



Board
of
Governors' Meeting

October 22, 2015

AGENDA
FSU BOARD OF GOVERNORS' MEETING
OCTOBER 22, 2015, 9:00 A.M.
LOCATION: GASTON CAPERTON CENTER
501 WEST MAIN STREET, CLARKSBURG, WV



- I. **CALL TO ORDER**
 - A. Roll Call
 - B. Public Comment
 - C. Approve Agenda*Action Item*
- II. **APPROVAL OF MINUTES OF: AUGUST 20, 2015.....***Tab 1 Action Item*
- III. **CHAIRMAN’S REPORT**
- IV. **PRESIDENT’S REPORT**
- V. **REPORTS AND PRESENTATIONS**
 - A. Constituent Reports (Classified Staff, Faculty, and Students)
 - B. Foundation (Gary Bennett)
 - C. Construction Project Updates (Tom Tucker)
 - D. Consolidated Financial Index (Carolyn Fletcher)
- VI. **CONSENT AGENDA**
 - A. Financial Report for Period Ending July 31, 2015.....*Tab 2 Action Item*
- VII. **ACADEMIC AFFAIRS COMMITTEE (John Myers, Chair)**
 - A. The 2018 Targets Metrics (2017-2018 Data) for the 2015 Institutional Compact.....*Tab 3 Action Item*
 - B. Textbook Adoption Report.....*Tab 4 Action Item*
 - C. Program Continuations in the College of Science & Technology...*Tab 5 Action Item*
 - D. Grad Studies Report.....*Tab 6 Info Only*
- VIII. **ATHLETIC AFFAIRS COMMITTEE (Frank Washenitz, Chair)**
- IX. **BY-LAWS COMMITTEE (Ron Tucker, Chair)**
- X. **ENROLLMENT/HOUSING-STUDENT LIFE COMMITTEE (Dixie Yann, Chair)**
- XI. **FINANCE COMMITTEE (Mark Pallotta and John Schirripa, Co-Chairs)**
- XII. **STUDENT HOUSING COMMITTEE (Aaron Hawkins, Chair)**
- XIII. **EXECUTIVE COMMITTEE (Mark Pallotta, Chair)**
- XIV. **POSSIBLE EXECUTIVE SESSION - Under the Authority of West Virginia Code §6-9A-4 to Discuss Property Issues**
- XV. **ADJOURNMENT**

NEXT MEETING DATE: DECEMBER 10, 2015, 9:00 A.M.,
LOCATION: BOARD ROOM, FALCON CENTER
1201 LOCUST AVENUE, FAIRMONT, WV

Tab 1



FAIRMONT STATE UNIVERSITY
BOARD OF GOVERNORS
MEETING MINUTES
AUGUST 20, 2015
BOARD ROOM, 3RD FLOOR FALCON CENTER
1201 LOCUST AVENUE, FAIRMONT, WV

I. CALL TO ORDER

A. Roll Call

Chairman Mark Pallotta convened a meeting of the Fairmont State University (FSU) Board of Governors on August 20, 2015, beginning at approximately 9:00 a.m. in the Board Room, 3rd Floor Falcon Center, 1201 Locust Avenue, Fairmont, West Virginia.

At the request of Chairman Pallotta, Judy Biafore conducted a roll call of the Board of Governors. Present for the meeting were board members Chris Courtney, Holly Fluharty, Aaron Hawkins, Kelly Humphreys, John Myers, Mark Pallotta, Budd Sapp, Bryan Towns, Ron Tucker, Frank Washenitz, and Dixie Yann. John Schirripa participated by conference call.

Others present were President Rose and President's Council members Christina Lavorata, Kaye Widney, Ann Booth, John Lympany, and Debbie Stiles. Assistant Vice President for Facilities, Tom Tucker, Construction Manager, Stephanie Slaubaugh, Gary Bennett, Interim President of the Fairmont State Foundation, and Craig Walker, Chairman of the Fairmont State Foundation Board, also attended.

B. Public Comment

Chris Courtney reported no one signed up for public comment.

C. Approval of Agenda

Ron Tucker made a motion to approve the agenda. Bryan Towns seconded. The motion passed.

II. APPROVAL OF MINUTES OF JUNE 18, 2015, AND JUNE 26, 2015

Ron Tucker made a motion to approve the minutes of June 18, 2015, and June 26, 2015, and Dixie Yann seconded. The motion passed.

III. CHAIRMAN'S REPORT

- A. Chairman Pallotta welcomed new Board Member, Budd Sapp, who is now the faculty representative for the BOG.
- B. The Chairman stated that much had been accomplished over the summer such as:
 - The residence halls have been spruced up and are 100% full of students
 - The Locust Avenue Project is pretty well complete after the lines get painted on the road
 - The paving on campus has concluded
 - The Caperton Center waterproofing project has been completed
 - The Housing project is moving forward
 - The One-Room Schoolhouse renovations are just about complete
- C. Chairman Pallotta thanked those who attended the BOG Summit in Charleston.
- D. He also reminded everyone of the upcoming BOG Retreat next Friday, August 28, (beginning at 11:30 a.m.) at the Shaw House on campus and that the next BOG meeting is October 22 (2015) at the Caperton Center in Clarksburg.
- E. Chairman Pallotta congratulated Dr. Rose and Aladdin Food Service for being recognized at the recent Marion County Chamber of Commerce Annual Dinner Meeting.
- F. The Chairman invited all to remain after the meeting to participate in a "meet and greet" with Classified Staff Employees.

IV. PRESIDENT'S REPORT

- A. President Rose reported that Faculty Development Week was held last week and it started with a "Kick-off Breakfast" where new faculty and staff were introduced. She stated it was an important opportunity to discuss and focus on the work to be accomplished throughout the upcoming semester.

- B. President Rose also reported that there was an information booth setup (outside of Turley Student Services Center and Colebank Hall) to assist new students and visitors coming to Campus last week.
- C. She said she believed everyone was looking forward to the Thursday night football games.
- D. President Rose also stated that overall she thought it was a good start to the semester.

