

**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**  
**April 12, 2024 | 9:00 a.m. | West Virginia Regional Technology Park**  
 By Phone: 1-646-558-8656 and enter meeting ID 873 4587 0814  
[Or by Zoom Video](#)

**AGENDA**

<b>I.</b>	<b>Call to Order</b>	
<b>II.</b>	<b>Chairman’s Report</b>	
<b>III.</b>	<b>Chancellor’s Report</b>	
<b>IV.</b>	<b>Approval of Minutes.....</b>	<b>3</b>
<b>V.</b>	<b>Presentation of the College-Going Rate of 2023 West Virginia Public High School Graduates.....</b>	<b>6</b>
<b>VI.</b>	<b>Presentation of Appalachian Care Chronicles Podcast Project.....</b>	<b>7</b>
<b>VII.</b>	<b>Approval of Updated Salary Schedule for the West Virginia Higher Education Compensation Management Program.....</b>	<b>9</b>
<b>VIII.</b>	<b>Approval of Institution Capital Assessments for Fiscal Year 2025.....</b>	<b>12</b>
<b>IX.</b>	<b>Approval of Transfer of Ownership of the Erma Byrd Center Allied Health Wing.....</b>	<b>15</b>
<b>X.</b>	<b>Approval of Fiscal Year 2025 Distribution Plan for the West Virginia Higher Education Grant Program.....</b>	<b>16</b>
<b>XI.</b>	<b>Approval of Eligibility Requirements, Annual Award Amount, Extension of Deadline, and Summer Awards for the Promise Scholarship Program.....</b>	<b>17</b>
<b>XII.</b>	<b>Approval of Master of Science in Criminal Justice.....</b>	<b>19</b>
<b>XIII.</b>	<b>Approval of Annual Reauthorization of Four-Year Degree-Granting Private Institutions.....</b>	<b>33</b>
<b>XIV.</b>	<b>Approval of Valley College to Continue to Operate in West Virginia.....</b>	<b>35</b>

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

- A. Annual Chancellor's Evaluation
- B. Approval of Chancellor's Contract

**XVI. Additional Board Action and Comment**

**XVII. Adjournment**

## **DRAFT MINUTES**

### **WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**December 15, 2023**

#### **I. Call to Order**

Vice Chair Michael J. Farrell convened a meeting of the West Virginia Higher Education Policy Commission (Commission) on December 15, 2023, at 9:00 a.m., in the David K. Hendrickson Conference Center, Room 1220, Building 2000 of the West Virginia Regional Technology Park, 2001 Union Carbide Drive, South Charleston, West Virginia, and by Zoom videoconference and conference call. The following Commission members participated: Michele Blatt, Ex-Officio, State Superintendent of Schools; Christina Cameron, Ex-Officio, Chair of the West Virginia Council for Community and Technical College Education; James W. Dailey; James Denova; Michael J. Farrell; Andrew A. Payne; and E. Gail Pitchford. Other participants included university representatives, Chancellor Sarah Armstrong Tucker, and Commission staff.

Vice Chair Farrell secured a quorum and welcomed all participants to the meeting.

#### **II. Chairman's Report**

Vice Chair Farrell thanked Chancellor Tucker and Commission staff for their work to support students.

#### **III. Chancellor's Report**

Chancellor Tucker made brief remarks.

#### **IV. Annual Updates from Constituent Groups**

- A. Jenna Derrico, member of the Advisory Council of Classified Employees and an employee at West Virginia Northern Community College, provided a report on behalf of classified employees.
- B. Walker Tatum, Student Body President at Marshall University, reported on behalf of the Advisory Council of Students.
- C. Eloise Elliot, Chair of the Advisory Council of Faculty and professor at West Virginia University, provided an update on behalf of faculty.

#### **V. Approval of Minutes**

Commissioner Cameron moved to approve the minutes of the September 15, 2023 Commission meeting. Commissioner Pitchford seconded the motion. Motion passed.

#### **VI. Approval of Interim Presidential Compensation**

General Counsel Kristin Boggs presented the item.

Commissioner Dailey moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves the compensation contract for Dr. Darrin Martin as Interim President of Bluefield State University as proposed by the institutional board of governors.

Commissioner Cameron seconded the motion. Motion passed.

Dr. Martin was invited to the podium and shared a brief update on behalf of Bluefield State University.

**VII. Presentation of Campus Facilities Master Development Plan – Bluefield State University**

Ms. Misty Price, Vice Chancellor for Finance, introduced the agenda item. Mr. Ron Hypes provided an update on the Allied Health Wing for Bluefield State University.

**VIII. Presentation of Campus Facilities Master Development Plan – Marshall University**

Vice Chancellor Price introduced the agenda item. Ms. Brandi Jacobs-Jones provided the campus update on behalf of Marshall University.

**IX. Approval of Bachelor of Science in Aviation/Commercial Pilot: Fixed Wing Joint Degree**

Dr. Corley Dennison, Vice Chancellor for Academic Affairs, presented an overview of the proposed joint program.

Commissioner Dailey moved approval of the following resolution:

*Resolved*, that the West Virginia Higher Education Policy Commission approves the joint degree in Aviation/Commercial Pilot: Fixed Wing to be offered simultaneously by both West Liberty University and Marshall University effective August 2024.

Commissioner Cameron seconded the motion. Motion passed.

**X. Report on Fall 2023 Enrollment**

Dr. Zorrie Georgieva, Senior Director of Research and Analysis, presented the enrollment report and described current trends.

**XI. Presentation of 2023 Financial Aid Comprehensive Report.**

Mr. Brian Weingart, Senior Director of Financial Aid, presented an overview of the report.

**XII. Approval of Extending Deadline for the Promise Scholarship Program and the West Virginia Higher Education Grant Program**

Mr. Weingart presented an overview of the proposed deadline extensions.

Commissioner Cameron moved approval of the following resolution:

*Resolved*, that the West Virginia Higher Education Policy Commission approves extension of the deadline for the Promise Scholarship Program and the West Virginia Higher Education Grant Program.

Commissioner Denova seconded the motion. Motion passed.

**XIII. Presentation of 2023 Health Sciences and Rural Health Report**

Ms. Jordyn Reed, Administrator for the West Virginia Center for Nursing, presented an overview of the report.

**XIV. Presentation of Fiscal Year 2023 Consolidated Audit**

Ms. Price presented an overview of the audit findings and introduced Michael Johns of CliftonLarsonAllen LLP. Mr. Johns presented additional details of the audit.

Commissioner Cameron 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, 2023.

Commissioner Pitchford seconded the motion. Motion passed.

**XV. Additional Board Action and Comment**

There were no additional board actions or comments.

**XVI. Adjournment**

There being no further business, Commissioner Denova moved to adjourn the meeting. Commissioner Cameron seconded the motion. Motion passed.

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Andrew A. Payne, Chairman

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Diana Lewis Jackson, Secretary

**West Virginia Higher Education Policy Commission  
Meeting of April 12, 2024**

**ITEM:** Presentation of the College-Going Rate of 2023 West Virginia Public High School Graduates

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** Information Item

**STAFF MEMBER:** Zorrie Georgieva

**BACKGROUND:**

The Division of Research and Analysis publishes data on the West Virginia public high school graduates and their college-going patterns annually. The P-20 Statewide Longitudinal Data System (P-20 SLDS), which is a collaboration between the Commission and Council, the West Virginia Department of Education and Workforce West Virginia, provides efficient means of studying college-going trends and examining the changes in those trends over time. In this presentation, staff will highlight notable findings from the analysis of 2023 graduating class college-going rates.

The published college-going rate accounts for only those public high school students who matriculated to a West Virginia public college or university, or any public or private institution or Career and Technical Education Center nationally that reported data to the National Student Clearinghouse. At this time, we are unable to account for students graduating from private high schools, or those who pursued other meaningful educational or career pathways after high school, including participating in certain vocational or apprenticeship programs, and service in the United States Armed Forces. Data elements to be discussed include:

- College-Going Rate Historic Trends
- College-Going Rates Based on Student Demographic Characteristics
- College-Going Rates Based on Student Academic Characteristics
- Trends in Enrollment in In-State/Out-of-State Institutions
- Trends in Enrollment Based on Institutional Characteristics

**West Virginia Higher Education Policy Commission  
Meeting of April 12, 2024**

<b>ITEM:</b>	Presentation of Appalachian Care Chronicles Podcast Project
<b>INSTITUTIONS:</b>	All
<b>RECOMMENDED RESOLUTION:</b>	Information Item
<b>STAFF MEMBER:</b>	Amanda McCarty

**BACKGROUND:**

The Health Sciences Division, with support from the Claude Worthington Benedum Foundation, launched a new podcast in 2023: [Appalachian Care Chronicles](#). The podcast follows a variety of healthcare problem-solvers, change makers, and daily helpers – behind the scenes and on the front lines – to shine a light on what they do day-to-day and how they got there.

