

Minutes
West Virginia University Faculty Senate
Monday, November 12, 2018

1. David Hauser, Faculty Senate Chair, called the meeting to order at 3:16 p.m. in Ruby Grand Hall, Erickson Alumni Center.

Members Present:

Ameri, S.	Donley, D.	Kiefer, C.	Myers, S.	Smith, M.
Anderson, K.	Eades, D.	Kleist, V.	Nutter, R.	Soccorsi, A.
Atkins, C.	Elliott, E.	Knox, S.	Ogden, L.	Sowards, A.
Ballard, D.	Eschen, E.	Kolar, M.	Olfert, I.	Swager, L.
Barko, C.	Estep, C.	Krause, K.	Olson, K.	Tapia, J.
Bastress, R.	Eubank, T.	Lockman, J.	Plein, L.	Toppe, M.
Benedito, V.	Evans, J.	Mallow, J.	Ponte, C.	Tu, S.
Bernardes, E.	Feaster, K.	Martucci, A.	Pradhan, T.	Ueno, C.
Bilgesu, H.	Fleming, A.	Matak, K.	Prucz, J.	Utzman, R.
Bishop, J.	Garofoli, G.	Mbayo, T.	Pyzdrowski, L.	Valenti, M.
Bonner, D.	Goff, N.	McCombie, R.	Rakes, P.	Valentine, K.
Bowman, N.	Goodykoontz, E.	McCorry, J.	Reddy, Y.	Vona-Davis, L.
Bravo, G.	Hardy, S.	Miller, D.	Reymond, R.	Walter, S.
Brock, R.	Harrison, N.	Montgomery-Downs, H.	Rice, T.	Wayne, W.
Burnside, J.	Hauser, D.	Morris, A.	Ryan, E.	Welsh, A.
Casey, F.	Hibbert, A.	Morris, M.	Sand-Jecklin, K.	Woloshuk, J.
Clemmer, M.	Hildebrand, L.	Morris, T.	Scaife, B.	Woods, S.
Cossman, J.	Hileman, S.	Mucino, V.	Schaeffer, P.	Yocke, R.
Cui, P.	Holbein, M.	Murphy, E.	Schimmel, C.	Yu, H.
Dickman, B.				

Members Excused:

Andress, L.	Collins, A.	Fraustino, J.	Hornsby, W.	Myers, M.
Angeline, M.	Costas, M.	Galvez P.	Jacobson, G.	Scott, D.
Blobaum, R.	Criser, A.	Germana, M.	Li, B.	Singh-Corcoran, N.
Brooks, R.	Cronin, A.	Haines, K.	Miltenberger, M.	Thomas, J.
Chisholm, S.	Dibartolomeo, L.	Hartnett, H.	Murray, J.	Vanderhoff, J.
Cohen, S.	Floyd, K.	Hessl, A.		

Members Absent:

Burt, A.	Crichlow, R.	Hutson, Z.	Rowlands, A.	Tobin, G.
Connors, J.	Dietz, M.	Law, K.	Sedney, C.	Tudorascu, A.
Corio, E..	Flanigan, M.	Patel, R.	Shapiro, R.	

Faculty Senate Officers Present:

Hauser, D.	Hileman, S.	Murphy, E.	Nutter, R.	Valenti, M.
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2. Chair Hauser moved for approval of the minutes from the Monday, October 8, 2018 meeting.
Motion carried.
3. Associate Provost C.B. Wilson reported the following:
 - John Chambers, the former CEO and Chairman of Cisco Systems, announced on November 9 that a gift of his time and talent will support a start-up engine at the College of Business

and Economics. The College will be renamed the John Chambers College of Business and Economics. Javier Reyes will lead the initiative as vice president for Start-up West Virginia, coordinating efforts across the University that contribute to the state's innovation economy. Chambers' gift will include financial support to build out and operate the start-up engine; create a philanthropic venture capital fund in support of the project; create a Center for Artificial Intelligence Management to explore AI's opportunities and challenges; and establish a fund to support the creation of the Center for AI Management. Chambers will also volunteer 5 percent of his time to provide expertise to WVU.

- James F. Wood has been appointed interim director of the West Virginia Energy Institute. He will replace Brian Anderson, who has been chosen to lead the National Energy Technology Laboratory, an agency of the US Department of Energy.
- Emma Harrison, Andrea Pettit, and Ginny Thrasher have been named finalists for the Rhodes Scholarship. They will interview with the Rhodes District XI Committee of Selection in Chicago on November 16-17.
- Karen Diaz has been appointed permanent dean of Libraries.
- Keith Jackson has been appointed permanent dean of the College of Creative Arts.
- Dan Robison will be leaving his position as dean of the Davis College to serve as dean of Iowa State University's College of Agriculture and Life Sciences. Ken Blemings, current dean of the Honors College, will serve as the interim dean of the Davis College.
- Vicki Greene has been appointed director of the West Virginia University Women's Business Center, to assist entrepreneurs across the state in all stages of business development, with a special focus on women-owned and managed businesses.
- Gay Stewart joins Carl Sagan, Richard Feynman, and numerous Nobel laureates as the recipient of the Hans Christian Oersted Medal from the American Association of Physics Teachers. The award recognizes an individual who has had an outstanding, widespread, and lasting impact on the teaching of physics.
- WVU continues to be part of a multimillion dollar effort across a 10-university alliance to support STEM education in Appalachia. Funded for a third phase by a 5-year, \$3.5 million NSF grant, the Louis Stokes Alliance for Minority Participation will examine underrepresented students' perceptions of science, technology, engineering, and mathematics disciplines and careers and work to improve recruitment, retention, and graduation rates of these students.
- An interdisciplinary team of WVU researchers is investigating how children's health and education outcomes can be improved through school-based health centers. Simon Haeder, assistant professor of political science, and Sara Anderson, assistant professor of child development and family studies, have been selected to participate in the Robert Wood Johnson Foundation's Interdisciplinary Research Leaders Program.
- Carrie White, the director of the WVU LaunchLab, has been named assistant vice president for entrepreneurship and innovation. Since joining the LaunchLab in 2016, she has provided guidance and resources to more than 1800 students interested in starting their own businesses or innovations.
- Azalea Hulbert has been appointed to a new position as director of academic integrity. An expert in the field, she brings significant experience as a practitioner, researcher, and consultant in higher education. She is recognized as a presenter and facilitator both domestically and abroad, and has designed, developed, and implemented on-campus initiatives focused on integrity.

- Jerry Wood has been appointed to lead the office of Veterans Affairs. He served 33 years of active duty in the US Army. Over the course of his career, he was deployed to Korea, Croatia/Bosnia, and Iraq, held three commands, and served seven years in multiservice/NATO assignments. He also served as a regional director for the Army's Soldier for Life program.
- Robert Bossarte, an associate professor in the School of Public Health, has received a \$13.3 million award from the Patient-Centered Outcomes Research Institute to study online cognitive behavior therapy as a treatment for depression. His work could be especially advantageous for depressed patients in Appalachia who live far from providers of in-person therapy.

4. Chair Hauser reported the following:

- The amendments to the Faculty Constitution passed. The changes included a provision for officers and committee chairs who were not already serving as senators to be considered members of the Faculty Senate.
- WVU's Governmental Affairs team approached Senate leadership for input on future campus carry legislation. They expect the NRA and other groups to push hard to get something in the new legislative session. If it looks like a bill will pass over our objections, WVU will negotiate with the bill's sponsor to create exceptions that are reasonable and will allow WVU to maintain a safe and secure campus. The full Senate will be asked to provide feedback at a future meeting.
- He would like to try a different format for the December Senate meeting. The GEF Committee has been asked by the provost's office to come up with a different way of thinking about general education. As part of that reimagining, he wants the Senate to function as a working group as part of the December meeting. The usual rows of seats will be replaced by round tables. Each table of faculty and other attendees will consider questions relating to general education, and their responses will go back to the GEF Committee. At some future date, the Committee will report back so the Senate can see what it helped facilitate.
- He thanked Gretchen Garofoli for organizing the flu vaccination clinic for today, November 12.

5. Barb Dawson, Associate Provost for Information Technology and Chief Information Officer, discussed WVU's updated email policy.
6. Azalea Hulbert, Director of Academic Integrity, and Carrie Showalter, Executive Director, Office of Student Government, discussed changes to the campus student code. The major change involves hearings for students facing suspension or expulsion. Prior to October 17, 2018, those cases were reviewed by a hearing panel. Students charged on or after October 17 will have their cases reviewed by a single adjudicator. The single adjudicator model is part of a one-year pilot program.
7. Paula Congelio, Vice President and Chief Financial Officer, and Lisa Sharpe, Project Director, Shared Services Operations, provided an update on the shared services project.

8. Ralph Utzman, Past Chair, Curriculum Committee, moved for approval of the following items.
Motion carried.

Annex I, New Courses Report.

Annex II, Course Changes, Deletions, and Adoptions Report.

Changes to the Major in Agribusiness Management.

Changes to the Major in Environmental & Energy Resources Management.

Changes to the Major in Recreation, Parks, and Tourism Resources.

9. Robert Brock, Chair, General Education Foundations Committee, presented the following report for information:

Annex III, GEF Transition Review. Report filed.

