p>Discussed partnerships between academic and student affairs during the December meeting for enrollment management strategic planning.</p>	<p>Planning to develop more online support service information on the academic web pages.</p>
West Virginia University	<p>Strengthened promotion of online and off-campus degree programs by utilizing avenues not previously explored. For example, Extension Services have a presence in each county, so Extended Learning recruiters have visited several counties and discussed DegreeNow and other program enhancements with the county extension agents.</p>	<p>Planning to share the Train the Trainer module on partnerships with the Extended Learning and Enrollment Management executive staff.</p> <p>Planning to visit additional county extension agents in 2012.</p>

Table 3
Creating a Culture of Evidence in Student Affairs/Non-Classroom Support Services that Demonstrates the Contributions of Student Affairs/Non-Classroom Support Services to Student Success

Institution	Changes to Existing Programs, Procedures, or Services	New Programs and Services
Shepherd University	Strengthened the assessment of on-campus visits and appointments.	<p>Developing procedures to conduct a more in depth assessment and needs analysis of adult learners in the recruitment and admissions process.</p> <p>Developing specific communication plans for adult learners, especially those identified by Commission as part of the DegreeNow initiative.</p>
West Liberty University Highlands Center	<p>Increased utilization of data for recruiting adult learners.</p> <p>Discussed importance of learning outcomes for student affairs programs and services during the December meeting for enrollment management strategic planning.</p>	Developing a plan to send support service staff to state and regional conferences in order to increase their knowledge of and ability to create a culture of evidence for non-classroom support services.
West Virginia University	Increased awareness of what is lacking in this area and what needs to be done has led to significant discussions in Enrollment Services meetings.	Creating a survey of proposed program enhancements for currently enrolled and future adult learners.

**Follow Up Survey: 2011 Graduates of Leveraging DegreeNow
Workshops**

<i>4 = strongly agree and 1 = strongly disagree the extent to which you agree with the comment.</i>	Rating Average
This workshop was worth the investment of time and energy.	3.2
This workshop helped me understand the purpose of DegreeNow.	3.45
This workshop provided me with information and resources in relation to working with adult learners.	3.25
This workshop helped me understand the importance of partnerships between academic affairs (faculty) and student affairs (non-classroom support services).	3.25
This workshop introduced me to some strategies for strengthening communication and collaboration between student affairs (non-classroom support services) and academic affairs (faculty).	3.11
The workshop helped me begin to understand what a culture of evidence is and why building a culture of evidence in support service areas is important.	3.16
The self-assessment instruments were helpful.	3.02

<i>In their evaluations of the Leveraging DegreeNow workshops, many participants identified changes they hoped to make to strengthen their ability-- and the ability of their area, department or institution--to support adult learners. On a scale of 1 to 4 where 4 = changes in place and 1 = no changes in place or planned, identify how you are using or plan to use what you learned in the Leveraging DegreeNow workshop.</i>	No changes	In planning stage	In pilot testing stage	Changes in place	In planning or pilot stage or changes in place
Developed a plan to strengthen my ability to work with adult learners.	40.5%	31.0%	11.9%	16.7%	59.6%
Helped my area or department to strengthen its ability to support DegreeNow.	40.5%	42.9%	9.5%	7.1%	59.5%
Introduced my area or department to the CAEL (Council for Adult and Experiential Learning) Principles for serving adult learners.	61.4%	25.0%	9.1%	4.5%	38.6%
Helped my area or department to assess its ability to meet the needs of adult learners.	25.6%	44.2%	9.3%	20.9%	74.4%
Helped my area or department to understand the importance of creating partnerships between academic affairs (faculty) and student affairs (non-classroom support services).	32.6%	41.9%	9.3%	16.3%	67.5%
Helped my area or department to understand the need to measure the effectiveness of the major programs and services it offers.	34.9%	37.2%	11.6%	16.3%	65.1%
Strengthened an existing program or practice to better support adult learners.	27.9%	39.5%	9.3%	23.3%	72.1%
Designed a new program or practice to better support adult learners.	41.9%	32.6%	16.3%	9.3%	58.2%
Strengthened an existing partnership between my area or department and another area or department.	42.9%	19.0%	16.7%	21.4%	57.1%
Designed a new partnership between my area or department and another area or department.	46.5%	27.9%	16.3%	9.3%	53.5%
Strengthened existing procedures to assess the effectiveness of programs and services offered by my area/department.	26.2%	33.3%	9.5%	31.0%	73.8%
Designed new procedures to assess the effectiveness of programs and services offered by my area/department.	36.6%	41.5%	4.9%	17.1%	63.5%