V. REPORTS AND PRESENTATIONS

A. Foundation (Gary Bennett)

Gary Bennett, Interim President of the Fairmont State (FS) Foundation, reported that Mr. Craig Walker was recently appointed chair of the Fairmont State Foundation.

Mr. Bennett also reported that in the month of July (2015) the FS Foundation received \$287,000 in gifts and had expenses of \$209,000 which included \$53,000 in scholarships.

He said that the FS Foundation funded the FSAA (Fairmont State Athletic Association) \$12,500, paid \$41,000 for school expenses and \$60,000 in grants, and that total assets at the end of July were \$23,700,000.

Mr. Bennett stated that he had been working with Dr. John Lympany, FSU's Chief Information Officer, and Ms. Amantha Cole, Title III Project Director, on collaborative learning spaces, on writing grants, and on the Title III match.

He also said that they continue to work on the sesquicentennial celebration, a potential endowment for \$250,000, and a potential major gift of \$100,000.

Mr. Bennett also said that he has been working with the individual schools' deans and chairs and preparing for possible donor visits of their areas.

Mr. Bennett stated that interviews have taken place to replace him (President of the Fairmont State Foundation) and that an announcement will be made soon.

B. Construction Project Updates (Tom Tucker)

Stephanie Slaubaugh, Construction Manager, gave an update on the various projects that are currently underway on campus. Weekly updates are available online at: <http://www.fairmontstate.edu/adminfiscalaffairs/physical-plant/construction>

VI. CONSENT AGENDA

Aaron Hawkins moved to accept the following Consent Agenda:

- A. Financial Reports (5/31/15 and 6/28/15)
- B. Capital Projects Update FY 2016

Budd Sapp seconded. The motion passed.

VII. ACADEMIC AFFAIRS COMMITTEE (John Myers, Chair)

John Myers stated there were no items to bring forth by the Academic Affairs Committee but asked Dr. Christina Lavorata for a brief update concerning the beginning of school and some upcoming reporting.

VIII. ATHLETIC AFFAIRS COMMITTEE (Frank Washenitz, Chair)

Frank Washenitz, Chair of the Athletic Affairs Committee, asked Tim McNeely, FSU's Athletic Director, to give an update.

Mr. McNeely stated that practices for fall sports had begun and that four out of the five home football games will be played on Thursday nights. He also said that a new medical cart will be added during football games to help transport injured players off of the field.

IX. BY-LAWS COMMITTEE (Ron Tucker, Chair)

Ron Tucker, Chair of the By-Laws Committee, stated there were no items to bring forth by that committee.

X. ENROLLMENT/HOUSING-STUDENT LIFE COMMITTEE (Dixie Yann, Chair)

Dixie Yann, Chair of the Enrollment Committee, asked Kaye Widney, Vice President for Student Services, to provide an update. Ms. Widney reviewed the following report which was also distributed to the Board:

**FSU BOARD OF GOVERNORS
ENROLLMENT/HOUSING/STUDENT LIFE COMMITTEE
SUMMARY REPORT
August 20, 2015**

Enrollment Activity Fall 2015

- Enrollment for first time students has consistently run ahead of last year-our most recent report indicates an increase in first time freshmen, transfer students and re-admitted students (those returning after a period of non-enrollment). We will continue to enroll students through this first week of school.
- Welcome Weekend activities started last Friday and continued throughout the weekend. This event is coordinated by the Retention Office which is now part of the Advising Center/Academic Affairs under Dr. Lavorata. Final counts are not yet available but the estimated number of participants is 700.
- Turley Student Enrollment Services area assisted 2,533 students through walk-in meetings and answered 2,552 telephone calls during the period 8/10-8/18. Turley was open until 6:00 p.m. on Friday, 8:00 a.m.-10:00 a.m. on Saturday and until 5:00 p.m. on Monday and Tuesday of this week.

Admissions/Recruitment Activities:

- Recruiting season will commence with the WV Tour beginning the first week of September and out- of-state travel later in the same month.
- Fall Campus Visitation Day (CVD) will be held on October 31st.
- Orientation dates for 2016-17 entering have been set for the next cycle and will begin in April 2016.

Financial Aid/Scholarship Activity:

- There are 602 PROMISE Scholarships placed on student accounts; 463 of them have PROMISE Beyond institutional scholarships.
- Total number of FSU students receiving veteran's benefits is 187.

Residence Life Update:

- Fall Occupancy rate on move in day was 100% or 1,116 students. Breakdown by institution is 83% Fairmont State and 17% PCTC. Gender breakdown is 54% female/46% male.

Other Student Services Related Activities:

- In compliance with federal mandates, FSU is participating in the "Safe Colleges" program to provide our students with information regarding dating violence and alcohol abuse.
- Dr. Shayne Gervais has been hired as Registrar and will begin on September 8th. Dr. Gervais comes to FSU from VA Tech and also worked at the University of Alabama and the University of Montevallo.
- CCRR will begin meeting again on September 1st; Campus Conversations is a new initiative and will have a second meeting on September 10th.

XI. FINANCE COMMITTEE (Mark Pallotta, Chair)

Mark Pallotta, Co-Chair of the Finance Committee, stated that the Finance Committee had met twice recently (July 31, 2015, and August 13, 2015). He presented items A. and B. listed below.

Chris Courtney made a motion to approve the following:

A. Approval of FY 2017 Appropriation Request

Aaron Hawkins seconded. The motion passed.

John Myers made a motion to approve the following:

B. Approval of Falcon Center Façade Items

Bryan Towns seconded. The motion passed.

XII. STUDENT HOUSING COMMITTEE (Aaron Hawkins, Chair)

Aaron Hawkins, Chair of the Student Housing Committee, deferred until Executive Session due to issues related to advance construction planning and pursuant to §6-9A-4-2b(9) of the West Virginia Code.