10. Roy Nutter, Faculty Representative to State Government, reported that HEPC will meet on November 16. One item on the agenda is the Fiscal Year 2018 Consolidated Audit Presentation, which can be found on the wvhepc.edu web site.
11. Stan Hileman, BOG Representative, reported that the Board of Governors met on Friday, September 21. The Board approved Rule 5.10 – Investment Policy, Rule 5.11 – Debt Policy, Rule 5.12 – Disposition of Property, Rule 5.13 – Tuition and Fees, Waivers, Payment and Reductions, and Rule 6.1 – Student Rights and Responsibilities; Student Conduct. The Board also approved minor changes due to mistakes in terminology for Rule 2.3 – Undergraduate Admissions, and Rule 4.5 – Modification of Duties for Certain Full-Time Faculty; Extension of Tenure-Clock. The 30-day comment period begins on November 13 for Rule 1.4 – Ethics, Conflict of Interest, and Outside Consulting Arrangements. The Board received audit reports for WVU and the WVU Research Corporation. Board members also participated in a dinner surrounding the naming of the John Chambers College of Business and Economics.
12. C.B. Wilson presented Annex IV, Annex V, and Annex VI related to BOG Rule 1.4 – Ethics, Conflicts of Interest, and Outside Consulting Arrangements.
13. New Business – None.
14. A motion was made and duly seconded to move the Faculty Senate into executive session under Chapter 6, Article 9A of the Code of West Virginia to avoid premature disclosure of an honorary degree. Motion carried.
- Following the conclusion of executive session, the committee reconvened into open session. The executive session began at 4:32 p.m. and ended at 4:42 p.m.
- A motion was made and duly seconded to move favorable nominees to the Board of Governors for review. Motion carried.
15. The meeting adjourned at 4:43 p.m. to reconvene on Monday, December 10, 2018.

Judy Hamilton
Office Administrator

To: Faculty Senate Executive Committee
 From: Kimberly Floyd, Chair, Senate Curriculum Committee
 Date: October 22, 2018
 Re: New Courses Report

Title	College	Credits	Prerequisites	Course Description
BIOL 365: Conservation Biology	AS	3	BIOL 221 or WMAN 313	Review of literature, research, and application of topics including biodiversity, endangered species, population biology, extinction, invasive species, conservation, restoration, and sustainability
GEOL 472: Energy Geology	AS	3	GEOL 101 and GEOL 102 and GEOL 103 and GEOL 104.	Energy needs will continue to increase as the human population grows and the quality of life increases for the world. To provide these energy needs, humans draw on a wide portfolio of renewable and nonrenewable energy resources. Examination of the geologic aspects and science of energy and present a balanced view of humanity's past, present and future energy resource options.
ACCT 542: Advanced Federal Corporate Tax	BE	3	ACCT 441 with a grade of C- or better and ACCT 442 with a grade of D or better; OR Consent.	An advanced study of federal income taxation for corporations and shareholders, including: corporate operations, corporate formation and capital structure, distributions to shareholders, acquisitions and liquidations, and reorganizations.
ACCT 543: Advanced Federal Partnership Tax	BE	3	ACCT 441 with a grade of C- or better and ACCT 442 with a grade of D or better; OR Consent.	An in depth study of federal income taxation for business entities taxed as partnerships as well as a comparative study of the taxation of other flow-through entities. Specific topics include: partnership tax operations, tax partnership formations and capital structure, distributions to partners, special allocations, and a comparative analysis of partnerships and non-partnership flow-through entities.
CYBR 525: Information Security Assurance Management	BE	3		This course prepares graduate students to become effective leaders in the management of computer security risks and cyber threats in private and public sector organizations. This comprehensive course introduces students to information assurance strategies, managerial security frameworks, the management of security controls, and the protection of information systems and networks in business. Students are also provided with the managerial tools.
CYBR 530: Business Data Communications	BE	3		Provides an overview of corporate data communications networks, the TCP/IP model and related technologies of the data communications corporate infrastructure as well as a survey of the essential tools and strategies for the management of secure, effective business networks. The course focuses on many related areas. Students will be encouraged to take and pass the Network+ Certification.

Title	College	Credits	Prerequisites	Course Description
CYBR 535: Business Network Security	BE	3	CYBR 525 and CYBR 530.	This course prepares graduate students to be effective leaders in business network security management. This course focuses on a practical, managerial approach to assessing and maintaining security in organizational networks and private and public cloud infrastructures. The student is expected to learn, think and act as an executive level manager applying network security technologies, controls and policies.
CYBR 540: Information Ethics and Legal Procedures	BE	3		This course provides an introduction to information ethics, including privacy protection and control, surveillance, link analysis, personally identifiable and sensitive data, data anonymity, privacy, accessibility and sharing, censorship, intellectual property, accuracy, virtual reality and AI. Additionally, laws of data collection and storage, security and law enforcement investigations, compliance management for government, publicly held corporations and the healthcare sectors are covered.
CYBR 545: Business Cybercrime Management	BE	3	CYBR 530 and CYBR 535.	Learn the managerial skills to protect, defend, and audit the security of information systems by ensuring confidentiality, integrity, authentications, availability, and non-repudiation through liability assessments, statistical analysis, and risk-based decision making. Upon completion of the course, students should be able to ensure that appropriate business security controls are in place to safeguard digital files and critical electronic infrastructure.
CYBR 555: Business Cybersecurity Practicum	BE	3	CYBR 545 and PR or CONC: BUDA 550.	Student will apply business cybersecurity tools to real world information security issues found in a business or non-profit organization. The final project requires integration across the business cybersecurity management skills of business intelligence, data management, information security assurance, data communications, network security, information ethics, legal procedures, business cybercrime management, fraud data analysis and business data visualization using a holistic approach.
ECON 443: Law and Economics	BE	3	ECON 201	We will use the tools and reasoning of economics to study the legal system. Legal institutions have been developed to govern our lives. A formal analysis of the outcomes these institutions create is essential to construct policy and institutional changes to promote a prosperous society. We conduct this institutional analysis applying the tools of economics.

Title	College	Credits	Prerequisites	Course Description
THET 510: Programming for Lighting	CCA	3	Consent.	Intermediate to advanced programming methods and procedures for industry standard lighting consoles, including typical lighting console hierarchy and operation and its field application and implementation. Application and development of skills in general lighting electrics, lighting management and lighting networking set up and troubleshooting.
CI 673: Teacher Leadership: Transforming Identities, Contexts, and Practices	CEHS	3	CI 670 and CI 672.	This course focuses on understanding the current scholarship of the leadership roles teacher leaders pursue (e.g., teacher as exemplary practitioner, curriculum decision-maker, researcher, change agent, facilitator of job-embedded professional development) as they facilitate teacher learning and school renewal. Students also identify and create possible action plans for the reform and transformation of the sacred stories of their place(s).
CE 417: Infrastructure Asset Management 1	CEMR	3	CE 332 or CE 347 or CE 351 or CE 361.	Integrated course that covers different strategies in supporting and sustaining civil infrastructure systems which include transportation, drinking and waste water, and energy systems. This course focuses on the maintenance stage, which broadly includes maintenance, repair, rehabilitation, and replacement, of the lifetime of an infrastructure (e.g., planning, design, construction, and operation/maintenance).
ACE 310: Coaching Pedagogy	CPASS	3	ACE 256 and PET 244 with a minimum grade of C-.	Pedagogical theory applied to coaching context, including roles and responsibilities, planning, instruction and feedback, and assessment for sport contexts.
ACE 453: Applied Sport Science Stats	CPASS	3	ACE 457 and STAT 211 with a minimum grade of C- in each.	Applied statistics in sport science includes a review of basic research design, data collection in applied athletic settings, the selection and use of appropriate statistical procedures in sport science, as well as data visualization techniques that can be used to make decisions regarding athlete status.
ENDO 681: Fundamentals of Endodontics	DENT	1		This course aims to provide the first year Endodontic residents with foundational knowledge in endodontic diagnosis, treatment planning, treatment procedures, prognosis and contemporary research prior to starting patient care in the graduate endodontics clinic.

Title	College	Credits	Prerequisites	Course Description
ENDO 682: Fundamentals of Endodontics Laboratory	DENT	2		This laboratory course is designed to mimic the technical skills required for patient care. Graduate students (residents) will practice the techniques discussed and demonstrated in Endo 681. Residents will become familiar with the Graduate Endodontic Clinic, instrumentation, materials and the Surgical Operating Microscope. Instructors will be able to assess the resident as they observe the demonstration of technical skills required.
IMMB 504: Contemporary Issues for Majors	MED	3	Consent.	Detailed coverage for major issues of contemporary research in immunobiology.
NSG 830: Nurse Anesthesia DNP Project	NSG	1-2	NSG 724.	This course provides the student nurse anesthetist with a framework for developing, implementing, and evaluating the outcomes of a Doctor of Nursing Practice (DNP) project.
NSG 832: Nurse Anesthesia DNP Project Presentation	NSG	2	NSG 707 and NSG 830.	This course requires the student nurse anesthetist to present the Doctor of Nursing Practice (DNP) project. The student will demonstrate mastery of the DNP Essentials, BSN-DNP program outcomes, and Nurse Anesthesia major outcomes through a portfolio, a presentation of the project, a manuscript prepared for publication, and critique of other students' scholarly work.
PHAR 713: Oncology Pharmacotherapy	PHAR	2	PR or CONC: PHAR 853.	Provides practical aspects to oncology pharmacy practice including clinical decision making and more in-depth review of specialty areas of practice within hematology/oncology.
IMC 645: Diversity Inclusion in IMC	RCM	3	IMC 610.	Focuses on the practical application of diversity and inclusion and their impact on marketing and communications brand strategy to diverse consumers and audiences. The concept of culture will be dissected as it relates to cohort comprehension and acceptance or rejection of companies or brands. The role of ethics and corporate social responsibility in diversity/multicultural marketing communications will be explored.
IMC 646: Augmented Reality Virtual Reality in IMC	RCM	3	IMC 610.	Examines how brands are using transformational Augmented and Virtual Reality (AR and VR) platforms such as Google Cardboard, Samsung GearVR, Oculus Rift, HTC Vive and Microsoft HoloLens to expand customer interaction and build brand affinity. This course focuses on how brands have effectively combined technologies as part of an integrated marketing communications campaign.