The division’s goal in starting the podcast was to provide an additional avenue for students and potential students in health and behavioral health fields to get the information and inspiration they need to chart their own path. The first season highlights the stories of four professionals serving West Virginia communities, and the newly released second season highlights five more health care providers and their journeys to fulfilling careers in West Virginia.

Appalachian Care Chronicles can be found online at [www.appalachiancarechronicles.com](http://www.appalachiancarechronicles.com), or through platforms such as Apple Podcasts or Spotify. The podcast is also on Facebook and Instagram at @AppalachianCareChronicles and on Twitter at @AppCarePod.

**Highlights**

- Hosted by Aryana Misaghi, a 2023 graduate of Marshall University’s Joan C. Edwards School of Medicine, the podcast features first-person accounts from healthcare professionals across West Virginia.
- Season 1, launched in July 2023:
  - Heidi Stump, a critical care flight paramedic with HealthNet in Beckley.
  - Anitra Ellis, a rural Family Nurse Practitioner from Logan County.
  - Shikeal Harris, Assistant Professor of Social Work and Marshall University Admissions Coordinator.
  - Jan Rader, Director of the Mayor’s Council on Public Health & Drug Control Policy in Huntington.

- Season 2, launched in Spring 2024:
  - Angel Cunningham, Registered Dietitian Nutritionist who tells us how food is more than nutrition.
  - Zachary Grimes, a Pathologist who does the important behind the scenes work to help diagnose patients.
  - Drs. Mary Gainer & Peter Wentzel, husband and wife team who reflect on the importance of patient-physician relationships.
  - Greta Nelson, Registered Dental Hygienist and rural mobile dental unit coordinator who lives by the motto “it’s more than teeth” when referring to her work.



**West Virginia Higher Education Policy Commission  
Meeting of April 12, 2024**

**ITEM:** Approval of Updated Salary Schedule for the West Virginia Higher Education Compensation Management Program

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the 2024 West Virginia Higher Education Employee Salary Schedule.

**STAFF MEMBER:** Patricia Humphries

**BACKGROUND:**

Pursuant to W. Va. Code §18B-9A, *et seq*, the Commission and West Virginia Council for Community and Technical College Education (Council) are responsible for maintaining a system of job classification and compensation for certain employees of higher education organizations. In August 2017, the Commission approved the [West Virginia Higher Education Compensation Management Program](#), a labor market-based system of classification and compensation for implementation in September 2017.

The compensation management program includes a salary schedule to provide guidance for institutional compensation planning for most nonfaculty positions. The Division of Human Resources is charged with monitoring the labor market and recommending adjustments to the pay structure, as appropriate, to ensure it continues to reflect competitive pay.

**Methodology**

The 2024 salary schedule was updated using wage escalation based on the annual change in the U. S. Bureau of Labor Statistics, Employment Cost Index (ECI) for wages and salaries only, for state and local government workers (non-federal) by occupational group and industry. This index includes junior colleges, colleges, universities and professional schools, as well as management, professional, office and administrative support occupational groups. The ECI is commonly used by employers to make decisions about pay adjustments to stay competitive.

The 2024 salary schedule will not impose any unfunded mandates on institutions covered by the program. Although a priority should be placed on funding the minimum salary levels, the salary schedule is provided as a resource for institutional compensation planning. No special funding or large outlay of cash will be required. It is recommended that institutions develop an implementation plan to bring salary levels to at least the minimum in the pay grade with the goal of funding salaries at midpoint of the schedule.

April 2024							
West Virginia Higher Education Employee Salary Schedule							
Grade	Minimum	25th %	Midpoint	75th %	Maximum	Midpoint Progression	Range Width
1	\$25,440	\$29,216	\$32,992	\$36,768	\$40,544	16%	60%
2	\$29,415	\$33,787	\$38,159	\$42,532	\$46,904	16%	60%
3	\$33,920	\$39,021	\$44,122	\$49,223	\$54,324	16%	60%
4	\$39,087	\$44,983	\$50,879	\$56,775	\$62,672	16%	60%
5	\$45,314	\$52,072	\$58,829	\$65,587	\$72,344	16%	60%
6	\$52,337	\$60,220	\$68,104	\$75,988	\$83,871	16%	60%
7	\$60,552	\$69,628	\$78,704	\$87,780	\$96,856	16%	60%
8	\$69,959	\$80,426	\$90,894	\$101,361	\$111,828	16%	60%
9	\$80,824	\$92,947	\$105,071	\$117,195	\$129,318	16%	60%
10	\$93,411	\$107,456	\$121,501	\$135,546	\$149,590	16%	60%
11	\$107,986	\$124,217	\$140,448	\$156,679	\$172,910	16%	60%
12	\$124,946	\$143,694	\$162,443	\$181,191	\$199,940		60%

April 2024					
West Virginia Higher Education Employee Salary Schedule - Hourly					
Grade	Minimum	25th %	Midpoint	75th %	Maximum
1	\$13.05	\$14.98	\$16.92	\$18.86	\$20.79
2	\$15.08	\$17.33	\$19.57	\$21.81	\$24.05
3	\$17.39	\$20.01	\$22.63	\$25.24	\$27.86
4	\$20.04	\$23.07	\$26.09	\$29.12	\$32.14
5	\$23.24	\$26.70	\$30.17	\$33.63	\$37.10
6	\$26.84	\$30.88	\$34.93	\$38.97	\$43.01
7	\$31.05	\$35.71	\$40.36	\$45.02	\$49.67
8	\$35.88	\$41.24	\$46.61	\$51.98	\$57.35
9	\$41.45	\$47.67	\$53.88	\$60.10	\$66.32
10	\$47.90	\$55.11	\$62.31	\$69.51	\$76.71
11	\$55.38	\$63.70	\$72.02	\$80.35	\$88.67
12	\$64.07	\$73.69	\$83.30	\$92.92	\$102.53

Effective Date: September 1, 2017						
West Virginia Higher Education Employee Salary Schedule						
Grade	Min Hourly	Minimum	25th	Midpoint	75th	Maximum
1	\$9.85	\$19,200	\$22,050	\$24,900	\$27,750	\$30,600
2	\$11.38	\$22,200	\$25,500	\$28,800	\$32,100	\$35,400
3	\$13.13	\$25,600	\$29,450	\$33,300	\$37,150	\$41,000
4	\$15.13	\$29,500	\$33,950	\$38,400	\$42,850	\$47,300
5	\$17.54	\$34,200	\$39,300	\$44,400	\$49,500	\$54,600
6	\$20.26	\$39,500	\$45,450	\$51,400	\$57,350	\$63,300
7	\$23.44	\$45,700	\$52,550	\$59,400	\$66,250	\$73,100
8	\$27.08	\$52,800	\$60,700	\$68,600	\$76,500	\$84,400
9	\$31.28	\$61,000	\$70,150	\$79,300	\$88,450	\$97,600
10	\$36.15	\$70,500	\$81,100	\$91,700	\$102,300	\$112,900
11	\$41.79	\$81,500	\$93,750	\$106,000	\$118,250	\$130,500
12	\$48.36	\$94,300	\$108,450	\$122,600	\$136,750	\$150,900

West Virginia Higher Education Employee Salary Schedule (9/1/2017)											
Minimum	25th	Midpoint	75th	Maximum							
First Quartile		2nd Quartile		3rd Quartile		4th Quartile					
\$19,200.00	-	\$22,050.00	\$22,050.01	-	\$24,900.00	\$24,900.01	-	\$27,750.00	\$27,750.01	-	\$30,600.00
\$22,200.00	-	\$25,500.00	\$25,500.01	-	\$28,800.00	\$28,800.01	-	\$32,100.00	\$32,100.01	-	\$35,400.00
\$25,600.00	-	\$29,450.00	\$29,450.01	-	\$33,300.00	\$33,300.01	-	\$37,150.00	\$37,150.01	-	\$41,000.00
\$29,500.00	-	\$33,950.00	\$33,950.01	-	\$38,400.00	\$38,400.01	-	\$42,850.00	\$42,850.01	-	\$47,300.00
\$34,200.00	-	\$39,300.00	\$39,300.01	-	\$44,400.00	\$44,400.01	-	\$49,500.00	\$49,500.01	-	\$54,600.00
\$39,500.00	-	\$45,450.00	\$45,450.01	-	\$51,400.00	\$51,400.01	-	\$57,350.00	\$57,350.01	-	\$63,300.00
\$45,700.00	-	\$52,550.00	\$52,550.01	-	\$59,400.00	\$59,400.01	-	\$66,250.00	\$66,250.01	-	\$73,100.00
\$52,800.00	-	\$60,700.00	\$60,700.01	-	\$68,600.00	\$68,600.01	-	\$76,500.00	\$76,500.01	-	\$84,400.00
\$61,000.00	-	\$70,150.00	\$70,150.01	-	\$79,300.00	\$79,300.01	-	\$88,450.00	\$88,450.01	-	\$97,600.00
\$70,500.00	-	\$81,100.00	\$81,100.01	-	\$91,700.00	\$91,700.01	-	\$102,300.00	\$102,300.01	-	\$112,900.00
\$81,500.00	-	\$93,750.00	\$93,750.01	-	\$106,000.00	\$106,000.01	-	\$118,250.00	\$118,250.01	-	\$130,500.00
\$94,300.00	-	\$108,450.00	\$108,450.01	-	\$122,600.00	\$122,600.01	-	\$136,750.00	\$136,750.01	-	\$150,900.00