XIII. EXECUTIVE COMMITTEE (Mark Pallotta, Chair)

Chairman Pallotta stated there were no items to bring forth by the Executive Committee

Tab 2

Fairmont State University
Board of Governors
Financial Report
for the period ending July 31, 2015

Unrestricted Central Fund:

At the end of July, the Unrestricted Fund budget deficit condition increased by \$49,308 over that approved for FY 2016. The increase is attributed to wage budget modifications of \$28,551 and an increase of \$46,803 to the budget for benefit costs. The result of these expense budget modifications is offset by the addition of a \$25,000 budget for a transfer in to the E&G funds. The wage and/or benefit changes were the result of updates necessary from our budget prep processes and changes taking place during July. PEIA cost estimates change frequently with status changes on positions; vacant vs. filled.

At the end of July, tuition and fee revenue is 45.22% of the budget estimate for the current year. It is too early to report on transfers of Student Activity Support Revenue for the fall semester. Non-Operating Revenue is 22.65% of the total annual anticipated and is running true to expectation. State appropriation allotments are held to 20% for the first quarter allocation and it's early yet for assessments for capital and debt service costs for the fall semester. Operating Expenses are at 8.50% of the budget estimate for the current year. The YTD Actual condition at the end of July is \$9,964,361

Unrestricted Fund Manager Fund:

During the month of July, the planned budget deficit condition for FY 2016 increased by \$2,680. This increase is due to "budget carry-forward" entries generated during our year-end processes and related to grant funding. These entries carry forward the budget balance remaining at the end of the previous fiscal year.

At the end of July, the total revenue is 39.11% of that anticipated for the fiscal year. Operating expenses are 2.51% of that planned for the fiscal year. The YTD Actual condition reflects a surplus of revenue over expenses of \$718,433.

Auxiliary Fund:

The Auxiliary Fund Transfer to Reserve budget decreased by \$19,670. This decrease is largely attributed to estimates for PEIA costs. This cost estimate changes frequently with status changes on positions; vacant vs. filled.

The Operating Revenue is 23.57% of that estimated for FY 2016. Operating Expenses are 5.12% of that estimated for FY 2016. The YTD Actual condition at the end of July is \$2,612,296.

Restricted Fund:

Little activity occurred in regard to Operating Revenue and Expenses for the Restricted Fund. The YTD Actual condition is reflected as a deficit condition of (\$146,089). Many grants operate as reimbursable funds, where expense activities (labor and operating) are recorded in the finance system and billed back to the sponsoring agency.

Fairmont State University
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - Central E&G

As of July 31, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	23,116,461	23,116,461	10,453,029	45.22
	Student Activity Support Revenue	471,765	471,765	7,420	1.57
	Faculty Services Revenue	1,272,439	1,272,439	0	0.00
	Operating Costs Revenue	1,597,901	1,595,712	0	0.00
	Support Services Revenue	2,035,390	2,031,511	0	0.00
	Other Operating Revenues	225,293	225,293	7,315	3.25
	Total:	28,719,248	28,713,180	10,467,765	36.46
OPERATING EXPENSE					
	Salaries	24,572,578	24,534,571	1,967,436	8.02
	Benefits	5,923,148	5,983,465	493,422	8.25
	Student financial aid-scholarships	2,613,428	2,613,428	11,025	0.42
	Utilities	1,451,176	1,451,176	5,094	0.35
	Supplies and Other Services	6,029,871	6,108,646	1,142,991	18.71
	Equipment Expense	837,331	838,003	22,623	2.70
	Fees retained by the Commission	185,560	185,560	42,968	23.16
	Assessment for Faculty Services	987,218	987,218	0	0.00
	Assessment for Support Services	256,737	252,464	0	0.00
	Assessment for Student Activity Costs	349,764	349,764	4,905	1.40
	Assessment for Operating Costs	100,134	100,134	0	0.00
	Total:	43,306,945	43,404,429	3,690,464	8.50
OPERATING INCOME / (LOSS)		(14,587,698)	(14,691,249)	6,777,301	(46.13)
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	15,668,202	15,668,202	3,133,640	20.00
	Gifts	0	25,000	6,211	24.84
	Investment Income	25,245	25,245	9	0.04
	Assessment for E&G Capital & Debt Service Costs	(2,143,380)	(2,143,380)	(65,516)	3.06
	Total:	13,550,067	13,575,067	3,074,344	22.65
TRANSFERS & OTHER					
	Capital Expenditures	(84,438)	(79,489)	0	0.00
	Transfers for Debt Service	(64,986)	(64,775)	0	0.00
	Transfers for Financial Aid Match	(81,239)	(81,239)	0	0.00
	Indirect Cost Recoveries	1,740	825	236	28.60
	Transfers - Other	(37,150)	(12,150)	112,500	(925.93)
	Total:	(266,073)	(236,829)	112,736	(47.60)
BUDGET BALANCE		(1,303,703)	(1,353,010)	9,964,381	
Add: Estimated Unfilled Position Savings:		1,000,000	778,563		
ADJUSTED BUDGET BALANCE		(303,703)	(574,447)		
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		10,199,025	9,462,879		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>9,895,322</u>	<u>8,888,432</u>		

* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2015 in the amount of \$8,389,298

Unrestricted Net Asset Balance is 21.80% of the current budget total operating expense.