Title	College	Credits	Prerequisites	Course Description
IMC 647: Higher Education Marketing	RCM	3	IMC 610.	This course examines the role of marketing in American higher education in an ever-increasing competitive landscape, including the role of market analysis, audience segmentation, value messaging, marketing mix and budget and ROI assessment.
IMC 648: Executive Communication Leadership	RCM	3	IMC 610.	Provides a study of public relations, and reputation management and communication. The course includes an introduction to communication strategy, function and performance. Students will be introduced to the principles of executive and personal branding; media relations; community relations; multicultural and multigenerational communication; integrated marketing communication; crisis communication; social media; and how organizations manage relationships with important audiences.

To: Faculty Senate Executive Committee
 From: Kim Floyd, Chair-Elect, Senate Curriculum Committee
 Date: October 22, 2018
 Re: Course Changes, Deactivations, and Adoptions Report

Field	Old Value	New Value
AGRN 410		
Catalog Prerequisites	AGRN 202 and AGRN 203 and CHEM 116.	AGRN 202 and AGRN 203 and CHEM 111.
Justification for change to course		Catalog pre-requisites were not appearing in Banner allowing unprepared students to enroll. They would drop after the first day but would occupy a space so that students with the pre-requisites who registered later could not enroll. Division changed minimum CHEM requirement from the CHEM 115/116 sequence to the CHEM 111/112 sequence. Note that CHEM 115 is the lower version of CHEM 115 but CHEM 112 is not a lower version of CHEM 116.

BIOS 603

Catalog Prerequisites	BIOS 601 and BIOS 602.	BIOS 601 or BIOS 610 or PUBH 612 with a minimum grade of D- in each.
Justification for change to course		The new prerequisite options are courses that include material covered in the previous requirement.

BIOS 604

Catalog Prerequisites	BIOS 602 and BIOS 603.	BIOS 603 or BIOS 610 with a minimum grade of D- in each.
Justification for change to course		The new prerequisite options are courses that include material covered in the previous requirement.

CHEM 115

Catalog Prerequisites	Satisfactory ACT/SAT or placement exam performance, or minimum grade of C- in CHEM 110B, or minimum grade of C- in ((MATH 126A or MATH 126B or MATH 126C) and MATH 128), or minimum grade of C- in MATH 129 or higher.	Satisfactory ACT/SAT or placement exam performance, or minimum grade of C- in CHEM 110B, or minimum grade of C- in MATH 129 or higher. WVUIT and PSC sections require a pre-requisite or co-requisite of MATH 126 or MATH 129.
Justification for change to course		Transitioning course from GEC to GEF

CHEM 116

Catalog Prerequisites	CHEM 115.	CHEM 115 with a minimum grade of C-.
Justification for change to course		Transitioning from GEC to GEF

ECON 301

Course Division	WVU, PSC & WVUIT Course	WVU & WVUIT Course
Catalog Prerequisites	ECON 201 with a minimum grade of C-.	ECON 201 or ARE 150 with a minimum grade of C-.
Justification for change to course		Adding ARE 150 as an alternative prerequisite. Content of ARE 150 is sufficient to provide necessary background knowledge for Econ 301. Change is being made after a request by ARE and follow-up discussion. This eases what we have agreed is an unnecessary restriction for the ARE students who take the ARE 150 course.

FDM 211

Course Code	FDM 140	FDM 211
Course Number	140	211
Course Description	Study and classification of fibers, yarns, fabrics, color applications and finishes for apparel-industry applications. (Lecture plus laboratory.)	The course focuses on textiles intended for use in apparel and soft goods applications. Students examine all stages of the textile supply chain - from fiber to finishes - with opportunity for hands-on exploration. Sustainability and technological innovation in the textile industry are also addressed.
Credits Low	0	3
Credits High	3	
Variable Credit	Yes	No
Catalog Prerequisites		(MATH 124 or MATH 126) with a minimum grade of D- in each and PR or CONC: FDM 110 with a minimum grade of C-.

Field	Old Value	New Value
Justification for change to course		Updating course number to reflect the new position in curriculum sequence. Updating catalog description to better reflect course outline.

IMC 616

Full Title	Direct Marketing	Direct & Digital Marketing
Transcript Title	Direct Marketing	Direct & Digital Marketing
Course Description	Covers direct and interactive marketing from an IMC perspective. Includes database marketing, direct marketing message strategies across multiple media, direct and interactive marketing metrics, and the role of direct and interactive marketing in IMC campaigns.	Covers direct and digital marketing from an IMC perspective. Includes database marketing, direct marketing message strategies across multiple media, direct and interactive marketing metrics, and the role of direct and interactive marketing in IMC campaigns.
Justification for change to course		This course has been updated to reflect the changing nature of the direct marketing communications industry. Rapid technological change has led to the inclusion of interactive marketing in many direct marketing initiatives. We are requesting a name change to better reflect the industry landscape and the content of the course.

LING 511

Catalog Prerequisites	LING 101 or LING 301.	LING 101 or LING 311.
Justification for change to course		In registering students for class, I discovered that there was a typographical error in the prerequisites for this class in the catalogue and in Banner so that my students could not register for the class. The prerequisites are LING 101 or LING 311, which is currently listed as LING 301, a course number that does not exist.

MIST 357

Course Description	This course introduces the student to the field of information ethics, including such topics as privacy, accessibility, censorship, intellectual property, accuracy, virtual reality and artificial intelligence.	This course introduces the student to the field of information ethics, including such topics as privacy, accessibility, censorship, intellectual property, accuracy, virtual reality and artificial intelligence.
Catalog Prerequisites	BCOR 330.	
Justification for change to course		The prerequisite of BCOR 330 is not needed for this class, so we propose to eliminate this prerequisite in this alteration.

MKTG 325

Catalog Prerequisites	MKTG 315 with a minimum grade of C-.	
Justification for change to course	For many years, MKTG 325 was titled "Marketing Research." For reasons that are not well understood, this course title was changed to "Marketing Analytics". This is misleading. More importantly, we plan to introduce a new course "Online Analytics" and we fear this could create confusion between the two. The former course title is a far better description of MKTG 325.	The pre-requisite was added to ensure students take this class in sequence with other class. This is no longer needed due to the change in the enrollment requirement.

MKTG 485

Catalog Prerequisites	MKTG 325 and MKTG 350 with a minimum grade of C- in each.	
Justification for change to course		The prerequisites were added to ensure students take this class in their senior year. These are no longer needed as there are changes in the enrollment system to ensure this.

MUSC 431

Full Title	History of Keyboard Pedagogy and Technique	Survey of Keyboard Technique
Transcript Title	Hist Keyboard Pedagogy-Tech	Survey of Keyboard Technique
Course Description	Study of keyboard development and technique, including pedagogical works of the eighteenth through twentieth centuries and application to specific teaching problems. Laboratory: Student teaching and observation, emphasizing analysis and solution of technical problems.	This course surveys keyboard technique from the late Baroque to today. It explores the development of three "schools" or approaches to keyboard/piano playing, from the early finger technique to the use of the wrist and arm weight to weight relaxation and coordination. The course includes exploring treatises, literature, and current videos and other resources.
Justification for change to course		Adjusted the course description to better reflect the course scope.

Field**Old Value****New Value****PET 228**

Course Description	Examination of curriculum and curriculum development; discussion of hidden curriculum issues.	Examination of curriculum and curriculum development; discussion of hidden curriculum issues in physical education.
Catalog Prerequisites	Admission to the Physical Education Teacher Certification Program.	PET 101 and PET 124 and PET 125 and PET 167 and PET 175 and PET 244 and PET 276 and PR or CONC: PET 233 and PET 349 with a minimum grade of C- in all.
Justification for change to course		The change is being made to help solidify how students advance through the curriculum.

PET 233

Catalog Prerequisites	Admission to the Physical Education Teacher Certification Program.	PET 101 and PET 124 and PET 125 and PET 167 and PET 175 and PET 244 and PET 276 and PR or CONC: PET 228 and PET 349 with a minimum grade of C- in all.
Justification for change to course		There are no substantive changes being made to the course. The only change is altering the prerequisites and corequisites for the class. The change is being made to help solidify how students advance through the curriculum.

PET 346

Justification for change to course	No real change, just adding in the 0-credit lab for the benefit of our student	There are no substantive changes being made to the course. The only change is altering the prerequisites and corequisites for the class. The change is being made to help solidify how students advance through the curriculum.
Catalog Prerequisites		PET 350 and PET 369 and PET 379 and PR or CONC: PET 347 and PET 441 with a minimum grade of C- in all.