**West Virginia Higher Education Policy Commission  
Meeting of April 12, 2024**

**ITEM:** Approval of Institution Capital Assessments for Fiscal Year 2025

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the institution capital assessments for Fiscal Year 2025 as shown in Table 2.

**STAFF MEMBER:** Misty Price

**BACKGROUND:**

The Commission pays 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. Approval of the Fiscal Year (FY) 2025 allocations is requested.

Table 1 shows the total amount of debt service payments due in FY 2025. Of the \$33,736,137 required for this year, \$12,545,138 must be allocated to institutions and paid from student fees; \$19,852,714 will be paid from Lottery revenue appropriated to the Commission; and \$1,338,285 will be paid from the federal government as a subsidy from the 2010 Build America Bonds.

Staff requests approval to allocate to the institutions the student fee portion of the FY 2025 debt service, \$12,545,138, as well as the facilities planning and administration assessment of \$479,369 as shown in Table 2. This assessment is allocated by the percentage of institutional square feet.

Staff will move the funds from the institutions' accounts on September 1 and March 1 to make the debt service payments to the trustees. Institutions are restricted from using their Education and General Capital Fees until 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 & Technical College Education  
FY 2025 Capital Debt Payment Summary**

	<b>FY 2025 PAYMENTS</b>			<b>Principal Outstanding</b>
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	
<b>Higher Education Policy Commission System Bonds</b>				
Series 1998 A	3,110,000	706,388	<b>\$3,816,388</b>	<b>\$10,345,000</b>
Series 2000 A	1,485,528	5,314,472	<b>\$6,800,000</b>	<b>\$7,192,020</b>
Series 2017 HEPC	1,725,000	203,750	<b>\$1,928,750</b>	<b>\$2,350,000</b>
<b>Total University System Bonds</b>	<b>\$6,320,528</b>	<b>\$6,224,610</b>	<b>\$12,545,138</b>	<b>\$19,887,020</b>
<b>Excess Lottery Revenue Bonds:</b>				
Series 2010 A and B	0	3,823,673	<b>\$3,823,673</b>	<b>\$50,265,000</b>
Series 2012 AB	6,460,000	3,533,826	<b>\$9,993,826</b>	<b>\$73,680,000</b>
Series 2017 CTC	2,400,000	2,592,500	<b>\$4,992,500</b>	<b>\$49,450,000</b>
Series 2017 HEPC	2,160,000	221,000	<b>\$2,381,000</b>	<b>\$2,260,000</b>
<b>Total Excess Lottery Revenue Bonds</b>	<b>\$11,020,000</b>	<b>\$10,170,999</b>	<b>\$21,190,999</b>	<b>\$175,655,000</b>
<b>Total FY 2025 Debt Service Payments</b>	<b>\$17,340,528</b>	<b>\$16,395,609</b>	<b>\$33,736,137</b>	<b>\$195,542,020</b>
Fund 4903	14,940,528	13,803,109	28,743,637	146,092,020
Fund 4908	2,400,000	2,592,500	4,992,500	49,450,000
	<b>\$17,340,528</b>	<b>\$16,395,609</b>	<b>\$33,736,137</b>	<b>\$195,542,020</b>

Table 2

**West Virginia Higher Education Policy Commission  
West Virginia Council for Community & Technical College Education  
FY 2025 Institutional Assessments to Cover System Bond Debt**

<b>Formula based System Bonds Debt Schedule</b>								
<b>Institution</b>	<b>Principal</b>	<b>Interest</b>	<b>Facilities Fee</b>	<b>Square Feet</b>	<b>Percent</b>	<b>Total</b>	<b>1st Half Assessment</b>	<b>2nd Half Assessment</b>
Blue Ridge Community and Technical College	0	0	2,344	146,158	0.49%	<b>2,344</b>	1,172	1,172
Bluefield State University	0	0	10,846	676,310	2.26%	<b>10,846</b>	5,423	5,423
BridgeValley Community and Technical College	0	0	7,104	442,993	1.48%	<b>7,104</b>	3,552	3,552
Concord University	0	0	13,869	864,779	2.89%	<b>13,869</b>	6,934	6,935
Eastern West Virginia Community and Technical College	0	0	845	52,682	0.18%	<b>845</b>	422	423
Fairmont State University	0	0	21,992	1,371,297	4.59%	<b>21,992</b>	10,996	10,996
Glenville State University	76,891	9,082	12,843	800,828	2.68%	<b>98,816</b>	49,408	49,408
Marshall University	1,151,857	136,052	98,126	6,118,651	20.47%	<b>1,386,035</b>	693,017	693,018
Mountwest Community and Technical College	68,488	8,090	2,981	185,903	0.62%	<b>79,559</b>	39,780	39,779
New River Community and Technical College	0	0	5,141	320,582	1.07%	<b>5,141</b>	2,571	2,570
Pierpont Community and Technical College	240,617	28,421	2,665	166,154	0.56%	<b>271,703</b>	135,851	135,852
Shepherd University	0	0	15,929	993,253	3.32%	<b>15,929</b>	7,964	7,965
Southern West Virginia Community and Technical College	0	0	4,973	310,084	1.04%	<b>4,973</b>	2,486	2,487
West Liberty University	187,147	22,105	17,669	1,101,731	3.69%	<b>226,921</b>	113,460	113,461
West Virginia Northern Community College	0	0	4,773	297,625	1.00%	<b>4,773</b>	2,387	2,386
West Virginia School of Osteopathic Medicine	0	0	7,920	493,843	1.65%	<b>7,920</b>	3,960	3,960
West Virginia State University	0	0	16,103	1,004,098	3.36%	<b>16,103</b>	8,051	8,052
West Virginia University	4,595,528	6,020,860	227,652	14,195,324	47.49%	<b>10,844,040</b>	5,422,020	5,422,020
WVU Parkersburg	0	0	5,595	348,871	1.17%	<b>5,595</b>	2,797	2,798
<b>Total System Bonds</b>	<b>\$6,320,528</b>	<b>\$6,224,610</b>	<b>\$479,369</b>	<b>29,891,166</b>	<b>100.00%</b>	<b>\$13,024,507</b>	<b>\$6,512,251</b>	<b>\$6,512,256</b>

**West Virginia Higher Education Policy Commission  
Meeting of April 12, 2024**

**ITEM:** Approval of Transfer of Ownership of the Erma Byrd Center Allied Health Wing

**INSTITUTION:** New River Community and Technical College

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves transfer of ownership of the Erma Byrd Center Allied Health Wing in Beaver, West Virginia, to New River Community and Technical College.

**STAFF MEMBER:** Matt Turner

**BACKGROUND:**

In September 2003, the Commission received a \$3.96 million federal grant from the Health Resources and Services Administration (HRSA) to build an allied health building adjacent to the Erma Byrd Center in Beaver, West Virginia.

Shortly after receiving the grant, bond proceeds became available to build a new headquarter building for New River Community and Technical College behind the Erma Byrd Center. Given that these two facilities would be designed and built at the same time, it was decided to build the allied health building as a wing of New River's headquarter building.

The Erma Byrd Center was owned by the Higher Education Foundation Inc. (Foundation), a nonprofit foundation formed to own and manage the Erma Byrd Center. Approximately 10 years ago, the Foundation leased the Erma Byrd Center to the Commission at a nominal cost and the Commission managed both the Erma Byrd Center and the Allied Health Wing.