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: Update on Senate Bill 330 Progress

INSTITUTIONS: All

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Laura Nauman

BACKGROUND:

As requested at the December 9, 2011 and February 17, 2012 Commission meetings, staff will provide regular updates regarding the implementation of Senate Bill 330, comprehensive human resources legislation passed during the 2011 regular legislative session. The staff update will focus on the work of ModernThink to successfully address institutional human resources review and report cards. Information will also be provided regarding a compensation and classification analysis and the promulgation of an emergency rule.

**West Virginia Higher Education Policy Commission
Meeting of May 18, 2012**

ITEM: Approval of Research Challenge Grant Awards

INSTITUTIONS: Marshall University and West Virginia University

RECOMMENDED RESOLUTION: Resolved, That the West Virginia Higher Education Policy Commission approves Research Challenge Grants to Marshall University and West Virginia University as recommended by the state Science and Research Council

STAFF MEMBER: Jan Taylor

BACKGROUND:

The Division of Science and Research, which administers the West Virginia EPSCoR program under the direction of the state Science and Research Council, is charged by West Virginia Code §18B-1B-10 for administration of the Research Challenge Fund (RCF). Research Challenge Grants are funded by the RCF and funding for the program was approved in the RCF spending plan for Fiscal Year (FY) 2012 by the Commission on August 5, 2011.

Twenty-seven faculty members from across the state submitted proposals. These proposals were reviewed and ranked by a panel of external technical experts. The top five technical proposals were then reviewed by a panel of economic development experts. Three proposals are recommended for funding by the Science and Research Council and two of the three demonstrate strong collaboration between the two research universities. Initial funding for each of these projects will be \$400,000. Funding is renewable for up to four additional years at a lesser rate in compliance with statutory requirements.

The three proposals recommended for funding are:

- Dr. Richard Niles, Professor, Biochemistry and Microbiology, Marshall University, "West Virginia Cancer Genomics Network";
- Dr. David Lederman, Professor of Physics, West Virginia University, "A Center for Energy Efficient Electronics at West Virginia University and Marshall University"; and

- Dr. Xingbo Liu, Associate Professor of Mechanical and Aerospace Engineering, West Virginia University, “The Center for Electrochemical Energy Storage”.

A project summary from each of the proposals is included on the following pages.

WEST VIRGINIA CANCER GENOMICS NETWORK

Marshall University – Richard Niles, Ph.D. P.I. (overall), Donald Primerano, Ph.D. Co-PI

West Virginia University – William Petros, Pharm.D.. PI (subcontract) Laura Gibson, Ph.D. Co-PI,

Charleston Area Medical Center Todd Kuenstner, M.D.,PI (subcontract), Dan Lucas, Pharm.D. Co-PI