PET 349

Full Title	Fitness Education	Health-Optimizing Physical Education
Transcript Title	Fitness Education	Health-Optimizing PE
Course Description	This course introduces prospective physical educators to the foundations and components of health-related fitness, appropriate curriculum for K-12 programming, effective teaching principles, and assessment of physical activity and fitness.	Introduction to the foundations and components of health-related fitness, appropriate curriculum for K-12 programming, effective teaching principles, and assessment of physical activity and fitness.
Catalog Prerequisites		PET 124 and PET 125 and PET 167 and PET 175 and PET 244 with a minimum grade of C- in all.
Justification for change to course		The addition of the course pre-requisites will better enable students to map out their 4-year degree plan in consultation with their academic advisors.

PET 350

Catalog Prerequisites	Admission to the WVU in Physical Education Teacher Education (PETE) program.	PET 124 and PET 125 and PET 167 and PET 175 and PET 244 with a minimum grade of C- in all.
Justification for change to course	This course introduces prospective physical education teachers to the unique needs and characteristics of young children. Particular emphasis will be placed on developmentally appropriate practices, effective teaching practices and principles, and observation and assessment in movement education. Students participate in clinical laboratory experiences involving young children. Under-graduate students who graduate from the WVU PETE Program will be eligible for certification in Prek-Adult Physical Education and this course provides the students content knowledge and practicum/field experiences with preschool aged learners.	This addition will make it easier for students and advisors when mapping 4-year degree plans as a guide to retention and program completion.

PET 441

Course Description	Students introduced to technology literacy with a focus on the effective use of technology in physical education settings. Application of technologies related to professional development, advocacy, planning and instruction, and assessment of student learning.	Introduction to technology literacy with a focus on the effective use of technology in physical education settings. Application of technologies related to professional development, advocacy, planning and instruction, and assessment of student learning.
Catalog Prerequisites		PET 124 and PET 125 and PET 167 and PET 175 and PET 244 with a minimum grade of C- in all.

Field	Old Value	New Value
Justification for change to course		The only changes to the course are the addition of several pre-requisites intended to clarify the desired curricular sequence for students. These pre-requisites will make it easier for students and advisors during four year degree planning.

PET 447

Justification for change to course	No real change, just adding in the 0-credit lab for the benefit of our students	Course modifications involve the inclusion of pre- and co-requisites and use of variable credit. The pre- and co-requisites will guide students in making decisions regarding their 4-year planning. The variable credit option is needed so that a 0-credit lab can be scheduled to help prepare the students for the edTPA certification (state teaching license requirement).
Catalog Prerequisites		PET 124 and PET 125 and PET 167 and PET 175 and PET 244 and PR or CONC: PET 449 with a minimum grade of C- in all.

PET 449

Catalog Prerequisites	PET 346 and PET 347.	PET 124 and PET 125 and PET 167 and PET 175 and PET 244 and PR or CONC: PET 447 with a minimum grade of C- in all.
Justification for change to course		Course modifications involve the inclusion of pre- and co-requisites and use of variable credit. The pre- and co-requisites will guide students in making decisions regarding their 4-year planning.

PET 477

Catalog Prerequisites	Open to departmental majors only.	PET 346 and PET 347 and PET 441 and PR or CONC: PET 447 and PET 449 with a minimum grade of C- in all.
Justification for change to course		There are no substantive changes being made to the course. The only change is altering the prerequisites and corequisites for the class. The change is being made to help solidify how students advance through the curriculum.

PR 215

Course Description	Introduces the principles of public relations. Examines the definition and historical development, opportunities and challenges, and techniques and management of public relations.	Introduces the principles of public relations. Examines the definition and historical development, opportunities and challenges, and techniques and management of public relations. Students cannot receive credit for both PR 215 and either of ADV 215 or STCM 215, which are considered equivalent courses.
Justification for change to course		Changed catalog language to let students know they cannot receive credit for both PR 215 and ADV 215 or STCM 215.

PR 301

Catalog Prerequisites	JRL 101 and PR 215 and Public Relations Minor Candidate.	JRL 101 and (PR 215 or ADV 215) with a minimum grade of C- in each and Public Relations Minor Candidate.
Justification for change to course		Changed required prereq grades to C- per College requirements.

PR 319

Catalog Prerequisites	STCM 215.	STCM 215 or PR 215 or ADV 215 with a minimum grade of C- in each.
Justification for change to course		Changed required prereq grade to C- per College requirements.

PR 333

Catalog Prerequisites	STCM 215 or PR 215.	STCM 215 or PR 215 or ADV 215 with a minimum grade of C- in each.
Justification for change to course		Changing course prereq grade to C- to conform with college requirements.

PR 401

Catalog Prerequisites	JRL 101 and PR 215 and Public Relations Minor Candidate.	JRL 101 and (PR 215 or ADV 215) with a minimum grade of C- in each and Public Relations Minor Candidate.
Justification for change to course		Changing course prereq grades to C- to conform with College requirements.

Field**Old Value****New Value****PR 410**

Catalog Prerequisites	JRL 101 and (PR 215 or STCM 215).	JRL 101 and (PR 215 or STCM 215 or ADV 215) with a minimum grade of C- in each.
Justification for change to course		Changing course prereq grades to C- to conform with College requirements.

PR 412

Catalog Prerequisites	ADV 201 or ADV 215 or PR 215 or STCM 215.	ADV 201 or ADV 215 or PR 215 or STCM 215 with a minimum grade of C-.
Justification for change to course		Changing course prereq grades to C- to conform with College requirements.

PR 431

Catalog Prerequisites	JRL 101 and (PR 215 or STCM 215).	JRL 101 and (PR 215 or STCM 215 or ADV 215) with a minimum grade of C- in each.
Justification for change to course		Changing course prereq grades to C- to conform with College requirements.

PR 432

Catalog Prerequisites	JRL 101 and (PR 215 or STCM 215).	JRL 101 and (PR 215 or STCM 215 or ADV 215) with a minimum grade of C- in each.
Justification for change to course		Changing required prereq grades to conform to College requirements.

PR 433

Catalog Prerequisites	JRL 101 and (PR 215 or STCM 215).	JRL 101 and (PR 215 or STCM 215 or ADV 215) with a minimum grade of C- in each.
Justification for change to course		Changed required prereq grades to conform to College requirements.

SEP 312

Catalog Prerequisites	SEP 210.	Have earned a B- or higher in SEP 210, SEP 271, & SEP 272.
Justification for change to course		The SEP faculty wants to ensure student success in SEP 312 by adding lower-level prerequisites, as these courses provide a framework for the material and opportunities discussed in SEP 312.

SOWK 581

Catalog Prerequisites	Graduate standing in SOWK.	PR or CONC: SOWK 530 and SOWK 540 and graduate standing in Social Work.
Justification for change to course	The revision of this course brings it into compliance with 2015 CSWE accreditation standards. The revised course will provide better support to the MSW new focus on Advanced Integrated Practice.	Additional notes are being added to the catalog prerequisites in order to ensure that students register for courses in the correct order as defined by their degree plan.

SOWK 616

Catalog Prerequisites	Graduate standing in SOWK.	PR or CONC: SOWK 682 and graduate standing in Social Work.
Justification for change to course	The revision of this course brings it into compliance with 2015 CSWE accreditation standards. The revised course will provide better support to the MSW new focus on Advanced Integrated Practice	Students must be enrolled in SOWK 682 concurrently in order to pass this course as it requires a capstone project to be completed in their field placements. As such, we are asking to activate a BANNER co-reg to this effect.

SOWK 633

Catalog Prerequisites	Graduate standing in SOWK.	Graduate standing in SOWK. Students must have completed SOWK 531 or have Advanced Standing status.
Justification for change to course	The revision of this course brings it into compliance with 2015 CSWE accreditation standards. The revised course will provide better support to the MSW new focus on Advanced Integrated Practice.	Additional notes are being added to the catalog prerequisites in order to ensure that students register for courses in the correct order as defined by their degree plan.

SOWK 643

Catalog Prerequisites	Graduate standing in SOWK.	Graduate standing in SOWK. Students must have completed all 500-level courses in the MSW degree plan or have Advanced Standing status.
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Field	Old Value	New Value
Justification for change to course		Students need several skills to develop and execute their independent research projects, which are reflected in the revised prerequisites. 1. I would like to require STATS 211 because students must propose statistical analyses they will apply to the data they collect. 2. I would like to require FOR 240 or CS 101 because students will need basic familiarity with Microsoft Word and Excel for writing reports, and storing and analyzing data. 3. I would like to require RESM 440 as a prerequisite or co-requisite because students will need familiarity with GIS applications for designing studies (e.g., placing random points within a polygon) and creating maps. I would like to change the class to 4 credits to better reflect the work required by students and myself. Lecture meets for 150 minutes per week, and lab meets for an additional 230 minutes once per week. This workload is not reflected in the current 3 credit class.