Recently, the Foundation Board decided to dissolve the Foundation and transfer ownership of its real property and improvements (the Erma Byrd Center) to New River. This transfer was completed in December 2023. Since the Commission no longer leases and manages the Erma Byrd Center, it is recommended that the Commission transfer its ownership of the Allied Health Wing to New River Community and Technical College. For many years, New River has provided custodial, security, and maintenance services for the Allied Health Wing and it is reasonable for them to assume ownership of this facility as they have for the Erma Byrd Center.

The Allied Health Wing was built with federal funds, and as a condition of the grant, the Commission is required to seek approval from HRSA to transfer its ownership interest to New River.

**West Virginia Higher Education Policy Commission  
Meeting of April 12, 2024**

**ITEM:** Approval of Fiscal Year 2025 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 2025 Distribution Plan for the West Virginia Higher Education Grant Program.

**STAFF MEMBER:** Tana Pendell

**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.

Modifications to Series 42, the legislative rule that regulates the program, have provided staff with policy latitude to determine award distribution frameworks.

Financial aid has been increased through a commitment from the Governor, the Legislature, and the Commission so that higher education can be affordable for West Virginia students.

**Revenue**

The Higher Education Grant Program receives funding from general revenue and carry forward balances. Fiscal Year (FY) 2025 funding, not including carry forward, should total just over \$40.6 million.

The Higher Education Student Financial Aid Advisory Board (SFAAB) proposes one change to the distribution plan for FY 2025: increase the award amount by \$100, to \$3,400. As in years past, SFAAB recommends maintaining one award level and eligibility for students with an up to 13,000 Student Aid Index (SAI).

Commission staff propose extending the application deadline to July 1, 2024, while still awarding students who file the FAFSA past the deadline as funding is available.



**West Virginia Higher Education Policy Commission  
Special Meeting of April 12, 2024**

**ITEM:** Approval of Eligibility Requirements, Annual Award Amount, Extension of Deadline, 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, the annual award amount, deadline extension, and summer awards for the Promise Scholarship Program.

**STAFF MEMBER:** Tana Pendell

**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 minimum scholarship eligibility requirements for high school and homeschooled applicants require a 3.00 core and overall high school grade point average (GPA) and a 21 ACT composite score with a 19 in each of the four subject areas (English, mathematics, reading, and science), or, a 1080 SAT combined score with a 510 score in evidenced based reading and writing and a 510 score in mathematics.

Students who attend an out-of-state high school but reside in West Virginia must meet the academic eligibility criteria above, and the high school must verify that the student commuted on a daily basis from West Virginia the entire time the student attended the out-of-state high school.

**Test Score Requirement**

Staff recommends maintaining the minimum test score requirement for a student to receive Promise for the first time for the Class of 2025.

## **Superscore**

Staff recommends allowing students to superscore to achieve the minimum standardized scores necessary to qualify for the Promise Scholarship. This allows a student to take subscores from different test administrations to get an overall score that may be higher than what they scored on any individual test. This provision would apply to the Class of 2025.

## **Annual Award Amount**

Due to current budget projections, staff proposes to increase the award level for the 2024-25 academic year at the lesser of tuition and mandatory fees, or \$5,500 annually. The current award amount is up to \$5,200 for an academic year.

## **Deadline Extension**

The Promise scholarship is not need-based but completion of the FAFSA is required. The U.S. Department of Education made substantial changes to the FAFSA, which have led to significantly decreased completion rates across the nation; many students who have attempted to complete their FAFSA will be required to make corrections before their application can be processed. For this reason, extension of the application deadline for the Promise Scholarship to September 1, 2024, is recommended. Extending the deadline will give as many students as possible time to complete the FAFSA and qualify for Promise for the start of the 2024-25 school year.

## **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. Staff proposes to continue summer Promise awards based upon available funding for Summer 2024.

<b>Year</b>	<b>Recipients</b>	<b>Total Summer Awards</b>
2023	167	\$337,026
2022	114	\$227,033
2021	136	\$269,717
2020	152	\$312,473

**West Virginia Higher Education Policy Commission  
Meeting of April 12, 2024**

**ITEM:** Approval of Master of Science in Criminal Justice

**INSTITUTION:** Glenville State University

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the Master of Science in Criminal Justice program at Glenville State University for implementation in fall 2024. This approval expires two years from the date of Commission approval if the program is not fully implemented.

**STAFF MEMBER:** Corley Dennison

**BACKGROUND:**

The Master of Science in Criminal Justice (MSCJ) at Glenville State University is comprised of 10, 3-credit hour, online asynchronous courses totaling 30 credits to complete the program. The MSCJ prepares students for leadership roles in law enforcement, corrections, and private security fields.

The program focuses on developing administrative and leadership skills while advancing knowledge in constitutional law, criminal investigations, assessing complex social issues, operational command leadership, and incident response strategies.

Admissions for the MSCJ include the following: completing the application for admission to the program, holding a cumulative, minimum GPA of 2.75 in the bachelor's program, submitting a five-to-eight-page writing sample and three letters of recommendation.

Administration of the MSCJ program will be in the Department of Criminal Justice. An MSCJ Advisory Board of education and industry experts is to be formed. The MSCJ is to be facilitated by the existing instructional infrastructure and the current 5 full-time faculty members. No additional funds are requested.

The program has received peer review recommendation for approval from The Higher Learning Commission (HLC). The following is recommended by Commission staff:

- The MSCJ program be approved for implementation in fall 2024.
- If the program is not fully implemented by August 2026, the program will no longer be considered approved by the West Virginia Higher Education Policy Commission and must be resubmitted for review and approval.
- Final approval is received by HLC.



**GLENVILLE**  
**STATE UNIVERSITY**

February 14, 2024

Proposal to add a

Master of Science in Criminal Justice

at Glenville State University

Glenville State University  
200 High Street  
Glenville, West Virginia 26351

Effective Date August 2024

## 6.1 Brief Summary Statement

The *Master of Science in Criminal Justice* (MSCJ) degree program at Glenville State University is designed as the natural extension and expansion of the skills and knowledge afforded by the Bachelor of Science in Criminal Justice. The MSCJ will provide students a synthesis of theory and practical application to enhance their educational and professional skills and opportunities beyond the baccalaureate level, thus leading to a more equipped and informed criminal justice workforce.

The *Master of Science in Criminal Justice* (MSCJ) is comprised of ten 3-credit courses totaling 30 credits. The program will follow the Glenville State University semester-based academic year, offering courses in two eight-week terms each semester as well as one eight-week summer term. The MSCJ is designed to be flexible enough to allow certifications and/or concentrations within domains of the criminal justice field (e.g., corrections and rehabilitation, advanced leadership, infrastructure security). This planned continuing evolution of the degree program offerings will be informed by emerging academic and industry standards, and will be undertaken in collaboration with an Advisory Board of experts in the fields of education, law enforcement, corrections, and law.

## 6.2 Program Description

The Master of Science in Criminal Justice prepares students for leadership roles in law enforcement, corrections, and private security professions. The content and breadth of the program is designed to serve the public safety and criminal justice needs, professionally and scholastically, of the citizens of West Virginia. The curriculum and skills gained from this degree will also have potential application both nationally and internationally.

The program specifically focuses on developing administrative and leadership skills while advancing the student's knowledge base in constitutional law, leadership and managerial skills, social justice practices, enhanced developmental training, and policy analysis. At the culmination of their studies, students demonstrate the proficiencies of their attained knowledge and skills in a capstone project.

### 6.2.1 Program Objectives:

- ❖ MSCJ PO1 – Acquire and apply ethically advanced administrative and leadership theories and skills beneficial for criminal justice professionals.
- ❖ MSCJ PO2 – Recognize and evaluate principles of management and leadership in criminal justice.
- ❖ MSCJ PO3 – Differentiate and critique technological advances in criminal investigations.
- ❖ MSCJ PO4 – Evaluate research, assessments, and analyses of complex social issues contributing to identified complexities in criminal justice
- ❖ MSCJ PO5 – Formulate new and innovative approaches to apply justice equitably in a diverse population.

### 6.2.2. Program Identification:

The *Master of Science in Criminal Justice* is classified under the Criminal Justice/Safety Studies category of the National Center for Educational Statistics (NECS), Classification of Instruction Programs (CIP) 43.0103. This category is defined as a “program that prepares individuals to apply theories and practices of organizational management and criminal justice to the administration of public law enforcement agencies and operations. Includes instruction in law enforcement history and theory, operational command leadership, administration of public police organizations, labor relations, incident response strategies, legal and regulatory responsibilities, budgeting, public relations, and organizational leadership.”