Fairmont State University
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - Fund Manager

As of July 31, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,839,169	1,839,169	770,736	41.91
	Other Operating Revenues	143,252	143,252	4,582	3.20
	Total:	1,982,421	1,982,421	775,317	39.11
OPERATING EXPENSE	Salaries	617,482	685,506	18,613	2.72
	Benefits	63,007	76,145	1,698	2.23
	Student financial aid-scholarships	16,436	32,110	0	0.00
	Utilities	4,500	4,500	0	0.00
	Supplies and Other Services	1,497,332	1,372,645	15,042	1.10
	Equipment Expense	223,834	240,034	25,225	10.51
	Total:	2,422,590	2,410,939	60,579	2.51
OPERATING INCOME / (LOSS)		(440,169)	(428,518)	714,738	(166.79)
NONOPERATING REVENUE (EXPENSE)	Gifts	1,000	1,750	0	0.00
	Total:	1,000	1,750	0	0.00
TRANSFERS & OTHER	Indirect Cost Recoveries	28,000	12,918	3,694	28.60
	Transfers - Other	37,150	37,150	0	0.00
	Total:	65,150	50,068	3,694	7.38
BUDGET BALANCE		(374,019)	(376,699)	718,433	
Add: Estimated Unfilled Position Savings:		0	43,983		
ADJUSTED BUDGET BALANCE		(374,019)	43,983		
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		721,145	1,359,754		
Less: USE OF RESERVE		0	0		
** Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>347,126</u>	<u>1,403,737</u>		

** Unrestricted Net Asset Balance is 56.40% of the current budget total operating expense.

Auxiliary
Actual vs Budget Statement of Revenues and Expenses
Board of Governors
As of July 31, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	7,666,155	7,626,699	2,797,411	36.68
	Auxiliary Fees & Debt Service Support Revenue	5,057,393	5,057,393	70,691	1.40
	Other Operating Revenues	235,339	235,339	177,612	75.47
	Total:	12,958,887	12,919,431	3,045,713	23.57
OPERATING EXPENSE	Salaries	2,622,579	2,665,213	185,230	6.95
	Benefits	584,389	608,924	43,332	7.12
	Student financial aid-scholarships	675,802	675,802	(250)	(0.04)
	Utilities	883,268	883,268	4,829	0.55
	Supplies and Other Services	3,258,715	3,213,251	168,682	5.25
	Equipment Expense	76,945	76,945	13,868	18.02
	Total:	8,101,698	8,123,403	415,691	5.12
OPERATING INCOME / (LOSS)		4,857,189	4,796,028	2,630,022	54.84
NONOPERATING REVENUE (EXPENSE)	Gifts	0	2,773	2,773	100.00
	Interest on capital asset related debt	(91,042)	(91,042)	(6,801)	7.47
	Total:	(91,042)	(88,269)	(4,028)	4.56
TRANSFERS & OTHER	Capital Expenditures	(132,300)	(92,844)	(13,698)	14.75
	Transfers for Debt Service	(3,160,221)	(3,158,922)	0	0.00
	Transfers for Financial Aid Match	(3,425)	(3,425)	0	0.00
	Transfers - Other	(22,963)	(25,000)	0	0.00
	Total:	(3,318,909)	(3,280,191)	(13,698)	0.42
BUDGET BALANCE - Projected Transfer to Reserves		1,447,239	1,427,568	2,612,296	
* Add: PROJECTED NET ASSETS - Beginning of Year		<u>11,256,910</u>	<u>8,327,688</u>		
Equals: PROJECTED NET ASSETS - End of Year		<u>12,704,149</u>	<u>9,755,256</u>		

* Projected Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2015 in the amount of \$995,589

* Auxiliary Net Assets are required to support future repair and replacement costs. Planning activities are in progress to document a 20 year plan to support each auxiliary enterprise capital repair/replacement need.

FAIRMONT STATE UNIVERSITY
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
As of July 31, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Federal Grants and Contracts	22,865,521	22,865,521	80,841	0.35
	State/Local Grants and Contracts	6,943,093	6,943,093	14,839	0.21
	Private Grants and Contracts	1,743,217	1,743,217	22,613	1.30
	Other Operating Revenue	27	27	0	0.00
	Total:	31,551,858	31,551,858	118,293	0.37
OPERATING EXPENSE					
	Salaries	389,818	389,818	128,565	32.98
	Benefits	51,382	51,382	14,950	29.10
	Student financial aid - scholarships	40,220,000	40,220,000	43,952	0.11
	Utilities	0	0	0	0.00
	Supplies and Other Services	774,799	774,799	68,514	8.84
	Equipment Expense	41,969	41,969	8,088	19.27
	Total:	41,477,968	41,477,968	264,068	0.64
OPERATING INCOME / (LOSS)		(9,926,109)	(9,926,109)	(145,775)	1.47
NONOPERATING REVENUE (EXPENSE)					
	Federal Pell Grant Revenues	10,000,000	10,000,000	3,617	0.04
	Gifts	0	0	0	0.00
	Investment Income	0	0	0	0.00
	Total:	10,000,000	10,000,000	3,617	0.04
TRANSFERS & OTHER					
	Capital Expenditures	(2,950)	(2,950)	0	0.00
	Transfers for Fin Aid Match	84,664	84,664	0	0.00
	Indirect Cost Recoveries	(13,743)	(13,743)	(3,930)	28.60
	Transfers - Other	0	0	0	0.00
	Total:	67,971	67,971	(3,930)	-5.78
BUDGET BALANCE		141,862	141,862	(146,089)	
* Add: RESTRICTED NET ASSETS - Beginning of Year		584,982	584,982		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>726,843</u>	<u>726,843</u>		

Tab 3

Fairmont State University
Board of Governors
October 22, 2015

Item: The 2018 Targets Metrics (2017-2018 Data) for the 2015 Institutional Compact

Committee: Academic Affairs/Admissions Committee (10/17/2013)

Recommended Resolution: Resolved, that the Fairmont State University Board of Governors approve the 2018 Target Metrics for submission to the Higher Education Policy Commission (HEPC) by November 1, 2015.