WMAN 300

Catalog Prerequisites	WMAN 150 and WMAN 175 and WMAN 224 and WMAN 234 and FOR 205.	PR: STAT 211 and (FOR 240 or CS 101) and PR or CONC: RESM 440 with a minimum grade of C- in each.
Credit Option	Or	
Credits Low	0	4
Credits High	3	
Variable Credit	Yes	No
Course Has prereqs taught by other academic unit	No	Yes
Justification for change to course		Students need several skills to develop and execute their independent research projects, which are reflected in the revised prerequisites. 1. I would like to require STATS 211 because students must propose statistical analyses they will apply to the data they collect. 2. I would like to require FOR 240 or CS 101 because students will need basic familiarity with Microsoft Word and Excel for writing reports, and storing and analyzing data. 3. I would like to require RESM 440 as a prerequisite or co-requisite because students will need familiarity with GIS applications for designing studies (e.g., placing random points within a polygon) and creating maps. I would like to change the class to 4 credits to better reflect the work required by students and myself. Lecture meets for 150 minutes per week, and lab meets for an additional 230 minutes once per week. This workload is not reflected in the current 3 credit class.

Course Deactivations

Course Code	Course Title
FIS 309	Bloodstain Pattern Analysis for Non-Examiners
FIS 403	Medicolegal Death Investigation
GEOL 416	Sedimentation and Tectonics
RDNG 573	Professional Development
RDNG 583	Special Workshop in Reading
RDNG 641	Problems in Reading
RDNG 642	Teaching Reading to Children who have Profound Reading Problems
RDNG 680	Seminar
RDNG 681	Special Topics
RDNG 681A	Independent Research in Literacy
RDNG 685	Practicum
RDNG 744	Advanced Clinical Reading
RDNG 781	Special Topics
RPTR 102	Adventure in society

Course Adoptions

Course Code & Title	Course Description	Campus Requesting Course
CJ 301: White Collar and Economic Crime	Overview of white collar and economic crime in America including an examination of the extent of economic crime, law enforcement effectiveness, theories of causation, and methods of prevention. Also discussing the effect of the Internet on white collar and economic crime.	WVUIT
ENGL 305: Technical Writing	Writing in scientific and technical fields. Introduces students to typical genres, workplace practices, document design, and conventions of writing for experts and non-experts.	PSC
HIST 417: World War II in Eurpoe	Impact of World War II on political culture and moral fabric; emphasis on themes of invasion, occupation, collaboration, resistance, survival, and retribution. (Alternate years)	WVUIT
HIST 420: USSR and After: 1953 to Present	Crisis of late Stalinism; Khrushchev, destalinization, reforms; Brezhnev, stabilization, militarization, corruption, stagnation; Gorbachev, perestroika, glasnost, disintegration; Yeltsin, shock therapy, criminalization, decline.	WVUIT
WGST 340: Gender and Violence	Gender violence has implications for all members of society. This course will examine violence in the lives of women across the lifespan. Etiology, theories, effects, and prevention modalities will be evaluated.	PSC

To: Faculty Senate Executive Committee
 From: Robert Brock, Chair, GEFCO
 Date: October 22, 2018
 Re: GEF Transition Review

The General Education Foundations Committee met on September 17 and October 15, 2018 and passed the following courses for GEF transition review:

Title	General Education Foundations	LEAP Learning Outcome
COMM 105: Introduction to the Mass Media	F4. Society & Connections	2b: Critical and creative thinking
COMM 308: Nonverbal Communication	F4. Society & Connections	1: Knowledge of human cultures and the physical and natural world
DSGN 280: Sustainable Design and Development	F4. Society & Connections	4: Integrative and applied learning
DSGN 340: Design for Energy Efficiency	F2A. Science & Technology (no lab)	2b: Critical and creative thinking
ECON 401: Managerial Economics	F4. Society & Connections	2d: Quantitative literacy
ENGL 103: Accelerated Academic Writing	F1. Composition and Rhetoric	2c: Written and oral communication
ENGL 180: Literature of Love, Sex, and Gender	F6. The Arts & Creativity	1: Knowledge of human cultures and the physical and natural world
ENGL 213: Creative Writing: Poetry	F6. The Arts & Creativity	2b: Critical and creative thinking
ENGL 214: Creative Writing: Non-Fiction	F6. The Arts & Creativity	2c: Written and oral communication
ENGL 226: Non-Western World Literature	F7. Global Studies & Diversity	3b: Intercultural knowledge and competence
ENGL 233: The Short Story	F6. The Arts & Creativity	2b: Critical and creative thinking
ENGL 234: Drama	F6. The Arts & Creativity	2b: Critical and creative thinking
ENGL 257: Science Fiction and Fantasy	F6. The Arts & Creativity	2a: Inquiry and analysis
ENGL 258: Popular American Culture	F6. The Arts & Creativity	2b: Critical and creative thinking
FCLT 240: Italian-American Experience	F5. Human Inquiry & the Past	2c: Written and oral communication
GEOG 205: Natural Resources	F4. Society & Connections	1: Knowledge of human cultures and the physical and natural world
HIST 207: Revolutionary Europe	F5. Human Inquiry & the Past	1: Knowledge of human cultures and the physical and natural world
HIST 221: History of Modern Germany	F5. Human Inquiry & the Past	1: Knowledge of human cultures and the physical and natural world
LARC 212: History of Landscape Architecture	F6. The Arts & Creativity	1: Knowledge of human cultures and the physical and natural world
MATH 121: Intro Concepts Of Mathematics	F3. Mathematics & Quantitative Skills	2d: Quantitative literacy
MATH 129: Pre-Calculus Mathematics	F3. Mathematics & Quantitative Skills	2d: Quantitative literacy
PET 101: Games in American Culture	F5. Human Inquiry & the Past	2a: Inquiry and analysis
SM 275: The Olympic Games	F7. Global Studies & Diversity	1: Knowledge of human cultures and the physical and natural world
THET 102: Acting	F6. The Arts & Creativity	2b: Critical and creative thinking
THET 144: Fundamentals of Acting	F6. The Arts & Creativity	2b: Critical and creative thinking
THET 170: World Theatre and Drama	F7. Global Studies & Diversity	3b: Intercultural knowledge and competence



Board of Governors Rule

Governance
 Ethics, Conflicts of Interest, and Outside
 Consulting Arrangements
 Responsible Unit: President's Office,
 Research, and General Counsel's Office
 Adopted: [TBD]
 Revision History: Prior BOG Policy 17
 (originally effective September 5, 2003)
 Review Date: [TBD]

BOG GOVERNANCE RULE 1.4 ETHICS, CONFLICTS OF INTEREST, AND OUTSIDE CONSULTING ARRANGEMENTS

SECTION 1: PURPOSE & SCOPE.

- 1.1 West Virginia University seeks to ensure that all University Employees and Officials, including Faculty and Staff, are responsible for sustaining the highest ethical standards through values of integrity, honesty, and fairness in their teaching, research, service, and business practices.
- 1.2 This Rule provides the University's guidelines regarding real and perceived Conflicts of Interest both generally and in the context of research activities. It also provides guidelines that identify when University Faculty and Staff can appropriately enter into Consulting Arrangements with third parties outside of the scope of their employment with the University.
- 1.3 This Rule applies to all Employees of West Virginia University, West Virginia University Institute of Technology, and West Virginia University Potomac State College (collectively the "University").

SECTION 2: WEST VIRGINIA ETHICS ACT COMPLIANCE.

- 2.1 All University Faculty, Staff, Officials, and Unpaid Volunteers are required, by West Virginia state law, to comply with the West Virginia Ethics Act ("Ethics Act"), W. Va. Code §§ 6B-1-1 to -3-11 (2018), which is interpreted and administered by the West Virginia Ethics Commission. The state code, accompanying regulations, and other helpful information can be found at: <https://ethics.wv.gov/Pages/default.aspx>.
- 2.2 The Ethics Act prohibits certain behaviors deemed unethical by the Act. While not exhaustive, Section 2 of this Rule provides a brief overview of the most common Ethics Act requirements. Nonetheless, all University Faculty, Staff, Officials, and Unpaid Volunteers are expected to comply with all requirements of the Ethics Act. Additionally, University

Faculty on a nine-month appointment must continue to comply with the Ethics Act during the months between their appointment terms (e.g., during the summer months).

2.3 ***Gifts.***

2.3.1 ***Solicitation of Gifts.*** University Employees may not solicit a gift unless the solicitation is for a charitable purpose. The charitable purpose must also be one from which the Employee and the Employee's Family Members derive no direct personal benefit. University Employees may not directly solicit a subordinate for a gift even if the gift is for a charitable purpose.

2.3.2 ***Acceptance of Gifts.*** University Employees may not accept gifts from lobbyists, or from any person whom the Employee knows or has reason to know is doing or seeking to do business with the University of any kind; or has financial interests which may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of their official duties.

2.3.3 ***Exceptions.*** Notwithstanding these general prohibitions on the acceptance of gifts and the exemption outlined below in Section 2.4.1.2, the following types of gifts may be accepted by University Employees: meals and beverages if the payer is present, or any meal totaling \$25.00 or less; ceremonial gifts of an insignificant monetary value; unsolicited gifts of nominal value; reasonable expenses related to attending a speaking engagement; gifts or free admission to charitable, cultural, or political events; gifts that are purely private and personal in nature; and gifts from relatives.

2.4 ***Use of Public Office for Private Gain.*** Generally, University Employees are prohibited from using their positions for their own private gain or the private gain of another.