### 6.2.3. Program Features:

#### 6.2.3.a. Admissions and Performance Standards:

The admissions and performance standards for the MSCJ were constructed based on current academic and professional standards for the field of study, and with consideration for alignment with other graduate degree programs at Glenville State University. Applicants must

- Complete an application for admission.
- Demonstrate a cumulative 2.75 minimum GPA from the bachelor’s degree-granting program.
- Submit a 5- to 8-page double spaced writing sample explaining:
  - The applicant’s goal in completing a Master of Science in Criminal Justice at Glenville State University,
  - How the degree will benefit them in their current or intended career choice, and
  - Positive and negative attributes currently exhibited in administrative and leadership roles of a selected criminal justice system.
  - Applicant writing samples will be submitted to the Department of Criminal Justice Graduate Program Coordinator for dissemination to criminal justice faculty, who will review and approve or deny the writing samples.
- Arrange for three letters of recommendation from professionals. These letters may be written by professionals within an institution of higher education or within the student’s current profession.

#### 6.2.3.b. Program Requirements:

Students must maintain a cumulative GPA of 3.0 in all graduate-level coursework. Students must complete the MSCJ program within 7 calendar years of initiating the program.

## MSCJ Curriculum

Course Number	Course Title	Credit Hours	Program Objectives
CRJU 500	Constitutional Law in Criminal Justice	3	MSCJ PO1 MSCJ PO5
CRJU 520	Leadership and Management	3	MSCJ PO1 MSCJ PO2
CRJU 540	Critical Infrastructure	3	MSCJ PO3
CRJU 560	Contemporary Issues and Trends in Criminal Justice	3	MSCJ PO3 MSCJ PO4
CRJU 580	Class, Cultures, Crime and Justice	3	MSCJ PO1 MSCJ PO5
EDUC 600	Research Methods	3	MSCJ PO3 MSCJ PO4
CRJU 620	Comparative Criminal Justice Systems	3	MSCJ PO5 MSCJ PO2
CRJU 640	Training and Development in Criminal Justice	3	MSCJ PO1 MSCJ PO2
CRJU 660	Policy Analysis in Criminal Justice	3	MSCJ PO1 MSCJ PO4
CRJU 693	Capstone Project	3	MSCJ PO5

### 6.2.4. Program Outcomes:

The MSCJ will maintain assessment procedures and comport with the University’s accreditation status through the Higher Learning Commission. There are no other known entities that provide professional accreditation or specialized certification for criminal justice programs.

The outcomes of the MSCJ will comport with the mission statements of Glenville State University, the Graduate Council, and the Criminal Justice Department.

The Department of Criminal Justice faculty considered and incorporated the attributes defined in these mission statements when determining the educational objectives and outcomes for the *Master of Science in Criminal Justice*. The educational objectives and outcomes frame the implementation and delivery of the MSCJ and provide a robust curriculum that prepares current criminal justice professionals to serve the communities of central West Virginia.

The curriculum, and its resultant knowledge and professional viability gained through the MSCJ, align with the mission of the Criminal Justice Department, which intends to “graduate students with knowledge of the criminal justice system, crime scene management, police practices and procedures and the social implications associated with the justice system.” This mission statement will be re-evaluated in the 2024-2025 year during our internal program review and self-assessment to formulate even greater synthesis with the MSCJ focus.

### 6.2.5. Program Content:

#### 6.2.5.a. The Content and Length of the MSCJ

The *Master of Science in Criminal Justice* (MSCJ) is comprised of 10 three-credit, online, asynchronous courses totaling 30 credits. The program will follow the Glenville State University semester-based academic year, offering courses in two eight-week terms a semester. All coursework will be delivered in 8-week instructional modules, the only exceptions being EDUC 600: Research Methods and CRJU 693: Capstone Project, which are both 16-week full semester courses. Each fall and spring semester is comprised of two 8-week sessions. Summer session will be comprised of two 8-week session. This allows students taking both offerings each semester to complete the MSCJ within a year.

#### 6.2.5.b. Undergraduate GE Components

N/A

#### 6.2.5.c. Minimum GE Requirements

N/A

## 6.3 Program Need and Justification

The MSCJ will meet a continuing and growing need for educational offerings that provide the skills and knowledge requisite for professions in policing, courts, and corrections. Given the nature of other criminal justice programs throughout West Virginia, the MSCJ has identified a target gap opportunity for curriculum designed to advance in supervisory and management areas for criminal justice professionals matriculating through the system. Previously submitted documentation supports the continued trend of police officers and supervisors retiring and/or resigning in large numbers across the United States. These retirements and resignations necessitate younger officers to advance in their careers earlier than might previously have been the case. In accordance with the mission of Glenville State University, and to fill the community and social need for highly trained criminal justice professionals to guide and lead their communities, the MSCJ will help fill the skill and knowledge void needed for trained, socially-conscious leadership. As criminal justice functions as a system, this proposed degree program comports and melds with skills and employment opportunities in corrections and the courts system.

While this is not an exhaustive representation of the system, the data does provide a sufficient overview of information, reflecting the potential of growth. Throughout the criminal justice system in America, supervisors and managers are promoted based on education and experience. The MSCJ intends to help provide and equip future leaders in the field and contribute to positive social change.



### 6.3.1. Relationship to Institutional Goals and Objectives

The Glenville State University strategic plan for 2021 – 2026 outlines a number of key goals to which the proposed MSCJ is well aligned. One of those overarching goals is to *Deliver Quality Education* “by providing relevant curricular and co-curricular programs...to prepare students for a diverse, technological, and global workplace and society, and expanding access to an array of professional development opportunities.” Under this mandate, Goal 2 specifies the university’s intent to:

Goal 2: Establish and promote relevant academic programs

Under the overarching goal of *Foster Equity*, Glenville State University intends to:

Goal 4: Enhance equity programs and opportunities

Goal 5: Strengthen curriculum offerings that encompass diversity

The MSCJ is aligned with these overarching goals and their sub-goals, by providing for opportunity and growth within viable academic programs aimed at positive social change through the expression of theory and skills for ensuring ethical and diverse public safety services.

### 6.3.2. Existing Programs in West Virginia

The West Virginia Higher Education Policy Commission (WVHEPC) inventory list of institutions and programs was used to identify and evaluate existing graduate programs offered at other institutions across the state. A review of this degree inventory indicates that there is one MSCJ-related program in West Virginia identified with CIP code 43.0103, at Shepherd University.

The curriculum of this institution was examined while evaluating and constructing the unique nature, philosophy, and theoretical lens that composes the GSU MCSJ. The criminal justice faculty and the university as a whole believe that the proposed program fills a specific content area need for the state in a manner that complements rather than vies with the program at Shepherd University. The geographic distance between the two programs (Shepherd University is ~241 miles from Glenville) makes it unlikely that the programs will directly compete; Glenville State University is uniquely positioned to serve the Central West Virginia region.

### 6.3.3. Program Planning and Development

The Criminal Justice Department at Glenville State University has examined the need for an MSCJ over the last five years, conducting formal and informal surveys and reviewing data from the Bureau of Labor Statistics as well as professional and industry publications, needs, and trends. All of these sources have demonstrated continued need for the educational offerings of the proposed MSCJ. The president of Glenville State University has also requested this review and exploration, and these findings have been communicated to him and the Board of Governors, through shared governance procedures, receiving approval at all levels. The Criminal Justice

faculty members, in consultation with content matter experts and industry trends, agree on the need for the degree and are the creators of the curriculum for the MSCJ.

After reviewing various academic programs, regionally and nationally, the faculty developed the MSCJ and submitted the Intent to Plan to the Higher Education Policy Commission, who affirmed the request. In addition, the program has been submitted for and received approval from the Higher Learning Commission, the university's accreditor.

#### *6.3.4. Clientele Need*

As outlined in the *Intent to Plan*, and demonstrated through Bureau of Labor Statistics and industry trends, the MSCJ will fill the professional and educational needs of law enforcement and criminal justice-related fields. The leadership at FCI-Gilmer; the West Virginia State Police; the West Virginia Division of Corrections and Rehabilitation; the FBI; and several police, sheriff, correctional, and legal departments and agencies throughout West Virginia and beyond have expressed great interest in the skills and knowledge to be gleaned from the MSCJ. This translates to the public safety and social accord needs and goals of the citizens and stakeholders of West Virginia communities.

#### *6.3.5. Employment Opportunities*

As outlined in the *Intent to Plan*, and demonstrated through Bureau of Labor Statistics and industry trends, attainment of the MSCJ will prepare graduates for a number of growing criminal justice professions, including:

**Police and Detective:** an anticipated growth of 28,100 jobs will be added to the profession by 2032 (3% growth both in Police and Detectives and in Supervisors).

**Private Detectives and Investigators:** Measured at 38,300 jobs during the 2020 year. There is an anticipated 6% growth where 2,300 jobs will be added to the profession.