Action: Approval

Staff Member: Dr. Tim Oxley

Background: Fairmont State University is required by the HEPC to submit updates on target enrollment metrics for the Institutional Compact which covers a five-year period from 2012-13 through 2017-18. Targets were presented and approved by the Board of Governors at its October 17, 2013 meeting at which time rationales were provided by the University for each of the compact metrics which became part of the higher education system master plan, *Leading the Way: Access. Success. Impact.*

Communications with HEPC staff and policy analysts since 2013 have produced subsequent iterations of targets based on changes in enrollment and graduation data. The November 2015 submission of Compact progress reports toward the 2018 targets require updates to be approved by each institution's governing board. The following tables represent changes and metrics which will be locked-down for the remainder of the planning cycle – through the 2017-2018 academic term.

Table 1 represents the changes in targets negotiated with HEPC from those approved during the October 17, 2013 Board of Governors' meeting.

Table 2 represents the Summary of all 2018 Institutional Targets recommended by HEPC. These recommendations were based on both review and analysis of data since 2013 and for which (1) 2018 targets were lower than actual 2013-2014 values; (2) 2018 targets were lower than five-year averages; or (3) the minimum contribution adjustment needed from Fairmont State University to achieve the 2018 system-wide goals for *Leading the Way* Compact targets.

TABLE 1 – CHANGES IN 2018 INSTITUTIONAL TARGETS SINCE 2013 BOG APPROVAL

ACCESS		
Metric	Original Target	Revised Target
Fall Underrepresented Racial/Ethnic Group Headcount	362	375
SUCCESS		
Students Passing Developmental Courses		
Student Passing Developmental Courses – Math	70%	74%
Students Passing Developmental Courses – English	72%	75%
Developmental Students Passing College-Level Course		
Math	36%	45%
English	61%	65%
Retention		
Returning Adults	55%	60%
Transfer Students	78%	80%
Progress Toward a Degree		
First-Time Freshmen Earning 30 Hours	38%	40%
Four-Year Graduation Rates		
First-Time Freshmen	14.2%	18%
Low-Income First-Time Freshmen	11.5%	15%
Returning Adults	34%	38%
Underrepresented Racial/Ethnic Groups Total	5.5%	15%
Six-Year Graduation Rates		
First-Time Freshmen	37%	40%
Returning Adults	39%	40%
Transfer Students	48%	51%
IMPACT		
Health Degrees Awarded	135	145

TABLE 2 – SUMMARY OF 2018 INSTITUIONAL TARGETS

	System		Fairmont State University		
	2013	System Goal	2014-2015	Five Year Average	2018 Target (2017-18 Data)
ACCESS					
Fall Head Count	66,178	73,500	4,011	4,404	4,757
Annualized FTE	61,716	68,000	3,571	3,962	4,272
Fall First-Time Freshmen Headcount	11,188	12,750	689	741	774
Fall Low-Income Student Headcount	19,866	22,000	1,903	2,013	2,175
Fall Underrepresented Racial/Ethnic Group Total	6,844	6,700	404	375	375
Fall Adult (25+) Headcount	8,938	11,500	980	1,187	1,370
SUCCESS					
Students Passing Developmental Courses	2013 Cohort				
Math	69.3%	70%	75.7%	71.6%	74.0%
English	75.0%	75%	83.5%	75.4%	75.0%
Developmental Students Passing College-Level Course					
Math	31.6%	60%	34.4%	28.7%	45.0%
English	56.3%	70%	62.9%	56.1%	65.0%
Retention					
Full-Time, First-Time Freshmen	74.7%	80%	71.4%	72.2%	75.0%
Part-time, First-Time Freshmen	48.0%	50%	44.4%	49.7%	57.0%
Low-Income First-Time Freshmen	66.6%	75%	66.7%	67.5%	73.0%
Returning Adults	54.6%	65%	64.6%	60.1%	60.0%
Transfer Students	73.4%	76%	74.1%	76.2%	80.0%
Underrepresented Racial/Ethnic Group Total	64.6%	75%	56.7%	62.4%	66.0%
Progress Toward Degree					
First-Time Freshmen Earning 30 Hours	47.8%	65%	35.4%	34.2%	40.0%
Four-Year Graduation Rate	<i>Cohort Years:</i>	2009	2014	2011	2014
First-Time Freshmen		23.4%	30%	16.6%	14.1%
Low-Income First-Time Freshmen		17.0%	20%	9.4%	10.5%
Returning Adults		39.1%	48%	36.7%	37.9%
Transfer Students		43.2%	48%	42.7%	40.5%
Underrepresented Racial/Ethnic Group Total		13.0%	20%	5.9%	10.5%
Six-Year Graduation Rate	<i>Cohort Years:</i>	2007	2012	2009	2012
First-Time Freshmen		46.0%	60%	33.8%	36.0%
Low-Income First-Time Freshmen		34.6%	40%	24.3%	29.3%
Returning Adults		42.4%	58%	51.5%	40.0%
Transfer Students		53.0%	58%	44.1%	48.1%
Underrepresented Racial/Ethnic Group Total		29.6%	40%	28.4%	24.3%
IMPACT					
			2014-2015	Five-Yr. Avg.	
Degrees Awarded	13,295	15,500	773	799	828
STEM Degrees	3,108	3,750	174	163	183
STEM Education Degrees	121	**	7	7	5
Health Degrees	1,850	2,000	140	145	145

Tab 4

ITEM: Textbook Adoptions Report

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it resolved, that the Fairmont State University (FSU) Board of Governors accept the Textbook Adoptions Report and forward the same to the Higher Education Policy Commission (HEPC).

STAFF MEMBER: Dr. Christina Lavorata, Provost and Vice President of Academic Affairs

BACKGROUND: Bookstore Policy #54 section 2.2.7, requires the bookstore to compile a report regarding missing textbook adoptions by June 1 each year. This report is to be forwarded to the Board of Governors for review.

The institutional Board of Governors must then submit a report on textbook adoptions to the West Virginia Higher Education Policy Commission annually by November 1.

Bookstore Personnel and the Academic leadership of Fairmont State University worked this year with the faculty to achieve textbook adoptions for all known classes for summer term 2014 of 83%, fall term 2014 of 98%, and for the spring term 2015 of 99%.