2.4.1 ***Exception for Higher Education Employees.***

2.4.1.1 The Ethics Act provides an exception for higher education employees, recognizing that the teaching, research, and service elements of higher education call for treatment that is different from the typical public employee or official.

2.4.1.2 Specifically, the Act provides that any person who is employed as a member of the Faculty or Staff of a public institution of higher education in the State of West Virginia and is engaged in teaching, research, consulting, or publication in their field of expertise and derives benefits from those activities is exempt from certain prohibitions set out in the Act (use of office for private gain, gifts, and interest in public contracts); *provided that* the activity is approved as part of the individual's employment contract, or has been approved by the individual's Dean or Vice President, or the University's President. *See* Section 7 for approval of outside Consulting Arrangements.

2.4.1.3 All employees must comply with the Ethics Act in carrying out all outside Consulting Arrangements.

2.4.2 ***Use of University Resources.*** University Employees may not use University-owned supplies, equipment, or other resources for personal projects or outside Consulting Arrangements. However, University Employees may use such resources for personal projects or outside Consulting Arrangements pursuant to an arrangement with the University to pay a fair market rate for those resources. University Employees may not use their subordinates to work on personal projects or outside Consulting Arrangements during work hours or compel them to do so on their own time. Any misuse of University resources is prohibited unless that use is *de minimis*, that is, involving only an insignificant amount of time, funds, supplies, personnel, or equipment.

2.5 ***Interests in Public Contracts.*** The Ethics Act prohibits University Employees from having a financial interest in any contract, purchase, or sale over which their position at the University gives them control, unless the total value of such contracts, purchases, or sales does not exceed One Thousand Dollars (\$1,000.00) in a calendar year. This prohibition extends to contracts in which the University Employee's Family Members have a financial interest, as well as to any business with which the University Employee or their Family Members are associated. This prohibition may be subject to the exemption outlined above in Section 2.4.1.2.

2.6 ***Endorsements.*** A University Employee may not endorse a particular product or business. This includes any product or business and includes case studies completed by a vendor. A commercial endorsement of a product or business is only permissible when it results in an overriding public benefit. Sponsorship agreements entered into on behalf of the University are deemed to have an overriding public benefit within the meaning of the Ethics Act.

2.7 ***Dual Compensation.*** No University Employee may receive compensation from two sources of state, county, or municipal government for working the same hours, except under certain limited circumstances.

2.8 Should any University Employee or officer have questions regarding compliance with the Ethics Act, please contact the Office of General Counsel.

SECTION 3: CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT DEFINED; CONFLICT OF INTEREST COMMITTEE; CORRECTIVE ACTIONS FOR VIOLATIONS.

3.1 All University Employees owe their primary professional allegiance to the University. University Employees should be aware of the two types of conflicts: Conflicts of Interest and Conflicts of Commitment.

3.2 *Conflicts of Interest.*

- 3.2.1 A Conflict of Interest occurs when there is a divergence between a University Employee's private, personal relationships or interests and their professional obligations to the University such that a reasonable observer might question whether the individual's professional actions or decisions are determined by or substantially altered by considerations of personal benefit, gain, or advantage.
- 3.2.2 Whether a Conflict of Interest or the appearance of a Conflict of Interest exists depends on the situation, not on the character or actions of the individual. The determination of the existence of a Conflict of Interest or the appearance of a Conflict of Interest is done objectively on a case-by-case basis. Because the appearance of a Conflict of Interest can be as damaging or detrimental as an actual Conflict of Interest, for the purposes of this Rule, apparent Conflicts of Interest are treated the same as actual Conflicts of Interest. As a result, any appearance of a Conflict of Interest must also be disclosed and reviewed in accordance with this Rule by the Office of Conflict of Interest Compliance or the University Conflict of Interest Committee.

3.3 *Conflicts of Commitment.*

- 3.3.1 A University Employee's primary commitment of time and intellectual effort must be to the teaching, research, scholarship, and service missions of the University.
- 3.3.2 A University Employee's attempts to balance their primary commitment to the University with external, non-University activities can result in a real or apparent conflict regarding commitment of time and effort. When external activities exceed reasonable time limits or become primary professional responsibilities, then a Conflict of Commitment exists.

3.4 *Conflict of Interest Committee.*

- 3.4.1 The President shall establish and appoint a Conflict of Interest Committee to ensure the appropriate implementation and execution of this Rule. The members of the Committee should include, but are not limited to, representatives from the Provost's Office, Strategic Initiatives Office, Research Office, and Health Sciences Center; two Faculty representatives appointed by the Provost; and with advice from the Office of General Counsel.
- 3.4.2 Members of the Conflict of Interest Committee are prohibited from participating in a review of their own Conflict of Interest disclosure form.

3.5 ***Corrective Actions for Violations.***

- 3.5.1 Any University Employee who fails to abide by the requirements within this Rule shall be subject to appropriate disciplinary action, including warning, suspension, termination, or other disciplinary action as may be appropriate.
- 3.5.2 Furthermore, although conduct may not violate this Rule, it may still be prohibited by the University under a different rule, policy, or standard of behavior. Accordingly, in such cases, the University reserves the ability to take any necessary action.

SECTION 4: INSTITUTIONAL CONFLICT OF INTEREST.

- 4.1 An Institutional Conflict of Interest may exist when the personal financial holdings of a University Official which, by virtue of their institutional authority, may affect or reasonably appear to affect institutional processes, research, business transactions, or other activities at the University.
- 4.2 ***Disclosure Requirements.*** University Officials must annually disclose Significant Financial Interests for Institutional Conflicts of Interest to the Office of Conflict of Interest Compliance by July 31 each year.
 - 4.2.1 Each University Official must submit an Institutional Conflict of Interest Disclosure regardless of whether or not the individual has a Significant Financial Interest for Institutional Conflicts of Interest to report.
 - 4.2.2 Each University Official must sign and certify the annual disclosure as accurate and complete.
 - 4.2.3 Each University Official must update their annual disclosure within thirty (30) days of the development of a new Significant Financial Interest.
 - 4.2.4 Each University Official must complete an initial disclosure form within sixty (60) days upon commencing employment.
- 4.3 ***Review of Disclosure Forms.*** Institutional Conflict of Interest Disclosures submitted by University Officials shall be reviewed annually, and on an ad hoc basis as necessary, by the Conflict of Interest Committee to determine if an individual has an Institutional Conflict of Interest or the appearance of an Institutional Conflict of Interest. If a Conflict is identified, the Committee may determine that the Conflict can be managed through an appropriate Management Plan. If the Committee determines that the Conflict cannot be managed, then it shall recommend steps to resolve the Conflict.

SECTION 5: CONFLICT OF INTEREST IN RESEARCH.

- 5.1 A Conflict of Interest in Research may exist where a Significant Financial Interest for Research could directly affect or reasonably appear to affect the design, conduct, or reporting of research or other activity sponsored by an outside entity.
- 5.2 ***Disclosure Requirements.*** All Investigators of any University research project must disclose any Significant Financial Interests for Research to the Office of Conflict of Interest Compliance or its successor in accordance with the relevant rolling deadlines set by the Office of Conflict of Interest Compliance. All Investigators must submit a Conflict of Interest in Research Disclosure at least annually.
- 5.2.1 All Investigators must submit a Conflict of Interest in Research Disclosure regardless of whether or not he or she has a Significant Financial Interest for Research to report.
- 5.2.2 All Investigators must submit and certify the disclosure as accurate and complete.
- 5.2.3 All Investigators must update their disclosure within thirty (30) days of the development of a new Significant Financial Interest for Research.
- 5.2.4 If an Investigator has not previously submitted an annual Conflict of Interest in Research Disclosure, the Investigator must submit a Conflict of Interest in Research Disclosure prior to submitting a research proposal seeking external funds or otherwise participating in any research activity regardless of the source of funding.
- 5.3 ***Review of Conflict of Interest in Research.***
- 5.3.1 Conflict of Interest in Research Disclosures submitted by Investigators shall be reviewed by the Office of Conflict of Interest Compliance. This Office shall determine if an Investigator has a Conflict of Interest in Research or the appearance of a Conflict of Interest in Research. If a Conflict is identified, the Office may determine that the Conflict can be managed through an appropriate Management Plan. If the Office determines that the Conflict cannot be managed, then it shall recommend steps to resolve the Conflict.
- 5.3.2 At the discretion of the Office of Conflict of Interest Compliance, an Investigator's Conflict of Interest in Research Disclosure may be immediately referred to the University Conflict of Interest Committee for review and determination, if the information contained within the Disclosure appears to contain a complex or significant Conflict.

- 5.3.3 An Investigator may request a review by the University Conflict of Interest Committee of the decision of the Office of Conflict of Interest Compliance. The Committee may then review the Investigator's Conflict of Interest Disclosure and make a final determination on whether a Conflict exists, whether such a Conflict can be managed, or whether the proposed Management Plan is appropriate. If the Committee determines that the Conflict cannot be managed, then it shall recommend steps to resolve the Conflict. The decision of the Committee cannot be appealed.

SECTION 6: OTHER CONFLICTS OF INTEREST.