**Legal:** Arbitrators, Mediators, and Conciliators measured at 9,100 jobs during the 2022 year. There is an anticipated 5% growth where 500 jobs will be added to the profession

**Paralegals and Legal Assistants:** Measured at 354,300 jobs during the 2022 year. There is an anticipated 4% growth where 14,800 jobs will be added to the profession.

**Corrections and Bailiffs:** measured at 395,700 jobs during the 2022 year, with an additional 58,500 first-line supervisory positions. This profession was the only service to reflect an anticipated decline (-7% for officers and -3% for supervisors), with an anticipated 29,000 entry-level and 1,600 supervisory jobs will be lost in the profession. In West Virginia, however, even corrections is a growth industry, as the state has between 700 and 1,000 vacancies in state correctional officers, and the state passed legislation (SB 1005, 1004, and 1003) specifically earmarking funds for correctional officer salaries.

Similarly, federal facilities in West Virginia are currently actively recruiting, offering “signing bonus” funds to attract officers.

Overall, with the increased retirements and resignations within the law enforcement arena, a growth projection of 7% remains.

### *6.3.6. Program Impact*

The MSCJ is open to all students who have completed a bachelor’s degree, and will support students across the institution regardless of their undergraduate degree. Additionally, the MSCJ can be delivered using the university’s current core criminal justice faculty and vetted adjuncts. Not only will the MSCJ increase educational and professional opportunities for students throughout the institution, but will do so in a very cost effective manner.

### *6.3.7. Cooperative Agreements*

Although not directly relevant to the MSCJ, Glenville State University, with the assistance of HEPC legal counsel, has drafted articulation agreements that are currently under review with law enforcement and correctional agencies. Criminal Justice faculty persons have carefully reviewed the training materials of state and federal agencies who have presence in Central West Virginia, and they have recommended that graduates of their training academies be awarded specific articulation credit toward the AS and/or BS in Criminal Justice. Although these agreements are under review by their respective agencies, the university anticipates one or more of these agreements coming online by the summer term, thus establishing a potential pipeline of law enforcement and correctional officers and providing synergistic value to the agencies and the university. This pipeline could then extend to the MSCJ once these agreements are formally ratified and the agencies’ criminal justice professionals complete their baccalaureate degrees.

### *6.3.8. Alternatives to Program Development*

The MSCJ was designed as a natural and organic evolution from the undergraduate degrees offered in criminal justice at the university. Leadership and management themes from the bachelor’s degree cleanly aligned with the MSCJ. As a result of this natural evolution, no alternatives were developed or explored, nor do alternatives seem desirable in this case.

## **6. 4 Program Implementation and Projected Resource Requirements**

### *6.4.1. Program Administration*

The administration of the MSCJ program will be in the hands of the Department of Criminal Justice. Under the guidance of and reporting to the university Graduate Council,

Criminal Justice faculty will oversee the development, delivery, and any needed updates to the curriculum.

Both the Department of Criminal Justice and the Graduate Council report directly to the Provost, who serves as Vice President of Academic Affairs. The Graduate Council provides oversight of all master's programs for the institution and has representation from all these programs, including the Graduate Coordinators for each degree program as well as the administrative leadership of the department from which the program originated. An at-large graduate student representative is also a voting member of the Council. The Dean of Education, the Provost, the Graduate administrative assistant, and the University Certification Analyst are all ex-officio members of the Council.

The MSCJ will also be guided by an Advisory Board composed of education and industry experts. The members of the Advisory Board have already been contacted and agreed to serve.

#### *6.4.2. Program Projections*

The enrollment projections for the initial years of the program are provided in Exhibit A.

#### *6.4.3. Faculty Instructional Requirements*

The initial years of the program require no additional hires beyond the current budgeted five core faculty persons and vetted adjunct faculty persons. That is, the existing instructional infrastructure will sustain both the existing undergraduate programs and the MSCJ.

If future enrollment numbers support the need for additional sections of required coursework, the university will recruit and hire additional qualified faculty, but faculty growth is not anticipated to be needed in the first years of the program.

#### *6.4.4. Library Resources and Instructional Materials*

The Glenville State University Robert F. Kidd Library, under the guidance and consultation of Librarian Jason Gum, provides students access to research and scholastic databases required to sustain the graduate-level research components of the MSCJ. The university has intentionally expanded research databases in recent years to support existing and planned graduate programs.

In addition, the university has a strong Inter Library Loan (ILL) network that is both efficient and well connected. The richness of the university's archives, particularly in the area of Appalachian history and literature, has resulted in collaborative ILL relationships have been established with major research universities across the country. These relationships further deepen the resources available through university's membership in West Virginia library networks.

#### *6.4.5. Support Service Requirements*

The university already offers both courses and several complete degree programs (including the AS and BS in Criminal Justice) fully online. As a result, the support services online MSCJ students will require are already in place, including access to online databases and eBooks, the Brightspace LMS, 24/7 online tutoring, and software necessary for videoconferencing and completing program requirements.

#### *6.4.6. Facilities Requirements*

The MSCJ is an asynchronous online program will be supported through the Brightspace LMS. All faculty in the Criminal Justice Department have experience facilitating online coursework, and the Chair of the Department, Dr. Donal Hardin, has 13 years of experience teaching at various successful online institutions. The Online Committee at Glenville State University has developed a template and additional resources for best practices and training that support the online educational experience of all online students, including future MSCJ students.

The MSCJ will be delivered by faculty members who have completed Quality Matters certification or the equivalent. Quality Matters is a national standard for online education and prepares faculty to design an engaging, thought-provoking, and educational experience through online coursework.

#### *6.4.7. Operating Resource Requirements*

The operating resource requirements are included with the enrollment projections in Exhibit A.

#### *6.4.8. Source of Operating Resource*

The expected revenues resulting from the program are included with the enrollment projections and operating resource requirements in Exhibit A. All resources required to operate the program are within the university budget.

### **6. 5 Program Evaluation**

#### *6.5.1. Evaluation Procedures*

The department has devised a two-pronged multi-faceted approach that will consist of individualized assessments and a comprehensive pre/post-test where the questions are aligned with the prescribed graduate program outcomes and course learning objectives.

Learning Objectives (LOs) will be assessed through graduate writing and course assignments. Objectives will be measured throughout the semester, and in a variety of courses,

and faculty will develop rubrics for assignments to quantify student performance. A capstone project will also provide opportunities to further formally assess students' level of comprehension of the defined LOs.

Pre/Post Assessments will be used to measure the LOs and performance. The pre-test will be administered at the onset of the program when the student engages their first course. The Department of Criminal Justice will track the student's completion of the pre-assessment at the onset of the program. A post-test will be administered to graduates completing the *CRJU 693 Capstone Project* course, to assess what knowledge was attained and what knowledge fell short of faculty expectations.

Further information on the evaluation and assessment process can be found in the *Intent to Plan*.

### *6.5.2. Accreditation Status*

Glenville State University has been continuously accredited by the Higher Learning Commission (HLC) since 1949, with the most recent reaffirmation of accreditation conferred in January of 2023. The MSCJ itself was approved by HLC on September 13, 2023.

**Exhibit A**

YEAR 1	FALL 2024		SPRING 2025		SUMMER 2025
	8 WEEKS	8 WEEKS	8 WEEKS	8 WEEKS	8 WEEKS
<b>REVENUE</b>					
NUMBER OF STUDENTS SERVED:					
PROJECTED ENROLLMENT BY TERM	8	8	8	8	8
PROJECTED CREDIT HOURS PER TERM	6	3	6	3	6
COST PER CREDIT HOUR	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00
<b>GROSS REVENUE</b>	\$ 22,080.00	\$ 11,040.00	\$ 22,080.00	\$ 11,040.00	\$ 22,080.00
<b>EXPENSES</b>					
COST PER CREDIT HOUR	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
ADJUNCT OR OVERLOAD COSTS	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00
NON-ACADEMIC EXPENSE	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00
<b>GROSS EXPENSES</b>	\$ 7,512.00	\$ 4,512.00	\$ 7,512.00	\$ 4,512.00	\$ 7,512.00
<b>NET INCOME</b>	\$ 14,568.00	\$ 6,528.00	\$ 14,568.00	\$ 6,528.00	\$ 14,568.00
<b>TOTAL NET INCOME</b>	<b>\$ 56,760.00</b>				