Abstract

The overall objective of this RCG proposal is to enhance the development and expand the West Virginia Cancer Genomics Network (WVCGN) that was initiated through competitive ARRA funding awarded to the P.I.'s NIH COBRE grant. The goals of the WVCGN are to: develop a genetic/genomic data base for selected cancers that have a higher incidence within the West Virginia population relative to the US population; to award pilot grants that use this data base for their research and that have high potential for federal and private funding; to use the data base to both attract pharmaceutical company-sponsored clinical trials and to develop start-up biotechnology companies. The premise for this network is that the genesis and progression of cancer involves genetic and epigenetic changes and that identifying these changes leads to improved diagnosis & treatment. Significant improvements in sequencing technology has reduced the time and expense needed to obtain complete human genome sequence. This new technology also has the capacity to sequence RNA with the potential of discovering new transcripts, and a variety of epigenetic changes linked to cancer. However, the challenge is applying this technology to a heterogeneous human population. The WV population has the advantage of a more homogeneous gene pool due to the small rate of outside populations migrating into the State. This increases the odds of detecting consistent gene/epigenomic changes in cancers. Also, WV has a higher incidence of the targeted malignancies for genomic analysis than found in the US population. This rationale convinced the NCRR to provide initial funds, to establish the WVCGN with two members: Marshall and WVU. We now propose adding Charleston Area Medical Center (CAMC) to the network. This approach fits the strategic plans of our respective institutions, i.e. to develop programs that will generate extramural funding and national recognition. It also fits with several goals of Vision 2015, specifically goal 3. "create ...nationally competitive research clusters; goal 5. Develop...new in-state emerging technology businesses..."; and goal 10. "Align with or create a regional alliances including research universities.." A Steering Committee (SC) was formed to guide the WCCGN and has met quarterly between Fall 2009 to Spring 2011. We will keep this management group and layer it with an internal advisory committee (IAC) and an external advisory committee (EAC). The SC will implement specific plans to achieve pre-determined milestones and the IAC and EAC will evaluate the metrics to quantify achievement of milestones and provide advice to overcome challenges. WVCGN outcomes are 1) Three–four new federal and private grants in the area of cancer genomics; 2) One, or more new start-up companies; 3) Two-three clinical trials on new targeted cancer therapeutics funded by pharmaceutical/biotech companies. These outcomes will also be the platform for sustainability once the RCG funding ceases. In summary, this project will build on the infrastructure of the WVCGN established during a two year competitive ARRA NIH supplement to a Marshall COBRE. It will enhance and diversify economic development and improve the health care of West Virginians.

Project Summary

A Center for Energy Efficient Electronics at West Virginia University and Marshall University

Participants

PI: David Lederman, Robert L. Carroll Professor, Department of Physics, West Virginia University
Alan Bristow, Assistant Professor, Department of Physics, West Virginia University
Mikel Holcomb, Assistant Professor, Department of Physics, West Virginia University
Tudor Stanescu, Assistant Professor, Department of Physics, West Virginia University
Thomas Wilson, Professor, Department of Physics, Marshall University

Project Goals

The main goal of the proposed project is to develop the expertise and collaborative structure to create a center which investigates and develops new paradigms for electronic devices that use significantly less energy and yet are faster than currently available technologies. The proposed project will lay the foundation for the creation of an externally funded center focused on energy-efficient electronics.

Content Summary

The project will allow us to build expertise and a collaborative track record in the study of materials and tools required to fabricate next generation electronics which are smaller, faster, and most importantly, more energy efficient than currently available technology. The scientific program will focus on the electronic properties of complex oxide interfaces, magnonic devices, and two-dimensional topological insulators. Novel materials will be grown via pulsed laser deposition and molecular beam epitaxy and will be characterized using tools available in the WVU Shared Research Facilities and in individual investigator labs. A mask aligner to allow rapid device fabrication in the WVU Physics Department will be purchased. The project will also fund the salary and research of a Research Professor that will help coordinate the multi-investigator research program, as well as postdocs and students, with the goal of accelerating our current efforts in collaborative research.

This project will be part of a larger strategy by WVU to build upon existing strengths in the area of electronic and photonic materials, including the recent hires of Bristow, Holcomb, and Stanescu, and four new faculty members that will start in Fall 2012. Three of these new faculty members will aid in the sample fabrication and characterization efforts; the fourth faculty member will provide computational support to validate experimental results and suggest new experiments. This effort represents an approximately \$2M investment in start up funds by WVU, in addition to faculty salaries. Moreover, a new building with state-of-the-art laboratories representing an investment of over \$30M opened during the first week of December 2011. The ultimate aim is to create a center of excellence in the area of transformative electronic and optoelectronic devices. The collaboration with MU will leverage recent research success by Wilson and boost MU's research productivity.