- 6.1 To the extent a University Employee develops a real or perceived Conflict of Interest that is not expressly covered by this Rule, University Employees must disclose this Conflict to their immediate supervisor within thirty (30) days of the development of the Conflict.
- 6.2 The University Employee's supervisor shall report the disclosed Conflict of Interest to Talent & Culture (for Staff) or the Provost's Office (for Faculty) to develop with the supervisor an appropriate Management Plan. At the discretion of Talent & Culture or the Provost's Office, an Employee's Conflict may be referred to the University Conflict of Interest Committee for review and determination.
- 6.3 The Employee may request that the University Conflict of Interest Committee review the initial decision of the Conflict by Talent & Culture or the Provost's Office. The Committee shall then review Employee's Conflict and make a final determination on whether a Conflict exists, whether such a Conflict can be managed, or whether the proposed Management Plan is appropriate. If the Committee determines that the Conflict cannot be managed, then it shall recommend steps to resolve the Conflict.
- 6.4 University Employees are required to fully comply with all disclosure requirements of third parties for any activity that requires a disclosure of a Conflict of Interest. Such disclosures may be required when engaging in various activities, including but not limited to seeking research grants, participating in speaking engagements, or contributing to a publication.

SECTION 7: CONFLICT OF COMMITMENT; OUTSIDE CONSULTING ARRANGEMENTS.

- 7.1. **Generally.** Faculty and Non-Classified Employees may engage in limited Consulting Arrangements outside of their employment responsibilities to the University on subjects that are within their area of professional expertise.
- 7.1.1 However, such outside Consulting Arrangements must, at minimum, meet the following requirements:

7.1.1.1 it must further develop the individual professionally or serve the community, state, or nation in an area related to the individual's assignment or professional expertise;

7.1.1.2 it must not constitute a Conflict of Commitment with the individual's University responsibilities, nor interfere with the individual's teaching, research and service to the University; and

7.1.1.3 it must not be in conflict with the mission and objectives of the University.

7.2 ***Limitations on Outside Consulting Arrangements.***

7.2.1 For Faculty and Non-Classified Employees that are not leave eligible, outside Consulting Arrangements may occupy no more than, on average, one working day per week of an individual's total University work time during the term of their yearly appointment. For Faculty and Non-Classified Employees that are leave eligible, the employee must take annual leave when completing any outside Consulting Arrangements during the individual's normal working hours.

7.2.2 However, individuals must complete all University obligations and employment responsibilities.

7.2.3 The following types of outside activities are expressly prohibited for full-time Faculty and Non-Classified Staff:

7.2.3.1 An individual cannot participate in part-time employment outside of the University that they regularly commit to one or more days each week during normal University working hours.

7.2.3.2 An individual cannot provide regular instructional service during their appointment period to other educational institutions without permission of their Dean.

7.2.3.3 An individual cannot, as part of an outside Consulting Arrangement, endorse a commercial product or service.

7.2.3.4 If an individual's compensation is fully funded by a federal grant requiring the individual to commit 100% of their reported effort to the grant, that individual cannot participate in outside Consulting Arrangements.

7.2.4 Although participation in an academic conference, workshop or seminar does not usually constitute a Consulting Arrangement, the organizing of, operating of, or participating in such meetings for personal profit does. Such paid activity must be appropriately disclosed and approved in advance.

7.2.5 University Faculty and Non-Classified Employees engaging in outside Consulting Arrangements are not permitted to use the University name, logo, or marks. However, the University Faculty and Non-Classified Employees may use the University name to convey biographical information.

7.2.6 University Faculty and Non-Classified Employees are prohibited from using University resources, including but not limited to University email and electronic devices, the individual's office, and other University Employees' time, in carrying out their responsibilities under their outside Consulting Arrangements, unless the use is *de minimis* in accordance with the provisions of the Ethics Acts or the employee's use is pursuant to an arrangement with the University to pay a fair market rate for those resources.

7.2.7 An individual cannot use University resources to advertise or endorse their personal Consulting Arrangements.

7.2.8 ***Guidelines for Participation in SBIR and STTR Programs.***

7.2.8.1 The University understands and recognizes that Small Business Innovation Research ("SBIR") and Small Business Technology Transfer Research ("STTR") programs supported by several federal agencies are intended to cultivate and promote small businesses. These programs encourage small businesses to develop and create innovative technology, encourage commercialization of technology, and promote the economic and social benefit of the public.

7.2.8.2 It is with this understanding that the University encourages participation in these programs. As a result, the University may approve any conflict created by the University Employee's ownership or involvement in a small business concern ("SBC") that is participating in either SBIR or STTR programs.

7.2.8.3 However, the University Employee still must comply with all Conflict of Interest disclosure requirements in this Rule and must disclose the interest in the SBC that is participating in either SBIR and STTR programs. Where appropriate, the Employee may be required to follow a Conflict of Interest Management Plan.

7.3 ***Approval of New Outside Consulting Arrangements.***

7.3.1 Prior to agreeing to any outside Consulting Arrangement, an individual must submit a Consulting Arrangement Approval Form to the Dean of their College or School or the Vice President of their Unit. If an individual reports directly to the President, the President must approve the Form.

7.3.2 The individual must fully complete the required Form and provide other reasonable

information to the Dean or Vice President upon request. At minimum, the Form must include a description of the Consulting Arrangement, entity with whom the arrangement is with, and the anticipated time commitment for the arrangement. The individual must certify that the information contained within the Form is complete and accurate.

- 7.3.3 Upon review, the Dean, Vice President, or President shall determine if the request is appropriate, does not constitute a Conflict of Commitment or create a Conflict of Interest, and abides by the guidelines provided within this Rule.
- 7.3.4 Should a Dean, Vice President, or President deny a request for an outside Consulting Arrangement, the individual may request that decision be reviewed by the University's Conflict of Interest Committee for a final determination. The final determination of the Conflict of Interest Committee cannot be appealed.
- 7.4 ***Annual Disclosure of Outside Consulting Arrangements.*** All Faculty and Non-Classified Employees who have engaged in outside Consulting Arrangements within the past fiscal year (i.e., July 1 to June 30) must submit a Consulting Arrangement Annual Disclosure Form to the individual's Dean or Vice President by August 31 each year. The individual must sign and certify the Form as accurate and complete. This Form must, at minimum, summarize all Consulting Arrangements that the individual has participated in within the last calendar year providing for each arrangement individually, a brief description of the arrangement, the entity whom the arrangement is with, and the total time committed within the calendar year.
- 7.5 Compliance with this Rule does not relieve any University Employee of their obligation to comply with all other professional disclosure requirements.

SECTION 8: UNIVERSITY SPONSORED CONSULTING ARRANGEMENTS.

- 8.1. From time to time, the University may engage with an outside entity to sell a Faculty or Non-Classified Employee's services to a third party to advance the University's mission. These arrangements, where the University is the contracting party and receives the financial benefit, are called University Sponsored Consulting Arrangements.
- 8.2. University Sponsored Consulting Arrangements may only be entered into with the approval and permission of a Dean or Vice President. The agreements must be reduced to writing and signed by the appropriate University Official.
- 8.3. University Employees are permitted to commit their time to the third party under these arrangements. Providing services under these arrangements are considered part of the Employee's employment responsibilities to the University. However, the Employee should ensure that their time commitment is consistent with the terms of the written agreement.

SECTION 9: DEFINITIONS.

- 9.1. “Classified Employee” is defined in BOG Talent & Culture Rule 3.1 -- Administration and Employment Practices.
- 9.2. “Conflict of Interest in Research Disclosure” means a form developed to disclose the potential Conflicts of Interest in Research held by WVU Investigators developed by the Office of Conflict of Interest Compliance or its successor. The electronic disclosure system for Investigators is located within the WVU+kc research administration tool and can be accessed using the following link: <https://wvu.kuali.co/coi/>.
- 9.3. “Consulting Arrangement” means any outside employment, arrangement, or contract where the University Employee provides their expertise to an extramural third party directly or indirectly and in which the expertise is, directly or indirectly, related to the Employee’s employment or job duties with the University.
- 9.4. “Consulting Arrangement Approval Form” means a form developed for Faculty and Staff to obtain approval for their outside Consulting Arrangements. This Form can be located at: [insert link].
- 9.5. “Consulting Arrangement Annual Disclosure Form” means a form developed for Faculty and Staff to disclose annually their Consulting Arrangements. This Form can be located at: [insert link].
- 9.6. “Dean” means any Dean or their designee.
- 9.7. “Employee” means any Faculty, Adjunct Faculty, and Staff.
- 9.8. “Faculty” is defined in BOG Faculty Rule 4.2 – Appointment, Promotion, Tenure, and Dismissal for Cause.
- 9.9. “Family Member” means spouse, a person with whom the individual is living with as a partner, any dependent child, dependent grandchild, or dependent parent.
- 9.10. “Institutional Conflict of Interest Disclosure” means a form developed to disclose the potential institutional conflicts of interest of University Officials developed by the Office of Conflict of Interest Compliance or its successor. The electronic disclosure system for University Officials can be accessed using the following link: [insert link].
- 9.11. “Investigator” means the project director or principal investigator/program director, co-investigator, collaborator, senior/key personnel, Faculty, and any other person, regardless of title or position, who is responsible for the design, conduct, reporting, or proposing of research or other activity that is sponsored by an extramural agency or enterprise. For the

purposes of this Rule, graduate and undergraduate students generally are not considered Investigators. Postdoctoral scholars and fellows may be considered Investigators if designated as such by the Principal Investigator on a case-by-case basis.