YEAR 2	FALL 2025		SPRING 2026		SUMMER 2026
	8 WEEKS	8 WEEKS	8 WEEKS	8 WEEKS	8 WEEKS
<b>REVENUE</b>					
NUMBER OF STUDENTS SERVED:					
PROJECTED ENROLLMENT BY TERM	10	10	10	10	10
PROJECTED CREDIT HOURS PER TERM	6	3	6	3	6
COST PER CREDIT HOUR	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00
<b>GROSS REVENUE</b>	\$ 27,600.00	\$ 13,800.00	\$ 27,600.00	\$ 13,800.00	\$ 27,600.00
<b>EXPENSES</b>					
COST PER CREDIT HOUR	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
ADJUNCT OR OVERLOAD COSTS	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00
NON-ACADEMIC EXPENSE	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00
<b>GROSS EXPENSES</b>	\$ 7,512.00	\$ 4,512.00	\$ 7,512.00	\$ 4,512.00	\$ 7,512.00
<b>NET INCOME</b>	\$ 20,088.00	\$ 9,288.00	\$ 20,088.00	\$ 9,288.00	\$ 20,088.00
<b>TOTAL NET INCOME</b>	<b>\$ 78,840.00</b>				

YEAR 3	FALL 2026		SPRING 2027		SUMMER 2027
	8 WEEKS	8 WEEKS	8 WEEKS	8 WEEKS	8 WEEKS
<b>REVENUE</b>					
NUMBER OF STUDENTS SERVED:					
PROJECTED ENROLLMENT BY TERM	13	13	13	13	13
PROJECTED CREDIT HOURS PER TERM	6	3	6	3	6
COST PER CREDIT HOUR	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00
<b>GROSS REVENUE</b>	\$ 35,880.00	\$ 17,940.00	\$ 35,880.00	\$ 17,940.00	\$ 35,880.00

EXPENSES					
COST PER CREDIT HOUR	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
ADJUNCT OR OVERLOAD COSTS	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00
NON-ACADEMIC EXPENSE	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00
FULL-TIME FACULTY					\$ -
<b>GROSS EXPENSES</b>	\$ 7,512.00	\$ 4,512.00	\$ 7,512.00	\$ 4,512.00	\$ 7,512.00
<b>NET INCOME</b>	\$ 28,368.00	\$ 13,428.00	\$ 28,368.00	\$ 13,428.00	\$ 28,368.00
<b>TOTAL NET INCOME</b>	<b>\$111,960.00</b>				

YEAR 4	FALL 2027		SPRING 2028		SUMMER 2028
	8 WEEKS	8 WEEKS	8 WEEKS	8 WEEKS	8 WEEKS
<b>REVENUE</b>					
NUMBER OF STUDENTS SERVED:					
PROJECTED ENROLLMENT BY TERM	17	17	17	17	17
PROJECTED CREDIT HOURS PER TERM	6	3	6	3	6
COST PER CREDIT HOUR	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00
<b>GROSS REVENUE</b>	\$ 46,920.00	\$ 23,460.00	\$ 46,920.00	\$ 23,460.00	\$ 46,920.00

EXPENSES					
COST PER CREDIT HOUR	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
ADJUNCT OR OVERLOAD COSTS	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00
NON-ACADEMIC EXPENSE	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00
FULL-TIME FACULTY	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GROSS EXPENSES</b>	\$ 7,512.00	\$ 4,512.00	\$ 7,512.00	\$ 4,512.00	\$ 7,512.00
<b>NET INCOME</b>	\$ 39,408.00	\$ 18,948.00	\$ 39,408.00	\$ 18,948.00	\$ 39,408.00
<b>TOTAL NET INCOME</b>	<b>\$156,120.00</b>				

YEAR 5	FALL 2028		SPRING 2029		SUMMER 2029
	8 WEEKS	8 WEEKS	8 WEEKS	8 WEEKS	8 WEEKS
<b>REVENUE</b>					
NUMBER OF STUDENTS SERVED:					
PROJECTED ENROLLMENT BY TERM	17	17	17	17	17
PROJECTED CREDIT HOURS PER TERM	6	3	6	3	6
COST PER CREDIT HOUR	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00
<b>GROSS REVENUE</b>	\$ 46,920.00	\$ 23,460.00	\$ 46,920.00	\$ 23,460.00	\$ 46,920.00

EXPENSES					
COST PER CREDIT HOUR	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
ADJUNCT OR OVERLOAD COSTS	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00
NON-ACADEMIC EXPENSE	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00
FULL-TIME FACULTY	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GROSS EXPENSES</b>	\$ 7,512.00	\$ 4,512.00	\$ 7,512.00	\$ 4,512.00	\$ 7,512.00
<b>NET INCOME</b>	\$ 39,408.00	\$ 18,948.00	\$ 39,408.00	\$ 18,948.00	\$ 39,408.00
<b>TOTAL NET INCOME</b>	<b>\$156,120.00</b>				



**West Virginia Higher Education Policy Commission  
Meeting of April 12, 2024**

**ITEM:** Approval of Annual Reauthorization of Four-Year Degree-Granting Private Institutions

**INSTITUTIONS:** Appalachian Bible College, Bethany College, Catholic Distance University, Davis and Elkins College, Future Generations University, University of Charleston, West Virginia Wesleyan College, Wheeling University, American Public University, Salem University, and Strayer University

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves annual reauthorization for Appalachian Bible College, Bethany College, Catholic Distance University, Davis and Elkins College, Future Generations University, University of Charleston, West Virginia Wesleyan College, American Public University, Salem University, and Strayer University.

*Further resolved*, that Wheeling University be provisionally reauthorized.

**STAFF MEMBER:** Corley Dennison

**BACKGROUND:**

West Virginia Code §18B-4-7 gives the Commission the authority to annually reauthorize degree-granting institutions in West Virginia offering baccalaureate degrees and higher. In accordance with the Legislative rule implementing this statutory authority, institutions are required 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.”

Commission staff recommend full reauthorization for all institutions listed above with the exception of Wheeling University.

Given continued concerns, which include financial solvency of the institution, health and safety of students and staff, and environmental issues that have required the intervention of other state agencies, it is recommended that the Commission grant

provisional reauthorization to Wheeling University for the coming academic year.

This provisional reauthorization is contingent on the ability of Wheeling University to provide, without interruption, essential services such as instruction, financial aid processing, housing, and other critical student services.

The Chancellor will request detailed information regarding the University's financial condition and its plan to safeguard its students' interests. Such information may include material regarding finances, enrollment, student record security, financial exigency and teach-out plans, and any other information deemed necessary by the Chancellor to ensure the Commission receives a comprehensive picture of the institution's operating condition and ability to meet the State's standards for reauthorization.

Commission staff recommend that Wheeling University provide a full report on its decisions regarding the future of the institution at the June 28, 2024, meeting of the Commission.

**West Virginia Higher Education Policy Commission  
Meeting of April 12, 2024**

**ITEM:** Approval of Valley College to Continue to Operate in West Virginia

**INSTITUTION:** Valley College

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the request of Valley College to continue to operate in West Virginia as a degree-granting institution.

**STAFF MEMBER:** Corley Dennison

**BACKGROUND:**

Valley College is the trade name of the West Virginia corporation, Valley Training Centers, LLC and is registered with the West Virginia Secretary of State. It currently operates two campuses in West Virginia (Beckley and Martinsburg) and one satellite location in Ohio.

Both West Virginia campuses are permitted through the West Virginia Council for Community and Technical College Education (Council) to offer diploma and associate degree programs. The Martinsburg campus was approved by the Commission to offer baccalaureate degrees in 2017.

In May 2023, Hilbert College, a nonprofit four-year institution, through its subsidiary Franciscan Services, acquired Valley College/Valley Training Centers, LLC. This led to a restructuring of Valley Training Centers, LLC, which now operates as a nonprofit entity and has initiated the process of converting to non-profit status with the IRS. This change triggered Valley College to transition from authorization to operate under the legislative rules of the Council to authorization under the legislative rules of the Commission.

Valley Training Centers, LLC does not have its own Board of Directors, but as a subsidiary of Franciscan Services, Inc., is governed by a Board of Directors. Valley College schools are nationally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and the Martinsburg campus is a member of the National Council for State Authorization Reciprocity Association (NC-SARA). Moving forward, Valley College will shift to the Commission for reauthorization review under Series 52, Legislative Rule, Annual Reauthorization of Degree-Granting Institutions.

Hilbert College has advised that it will not be offering degrees or establishing a location in West Virginia, other than those allowable via online education through its participation in NC-SARA.



# VALLEY COLLEGE

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February 29, 2024

Dr. Corley F. Dennison III, Ed.D.  
Vice Chancellor for Academic Affairs  
West Virginia Higher Education Policy Commission  
West Virginia Council for Community and Technical College Education

Re: Valley Training Centers, LLC (Valley College) - Martinsburg Campus and Beckley Campus  
Series 20 Application

Dear Dr. Dennison,

I am writing to you in my capacity as President of Valley Training Centers, LLC, which operates Valley College campuses in Martinsburg and Beckley. We are submitting our Series 20 application to the West Virginia Higher Education Policy Commission, with a respectful request for its consideration and approval.