In addition, collaborations with major DOE national facilities, including the Advanced Light Source in Berkeley, CA, and the electron microscopy center at Oak Ridge National Laboratory, as well as with a theorist at the University of Glasgow, will complement and strengthen our research efforts.

Finally, we expect in-state technology business to result from our efforts as a result of commercializing our discoveries. The Research Professor, as well as the participating faculty, will work closely with the WVU Office of Technology Transfer to protect inventions and commercialize products. One of our goals will be to establish a small business through the SBIR mechanism.

SUMMARY

The Center for Electrochemical Energy Storage

West Virginia University Research Corporation

Xingbo Liu, Principal Investigator

A Center for Electrochemical Energy Storage (CEES) is being proposed to conduct fundamental and applied research leading to devices for storing electricity in amounts ranging from kilowatts for smaller-scale applications to megawatts serving power generation stations. The center will be fashioned around three programs: 1) Research, 2) Technology Transfer, and 3) Management and Development.

The Research Program will be divided into three components: 1) materials development, 2) computational modeling, and 3) characterization. Initially, the Research Program will focus on a proprietary sodium (Na) super ionic conductor (SICON)-glass composite electrolyte material and complementary materials for the anode and the cathode leading to a low-cost, utility-scale battery targeted to operate at 120°C to 150°C, half the temperature of the current front-runner electrolyte, i.e. β ''-alumina. The proprietary NaSICON/glass electrolyte technology is the patent-pending invention of Dr. Xingbo Liu, the principal investigator who will direct the CEES. Dr. Liu has recruited computational scientists, chemists, a coatings expert, and a characterization specialist from STEM disciplines across WVU to build the technical program. Dr. Liu has invited the Entrepreneurship and Innovation Program of the College of Law to assist with moving the research from the labs to the market as part of the CEES' Technology Transfer Program. The Entrepreneurship Law Clinic will conduct the preliminary due diligence to be delivered to the WVU Office of Technology Transfer for official action. Dr. Liu also invited the National Research Center for Coal and Energy to help with the Management and Development Program which includes a committee to advise the CEES about technical and commercial developments.

Why batteries? Unlike nearly every other commodity that is a building block of modern society, electrons cannot be stockpiled for later use. Because generating capacity must be available to meet peak demand practically at the speed of light, utilities control the fuel supply to increase or decrease power in lockstep with the standard 60 hertz frequency. Coal- and gas-fired power plants are the workhorses that ensure this system works. They level out the supply to meet the demand; without them, renewables such as wind and solar cannot function on the system. Called reserve capacity, electricity that coordinates supply is worth nearly ten cents per kilowatt hour versus two cents per kilowatt hour and is why AES added \$25 million worth of batteries to their 98 MW wind generation station at Laurel Mountain near Elkins, WV. The battery storage system compensates for the minute-to-minute changes in wind speed. More affordable, large-scale electrochemical storage systems would complement not only renewables but also fossil fueled plants by allowing them to operate at a more constant rate and thereby minimize equipment wear-and-tear and air emissions that can result whenever they ramp up to meet demand.

Affordable, efficient, large-scale battery storage is one of the U.S. Department of Energy's grand challenges for research. The technology could be applied to the transportation system too, where we currently rely on lithium from Venezuela for that market. Such battery technologies are in their infancy.

Because of the expertise at WVU, West Virginia has an opportunity to compete in this market where access to the latest technology will attract current manufacturers like NGK in Japan and customers like utilities and auto manufacturers. Within five years, we expect to attract at least \$1 million per year in research funding and be in a position to deploy our technology to the market. We expect an increase in the number of joint publications and we will also submit articles to various news media outlets. This proposal discusses the CEES's:

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