A copy of this agenda item will be provided to the HEPC to fulfill this reporting requirement.



West Virginia Higher Education Policy Commission
West Virginia Community and Technical College System



Bruce L. Berry, M.D.
Chair
Paul L. Hill, Ph.D.
Chancellor

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Clarence "Butch" Pennington
Chair
Sarah Armstrong Tucker, Ph.D.
Interim Chancellor

**HEPC and CCTCE Series 51, Procedural Rule
Bookstores and Textbooks**

**Institutional Annual Report
Due November 1, 2015**

Institution: Fairmont State University
Reporting Date: October 12, 2015

Deadline Date for Faculty to be Assigned to Courses	Percentage of Deadline Met	Deadline Date for Textbooks and Course Material Selection	Percentage of Deadline Met	Date the Assigned Textbooks and Course Materials were Posted
Summer 2014	100%	03/15/14	83%	03/24/14
Fall 2014	100%	03/22/14	98%	03/24/14
Spring 2015	100%	10/15/2014	99%	10/20/14

Textbook Affordability Supporting efforts (Please use this space to provide anecdotal information about how your institution is helping to reduce textbook costs for students.):

The following strategies were implemented to help reduce textbook costs for students:

- Rental Program, which results in over \$300,000 in savings each semester;
- Research into IncludED program, which would charge a flat textbook fee for all students, based on an institution-wide average cost;
- Well-publicized Buy Back of used books each semester;
- Three-year adoption cycle, which allows for more used books to be offered;
- Increased use of digital materials;
- Decreased use of customized materials;
- Copies of textbooks available for checkout in library;
- ISBN numbers available on website;
- Textbook scholarships provided by Follett;
- Faculty textbook scholarships provided by professors donating unused books for re-sale; profits go to student scholarships.

Institutional Official
Signature: *Christina Lavorata*
Printed Name: Dr. Christina Lavorata
Date: October 12, 2015

Tab 5

ITEM: Program Continuations in the College of Science and Technology

COMMITTEE: Academic Affairs

RECOMMENDED RESOLUTION: Resolved, That the Fairmont State University Board of Governors approve the continuation of the College of Science and Technology programs, A.A.S. Architectural Engineering Technology and A.A.S. Electronics Engineering Technology.

STAFF MEMBERS: Christina Lavorata, Provost and Vice President for Academic Affairs, and Donald Trisel, Interim Dean, College of Science and Technology.

BACKGROUND: A.A.S. Architectural Engineering Technology: The enrollment is close to the HEPC minimum and the degree option provides a safety net for incoming students who do not feel ready to pursue a four year degree. Since the courses that the students take for the two-year program are also required for the four year degree, leaving the degree as an option does not cause FSU to incur extra costs or faculty loads. We respectfully request to leave the program open to demonstrate to NAAB that a full complement of degree options is available at FSU. Fall enrollments for 2014 and 2015 are stronger than the previous five years, 11 and 13 respectively.

A.A.S. Electronics Engineering Technology: This program underwent its five year review in 2012, and the Board of Governors approved it to remain open with monitoring. The two year degree is ABET accredited, requires the same courses as the four year program, and therefore does not add extra cost or faculty load to the department. Two new faculty members have been hired to replace recent retirees, and we respectfully request the program remain open with monitoring in order to give the recent hires ample opportunity to improve quality and viability.

Tab 6

ITEM: Graduate Studies Report

COMMITTEE: Academic Affairs

INFORMATION ITEM ONLY: The Graduate Studies Report submitted to the HEPC in June 2015.

STAFF MEMBERS: Christina Lavorata, Provost and Vice President for Academic Affairs, and Jack Kirby, Associate Provost and Director of Graduate Studies.

BACKGROUND: The Graduate Studies report was submitted to HEPC in June 2015, by Associate Provost and Director of Graduate Studies, Dr. Jack Kirby. The Academic Affairs Committee of the Board of Governors read and discussed the report in October. The report is being submitted for information only.

ANNUAL REPORT ON GRADUATE PROGRAMS AT FAIRMONT STATE UNIVERSITY 2015

Fairmont State University currently offers five (5) independent graduate programs of study:

- **Master of Education** with various concentrations including: Digital Media, New Literacies and Learning; Exercise Science, Fitness and Wellness; Professional Studies; Online Learning; Reading; and Special Education.
 - **Master of Arts in Teaching.**
 - **Master of Science in Criminal Justice.**
 - **Master of Business Administration.**
 - **Master of Architecture**
-

The **Master of Science in Human Services** program was terminated (termination approved by Graduate Council in September 2010) and there are no remaining students to matriculate through the program.

The **Master of Architecture (MArch)** degree has received all necessary approvals and the first cohort of students started with the fall semester 2014.

To begin the accreditation process, meetings were held with the Executive Director of the National Architectural Accrediting Board (NAAB) in September 2013. This was followed with the faculty developing a Plan for Achieving Initial NAAB Candidacy and a campus visit by NAAB in January 2014. NAAB accepted the degree program as eligible for candidacy in March 2014. An Architecture Program Report – Initial Candidacy (APR-IC) was submitted to NAAB in August 2014 followed by a NAAB Team campus visit in November 2014. In March 2015, the NAAB team report identified areas of improvement to address before initial candidacy was awarded, and provided direction on the next steps toward achieving this goal. The program maintains its candidacy eligibility and will submit a new Plan for Achieving Initial Candidacy under the terms of the new 2014 Conditions for Accreditation and the latest edition of the Procedures for Accreditation.

The **Master of Education (M.ED.) Multi-Categorical Special Education** reduced the total program hours from 39 to 36 credit hours. The first two classes, SPED 6320 (Students with Special Learning Problems) and SPED 6321 (Students with Special Behavior Problems) were combined to create one introductory course, SPED 6319 (Introduction to Learning Exceptionalities and Behavior Disorders). The changes were approved by the faculty of the School of Education-Health and Human Performance February 2015, by EPPAC in April 2015 and by the Graduate Council in April 2015.