As you are aware, on May 31, 2023, Hilbert College (501(c)(3) nonprofit institution), through its subsidiary Franciscan Services, acquired Valley College. This acquisition has led to the restructuring of Valley Training Centers as an LLC. This change from Inc. to LLC has not impacted our control, management, or governance structures. Our commitment to providing exemplary education and training remains steadfast.

Furthermore, Valley Training Centers, LLC is now operating as a nonprofit entity. We have initiated the process of converting to non-profit status with the IRS to reflect our commitment to education and community service fully. This transition aligns with our core values and mission to offer in-demand high-quality education and training.

Should you have any questions or require further information regarding our application or the recent changes within Valley Training Centers, LLC, please do not hesitate to contact me directly at [mgraham@valley.edu](mailto:mgraham@valley.edu). We appreciate all your guidance and support as we navigate this transition and strive to contribute to the educational landscape in West Virginia.

Respectfully,

Michael Graham, Ed.D.  
President Valley College



## Valley College's Application for Series 20 Authorization

The submission stems from the recent acquisition of Valley College and the subsequent intended transition of Valley Training Centers, LLC from a for-profit to a nonprofit status. Specifically, on May 31, 2023, Hilbert College, acting through its subsidiary Franciscan Services, Inc., acquired Valley Training Centers, Inc. (known as Valley College). Following this acquisition, Valley Training Centers underwent a restructuring process and was reformed as an LLC. The change did not alter the entity's control, management, or governance structures. Currently operating as a nonprofit entity, Valley Training Centers, LLC has begun the process of formalizing its nonprofit status with the IRS. Our Series 20 Authorization application below complies with the essential conditions outlined in Section 7.3 of the Initial Authorization of Degree-Granting Institutions policy under Title 133 of the West Virginia Higher Education Policy Commission Legislative Rule.

### **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.**

Valley College is the trade name of the West Virginia corporation - Valley Training Centers, LLC and is duly registered with the Secretary of State. Valley Training Center operates two campuses in West Virginia and one campus and one satellite location in Ohio:

- Valley College - Beckley, Beckley WV (Main Campus)
- Valley College - Martinsburg, Martinsburg WV (Main Campus),
- Valley College - Cleveland, Cleveland, Ohio (Branch Campus to Martinsburg), and
- Valley College - Fairlawn, Fairlawn, Ohio (Satellite location to the Cleveland campus).

#### **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.**

Both WV campuses of Valley College are licensed by the West Virginia Council for Community and Technical College Education ("WVCCTCE") to offer diploma and associate degree programs. The Martinsburg campus is approved by the West Virginia Higher Education Commission to offer baccalaureate degree programs.

Valley Training Centers, LLC does not have its own Board of Directors, but it is a subsidiary of Franciscan Services, Inc., which is governed by a Board of Directors. All programs offered at Valley College campuses were established and licensed by the state of WV before being brought under the umbrella of Franciscan Services, Inc., and thus, were in place prior to any oversight by its Board.

**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.**

Valley College (the “College”) was founded in 1987 to deliver career education programs to local communities in West Virginia. Valley College is the trade name of the West Virginia corporation - Valley Training Centers, Inc. On May 31, 2023, Hilbert College, through its subsidiary Franciscan Services, Inc, acquired Valley Training Centers, Inc. (Valley College). Subsequently, Valley Training Centers was restructured as an LLC. This change didn't impact control, management, or governance. Valley Training Centers, LLC operates as a nonprofit entity. Both WV campuses of Valley College are licensed by the West Virginia Council for Community and Technical College Education (“WVCCTCE”) to offer diploma and associate degree programs. The Martinsburg campus is approved by the West Virginia Higher Education Policy Commission to offer baccalaureate degree programs.

**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.**

Valley College offers degree programs at the level for which credit is proposed to be awarded in those programs in West Virginia, which is evidence by the licensure granted by the West Virginia Council for Community and Technical College Education (“WVCCTCE”) to offer diploma and associate degree programs and the approval granted to the Martinsburg campus by the West Virginia Higher Education Commission to offer baccalaureate degree programs.

**7.3.b.4. The out-of-state institution is authorized by its appropriate accrediting body to offer degree programs outside the state where the main campus is located.**

Valley College schools are nationally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Valley College – Martinsburg is a member of the National Council for State Authorization Reciprocity Association (SARA). Valley College is authorized to deliver distance education to students who reside in states that are also members of NC-SARA.

**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.**

Any credit earned in any West Virginia Valley College campus can be transferred to the institution's location outside West Virginia as part of an existing degree program offered by Valley College.

The policy pertaining to students transferring to another Valley College campus or program are as follows:

Valley College students enrolled in a program at any Valley College campus may transfer to another Valley College campus, or a different program within the same campus. The transferring students should check with the financial aid office to determine how a transfer affects their financial aid or tuition balance. A credit evaluation will be completed by the Director of Academic Affairs (or authorized staff member). If the student is transferring from another program and has a Cumulative Grade Point Average (GPA) lower than 2.0 in that program, the student may be provided with an academic plan that they are expected to follow.

If the student is transferring to a different program at the same Valley College campus, the credits will transfer if the course's descriptions are an exact match or be very similar. Also, the student must have earned a final letter grade of "C" or higher in the course. If the course grade was a "D," "W," "WF," or "WP," the course will be included in the new program's tuition.

If the student is transferring to the same program at another Valley College campus, the credits earned will transfer to the same program at the other Valley College campus, if the student earned a course grade of "D" or higher. At the DOAA's discretion, a student may be required to audit a course if the student received a grade of "D" to ensure that the student can demonstrate they have mastered the basic concepts taught in that course.

If the student has a cGPA, the student may be provided with an academic plan that they are expected to follow. If the student is transferring to the same discipline but a lower credential at a Valley College, (example: Business Administration Bachelor to Business Administration Associate degree), the credits would transfer if the student earned a course grade of "D" or higher. At the DOAA's discretion, a student may be required to audit a course if the student received a grade of "D" to ensure that the student can demonstrate they have mastered the basic concepts taught in that course. If the student has a GPA lower than a 2.0, the student may be provided with an academic plan that they are expected to follow.

**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.**

The reason for this submission is the recent acquisition of Valley College and the intended change of Valley Training Centers, LLC from a for-profit to a nonprofit status. On May 31, 2023, Hilbert College, through its subsidiary Franciscan Services, Inc., acquired Valley Training Centers, Inc. (Valley College). Subsequently, Valley Training Centers was restructured as an LLC. This change did not impact control, management, or governance. Valley Training Centers, LLC now operates as a nonprofit entity and has initiated the process of converting to non-profit status with the IRS. Hilbert will not be establishing a location in West Virginia or offering degrees in West Virginia, other than via online education, and therefore, Hilbert will not need to file the Series 20 application. Attached, please find the letter sent to Dr. Dennison from Hilbert College confirming that Hilbert has no intention to establish a location in WV or otherwise offer degree programs in

West Virginia, other than those allowable via online education through its participation in SARA. Please refer to Exhibit 1. Hilbert Letter.

**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.**

This submission is required due to the conversion of Valley Training Centers, LLC from a for-profit to a nonprofit status, following its recent acquisition by Valley College, and not for seeking authorization for a new program.

The initial authorization application fee in the amount of \$500 will be mailed to the West Virginia Higher Education Policy Commission. See Exhibit 2. Copy of the Check.

**Exhibits:**

Exhibit 1. Hilbert Letter

Exhibit 2. Copy of the Check





January 23, 2024

Dear Dr. Dennison:

On behalf of Hilbert College, thank you for meeting with the Valley College team. We greatly appreciated your guidance.

I can confirm that Hilbert College does not currently intent to establish a location in West Virginia or will otherwise be offering degree programs in West Virginia (other than those allowable via online education through our participation in SARA). Given that, I understand Hilbert will not be required to file the Series 20 application as originally noted in the April 18, 2023 letter approving of the acquisition of Valley College by Franciscan Services (which is affiliated with Hilbert).

We understand that, in light of the intended change from a for profit to a nonprofit institution, Valley will need to file the Series 20 application. We also understand that Valley has until June to file this application. Of course, Valley will endeavor to file as soon as practicable.

Thank you again for your time. Please confirm that I have stated things appropriately.

Sincerely,

A handwritten signature in purple ink, appearing to read 'Michael Brophy', with a stylized flourish at the end.

Dr. Michael Brophy  
mbrophy@hilbert.edu