The **Master of Education (M.ED.) Digital Media, New Literacies and Learning** program was revised and approved by the School of Education – Health and Human Performance in February 2015 and by the Graduate Council in May 2015. With the closing of the On-Line Learning graduate program, the faculty decided to redesign three of the courses from the ONLR program to incorporate them in the Digital Media, New Literacies and Learning Program. ONLR 6802 became EDUC 6813 (Blended and On-Line Learning Environments); ONLR 6804 became EDUC 6805 (Rights and Responsibilities in the New Media Age) and ONLR 6808 became EDUC 6817 (Tech Tools in Learning). In addition, three new courses were added: EDUC 6806 (Assessment in the New Media Age), EDUC 6811 (Learning Communities in the Digital Age) and EDUC 6815 (Programming for Learning). The total program hours remained the same but, in the new structure, students have 27 hours of required courses and 9 elective hours whereas, in the past, all program courses were required.

The **Master of Education (M.ED) On-line Learning** graduate program was closed with the approval of the School of Education – Health and Human Performance in November 2014 and the Graduate Council in February 2015. The rationale for closing this program was multiple years of low student enrollment. There were only two students left in the program and both would complete their degrees by December 2015.

The **Master of Business Administration (MBA)** eliminated the Occupational Safety track and the two related courses (SFTY 5510 & SFTY 5550) due to lack of enrollment.

The following table contains the number of students enrolled in each graduate program. The numbers reported below are consistent with other HEPC and IPEDS reports.

Enrollment Report

	<u>2014-15</u>	<u>To Date</u>
Master of Education	164	1153 students enrolled
Master of Arts in Teaching	32	200 students enrolled
Master of Science in Criminal Justice	30	132 students enrolled
Master of Business Administration	35	251 students enrolled
Master of Architecture	2	2 students enrolled
Master of Science in Human Services (term.)	0	19 students enrolled
Non-Degree Seeking Graduate Students	<u>15</u>	<u>540 students enrolled</u>
TOTAL	278	2297 students enrolled

We have conferred the following graduate degrees:

Graduate Degree Report

	<u>2014-15</u>	<u>To Date</u>
Master of Education	49 graduates	505 graduates
Master of Arts in Teaching	9 graduates	89 graduates
Master of Science in Criminal Justice	11 graduates	58 graduates
Master of Business Administration	15 graduates	155 graduates
Master of Architecture	0 graduates	0 graduates
Master of Science in Human Services	<u>0 graduates</u>	<u>3 graduates</u>
TOTAL	84 graduates	810 students

Fairmont State University offered the following graduate courses in 2013-14:

Master of Education: (concentrations in *Digital Media, New Literacies and Learning; Exercise Science, Fitness and Wellness; Professional Studies; Online Learning; Reading; and Special Education*)

Course Number	Course Title	Location/Time
EDUC 6300	<i>Foundations of American Education</i>	Online
EDUC 6301	<i>Research in Education</i>	Online
EDUC 6302	<i>Advanced Studies in Human Development</i>	Online
EDUC 6303	<i>Advanced Studies in Educational Psychology</i>	Online
EDUC 6305	<i>Advanced Educational Technology and Media</i>	Online
EDUC 6395	<i>Action Research in Education</i>	Online
EDUC 6809	<i>Teaching in the New Media Age</i>	Online
EDUC 6810	<i>Crit Media, Lit & Digital Story</i>	Online
EDUC 6812	<i>Tech, Leadership, & Change</i>	Online
EDUC 6814	<i>Game Design & Learning</i>	Online
EDUC 6816	<i>Information Architecture</i>	Online
EDUC 6818	<i>Practicum</i>	Online
ONLR 6802	<i>Instruct Design Online Crse Dev</i>	Online
ONLR 6803	<i>Online Assessment Techniques</i>	Online
ONLR 6804	<i>Online Copyright Issues</i>	Online

ONLR 6806	<i>Online Course Development Practicum</i>	Online
ONLR 6808	<i>Tech Tools for Online Learning</i>	Online
PHED 6405	<i>Lab Techniques in Hlth Prom/Ex Science</i>	Fairmont / M 7-10
PHED 6406	<i>Statistics in Hlth Prom/Exercise Science</i>	Fairmont / M 4-7
PHED 6412	<i>Cardio/Pulmonary Exer Phys I</i>	Fairmont / M 4-7
PHED 6413	<i>Neuromuscular Exercise Phys II</i>	Fairmont / M 7-10
PHED 6416	<i>Advanced Strength & Conditioning</i>	Fairmont / T 7-10
PHED 6417	<i>Impact of Exercise on Health & Disease</i>	Fairmont / T 4-7
PHED 6418	<i>Health Promotion & Wellness Programming</i>	Fairmont / T 4-7
PHED 6480	<i>Seminar in Exercise Science</i>	Fairmont / T 7-10
PHED 6490	<i>Internship in Exercise Science</i>	Arranged
PHED 6499	<i>Thesis Research</i>	Arranged
READ 6300	<i>Foundations in Read & Writing</i>	Online
READ 6310	<i>Teaching Reading to Special Learners</i>	Online
READ 6315	<i>Teach Con Area Literacy</i>	Online
READ 6320	<i>Pysc, Socy, & Ling Factors</i>	Online
READ 6330	<i>Diagnosis & Correction Prac I</i>	Fairmont/Arranged
READ 6330	<i>Diagnosis & Correction Prac I</i>	Online
READ 6340	<i>Diagnosis & Correction Prac II</i>	Fairmont/Arranged
READ 6340	<i>Diagnosis & Correction Prac II</i>	Online
READ 6360	<i>Literature and Response</i>	Online
READ 6370	<i>Admin & Supv of Reading/Writing Prog</i>	Fairmont / T 4-7
READ 6370	<i>Admin & Supv of Reading/Writing Prog</i>	Online
SPED 5099	<i>Positive Behavior Support</i>	Online
SPED 5323	<i>Math Strat for Except Learners</i>	Online
SPED 6320	<i>Student with Sp Learning Prob</i>	Online
SPED 6321	<i>Students with Sp Behavior Prob</i>	Online
SPED 6322	<i>Evaluation in Special Education</i>	Online
SPED 6323	<i>Behavioral Support for Special Students</i>	Online
SPED 6324	<i>Instructional Techniques in Special Education</i>	Online
SPED 6330	<i>Introduction to Autism</i>	Online
SPED 6331	<i>Strategies for Autism</i>	Online
SPED 6390	<i>Special Education Practicum</i>	Online

Master of Arts in Teaching:

Course Number	Course Title	Location/Time
EDUC 6195	<i>Clinical Experience I</i>	Online
EDUC 6195	<i>Clinical Experience I</i>	Fairmont/Arranged
EDUC 6295	<i>Clinical Experience II</i>	Online
EDUC 6295	<i>Clinical Experience II</i>	Fairmont/Arranged
EDUC 6300	<i>Foundations of American Education</i>	Online
EDUC 6301	<i>Research in Education</i>	Online
EDUC 6302	<i>Advanced Studies in Human Growth & Dev.</i>	Online
EDUC 6303	<i>Advanced Studies in Educational Psychology</i>	Online
EDUC 6304	<i>Diversity and Disabilities</i>	Online
EDUC 6305	<i>Advanced Educational Technology</i>	Online
EDUC 6306	<i>Instructional Design I - Education Evaluation</i>	Online
EDUC 6307	<i>Instructional Design II – Classroom Org</i>	Online
EDUC 6494	<i>Action Research & Portfolio Dev</i>	Online
EDUC 6495	<i>Clinical Experience III</i>	Fairmont/Arranged
READ 6315	<i>Teaching Content in Reading Literacy</i>	Online
SPED 6320	<i>Students with Special Learning Problems</i>	Online
SPED 6321	<i>Students with Special Behavior Problems</i>	Online

Master of Science in Criminal Justice:

Course Number	Course Title	Location/Time
CRIM 5505	<i>Terrorism</i>	Online
CRIM 5599	<i>Special Topics: Evidence-Based CJ Policy</i>	Online
CRIM 6601	<i>Advanced Criminal Justice Studies</i>	Online
CRIM 6602	<i>Advanced Criminal Law</i>	Online
CRIM 6615	<i>Comparative Analysis CRJU Syst</i>	Online
CRIM 6625	<i>Victimology</i>	Online
CRIM 6635	<i>Seminar in Offender Rehabilitation</i>	Online
CRIM 6640	<i>Seminar – Corrections</i>	Online
CRIM 6645	<i>Independent Study</i>	Fairmont/Arranged
CRIM 6645	<i>Independent Study</i>	Online
CRIM 6650	<i>CJ Planning & Evaluation</i>	Online
CRIM 6655	<i>Applied Research Methods in CJ</i>	Online
CRIM 6656	<i>Applied Statistics</i>	Online
CRIM 6696	<i>Thesis I / Thesis I-Online</i>	Fairmont / Online
CRIM 6697	<i>Thesis II / Thesis II-Online</i>	Fairmont/ Online

Master of Business Administration:

Course Number	Course Title	Location/Time
MSBA 5000	<i>MBA Essentials</i>	Online
MSBA 5100	<i>Personal Development Workshop</i>	Online
MSBA 5110	<i>Leadership Workshop</i>	Fairmont/ R 6-9
MSBA 5120	<i>Tactical HR Practices</i>	Fairmont / R 6-9
MSBA 5130	<i>Labor Relations & Dispute Res</i>	Fairmont/ T 6-9
MSBA 5140	<i>Strategic HRM & Emp Advocacy</i>	Fairmont/ M 6-9
MSBA 5200	<i>Management Information Systems</i>	Fairmont/ W 6-9
MSBA 5300	<i>Managerial Economics</i>	Fairmont/ W 6-9
MSBA 5400	<i>Business Environments</i>	Fairmont/ M 6-9
MSBA 5550	<i>Financial Reporting & Analysis</i>	Fairmont/ T 6-9
MSBA 5600	<i>Marketing for Managers</i>	Fairmont / T 6-9
MSBA 5700	<i>Quantitative Analysis</i>	Fairmont/ M 6-9
MSBA 5710	<i>Operations Management</i>	Fairmont/ T 6-9
MSBA 5800	<i>Knowledge Management</i>	Fairmont/Online
MSBA 5810	<i>Project Management</i>	Fairmont/ T 6-9
MSBA 5820	<i>Advanced Project Management</i>	Fairmont/ Arranged
MSBA 5850	<i>Project Management Capstone</i>	Fairmont/ T 6-9
MSBA 6000	<i>Strategic Management</i>	Fairmont/ W 6-9
MSBA 6010	<i>Managerial Practicum</i>	Fairmont / Arranged

Master of Architecture

Course Number	Course Title	Location/Time
ARCH 5500	<i>Arch Design Studio – Community</i>	Fairmont/MTWR 10-11:50
ARCH 5510	<i>Arch Design Smnr I – Small Urban Com</i>	Fairmont/MW 1-2
ARCH 5540	<i>Professional Practice</i>	Fairmont/1:30- 2:20
ARCH 5550	<i>Comprehensive Design Studio</i>	Fairmont/MTWR 1:30-3:20
ARCH 5560	<i>Arch Design Smnr II – Sustainable</i>	Fairmont/R 3:30- 6:20
ARCH 5599	<i>Comm Asst Center – Leadership</i>	Fairmont/Arranged
ARCH 5599	<i>ST: CDAC: Leadership II</i>	Fairmont/Arranged
ARCH 6610	<i>Advanced Study Proposal</i>	Fairmont/TR 11- 12:15