- 9.12. “Management Plan” means an agreed plan to take action to address a Conflict of Interest or Conflict of Commitment, which may include eliminating the conflict, to ensure, to the extent possible, that the Employee’s actions do not violate the West Virginia Ethics Act, this Rule, or any other relevant laws, regulations, policies, or procedures.
- 9.13. “Non-Classified Employee” is defined in BOG Talent & Culture Rule 3.1 -- Administration and Employment Practices.
- 9.14. “President” means the President or their designee.
- 9.15. “Significant Financial Interest for Research” means a financial interest consisting of one or more of the following interests of an Investigator or Family Member of the Investigator that reasonably appears related to the Investigator’s institutional responsibilities:
 - 9.13.1 With regard to any publicly traded entity, the value of any remuneration received from the entity in the 12 months preceding the disclosure and the value of any equity interest in the entity as of the date of disclosure, that when aggregated exceeds Five Thousand Dollars (\$5,000.00).
 - 9.13.2 With regard to any non-publicly traded entity, the value of any remuneration received from the entity during the 12 months preceding the disclosure, that when aggregated exceeds Five Thousand Dollars (\$5,000.00), or when the Investigator or Family Member holds any equity interest in the entity.
 - 9.13.3 Any intellectual property rights and interests (e.g., patents, copyrights), upon receipt of income related to such rights and interests.
 - 9.13.4 For an Investigator who applies for or receives funding through a Public Health Service grant, cooperative agreement, or contract, any reimbursed or sponsored travel (i.e., paid on behalf of the Investigator rather than being reimbursed) that reasonably appears related to their institutional responsibilities. Excluded is travel that is reimbursed or sponsored by a Federal, state, or local government agency, an institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, or a medical center or a research institute that is affiliated with an institution of higher education.
 - 9.13.5 The term Significant Financial Interest for Research does not include the following types of financial interests: salary, royalties, or other remuneration paid by the University to the Investigator or family member if the Investigator is currently employed or otherwise appointed by the University; income from seminars, lectures, or teaching engagements sponsored by a Federal, state, or local

government agency; or income from service on advisory committees or review panels for a Federal, state, or local government agency.

9.16. “Significant Financial Interest for Institutional Conflicts of Interest” means a financial interest consisting of one or more of the following interests of a University Official or Family Member of the University Official that reasonably appears related to the University Official’s institutional responsibilities:

9.14.1 Equity or ownership interests held by the University Official or a Family Member worth more than Ten Thousand Dollars (\$10,000.00) in the aggregate in any publicly traded, for-profit organization. Excluded are equity interests held in mutual funds or retirement programs.

9.14.2 Any equity or ownership interest held in any for-profit organization that is not publicly traded.

9.14.3 Service as a member of a board of directors or other governing board of a for-profit organization, including service as a trustee or scientific advisory board member, service as an officer of the organization (whether paid or unpaid) or service as an employee by the University Official.

9.14.4 Payments or a legal right to a payment, including royalty payments, resulting from technology transfer, licensing or any outside business activities that, for any single arrangement, exceeds Ten Thousand Dollars (\$10,000.00) in the aggregate per year. Income from clinical care and tuition income are excluded from this calculation and the requirements of this Rule.

9.15. “Staff” means all Classified Employees and Non-Classified Employees.

9.16. “University Official” means University Board Members, President, Campus Presidents, Vice Presidents, Vice Provosts, Deans, Associate and Assistant Vice Presidents and Provosts, Assistant and Associate Deans, General Counsel, Director of Internal Audit, and all Employees within the Office of Technology Transfer.

9.17. “Unpaid Volunteer” means a person who, without compensation, performs services on behalf of a University Employee and who is granted or vested with powers, privileges, or authorities ordinarily reserved to public officials.

9.18. “Vice President” means any Vice President or their designee.

SECTION 10: DELEGATION.¹

- 10.1. The Board of Governors delegates to the President the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.

SECTION 11: AUTHORITY.

- 11.1. W. Va. Code §§ 6B-1-1 *et seq.*; 42 C.F.R. Part 50; 45 C.F.R. Part 94.

SECTION 12: SUPERSEDING PROVISIONS.

- 12.1. This Rule supersedes and replaces former Board of Governors Policy 17, which was adopted September 5, 2003; Higher Education Policy Commission (“HEPC”) Series 31, which was adopted August 1, 2002; and any other Rule of HEPC which relates to the subject matter contained within this Rule. This Rule also repeals and supersedes and replaces any internal University policy or procedure which relates to the subject matter contained within this Rule.

¹ The Board of Governors specifically delegates the authority to the Vice President of Research to update any website links contained within this Rule without going through the Board’s formal rulemaking procedures.

I certify the information contained within this form is correct and accurate, and I shall comply with the following requirements in undertaking this outside Consulting Arrangement:

My outside Consulting Arrangement does not appear to create a Conflict of Interest or Conflict of Commitment, and will not interfere with performance of my University obligations, which I understand are my primary employment obligations.

I shall comply fully with my obligations in the [West Virginia Ethics Act](#) and all West Virginia University Rules, Policies, and Procedures. Moreover, I understand that any approval to participate in the described activity does not supersede the requirements of the WV Ethics Act or the regulations and opinions of the Ethics Commission.

No university facilities, equipment, personnel, or supplies, not freely available to the general public, will be used in this Consulting Arrangement unless arrangements to reimburse the university have been made in advance.

If I am not leave eligible, my outside Consulting Arrangement will not occupy more than, on average, one working day per week of work time during the term of my appointment. If I am a leave eligible, I must take annual leave when completing any outside Consulting Arrangement during my normal working hours.

Signature of Employee: _____ Date: _____

ACKNOWLEDGEMENT AND APPROVAL:

Dept. Head or Supervisor: _____ Date: _____

Dean or Vice President: _____ Date: _____

OUTSIDE CONSULTING ARRANGEMENTS DO'S AND DON'TS

Although not an exhaustive list, please keep in mind the following Dos and Don'ts for outside Consulting Arrangements.

DO follow the West Virginia Ethics Act. The West Virginia Ethics Act requires that all state higher education employees get approval from their employer for all outside employment engaged in by the employee other than employment with, or service to, a state agency or local government agency. This form serves as the documentation of that approval.

DON'T agree to a Consulting Arrangement that will require you to use University resources without first seeking approval and putting into place a reimbursement plan. It is expressly prohibited by the Ethics Act and University policy to use State owned resources to complete your duties under a Consulting Arrangement without a reimbursement plan.

DO closely review any Consulting Arrangement contract provided to you by the outside entity. You are responsible for ensuring the arrangement does not violate the University's policies, state and federal law, and your professional ethics standards.

DON'T agree, if you are a not a leave eligible employee, to any Consulting Arrangement that will, collectively, when considering all of your outside employment obligations, require you to work more than 1 day per week of your time during your appointment period.

DO remember to take annual leave if you are a leave eligible employee engaging in a Consulting Arrangement during your normal working hours.

DON'T forget to report all Consulting Arrangements to your department yearly.

DO remember that Consulting Arrangements do not permit you to engage in part-time employment outside of the University if you are a full-time employee, nor are faculty permitted to provide regular instructional service to other educational institutions without first getting approval from their Dean.

DON'T use University intellectual property, including its trademarks and logos, when engaging in Consulting Arrangements.

DO feel free to state that you are a professor or employee of West Virginia University in your biographical information where appropriate.

DON'T endorse a commercial product or service as part of your Consulting Arrangement.

West Virginia University Consulting Arrangement Annual Disclosure Form

Pursuant to the West Virginia Ethics Act and West Virginia University Board of Governors Governance Rule 1.4, all University Faculty and Non-Classified Staff must complete an annual disclosure form detailing their outside Consulting Arrangements undertaken during the past fiscal year. This form must be completed by August 31 and returned to your Dean or Vice President.

You are only required to fill out this form if, during the past fiscal year (July 1 to June 30), you have:

- worked as an employee, owner, operator, independent contractor, or consultant (paid or unpaid) for any organization or individual other than at West Virginia University (“WVU”);
- had a management or other fiduciary role in any organization other than WVU, WVU Research Corporation, WVU Innovation Corporation, WVU Alumni Association, WVU Foundation, or the West Virginia United Hospital System or any of its subsidiaries; or
- engaged in a Consulting Arrangement as that is defined in West Virginia University Board of Governors Rule 1.4.

If you have a nine-month appointment, please list all outside Consulting Arrangements even if the work was done during the months you were off appointment (i.e., during the summer months).

Additionally, if you are on nine-month appointment, please indicate in the “Total Time Spent on Arrangement During Last Fiscal Year” the amount of time spent during your appointment term on the Consulting Arrangement and then separately the amount of time spent outside of your appointment term (i.e., during the summer months) on the Consulting Arrangement.

Name: _____

Title: _____

Department: _____

Appointment Term: _____

Consulting Client / Outside Employer Name	Description of Activity Undertaken	Total Time Spent on Arrangement During Last Fiscal Year	Obtained Prior Approval from Dean or VP?

In accordance with the Board of Governors Governance Rule 1.4, do you perceive any risk of a Conflict of Interest or Conflict of Commitment, or the appearance of a Conflict of Interest or Conflict of Commitment, in performing your University job duties?

☐ YES ☐ NO

If “yes,” describe the nature of the relationship, including a description of the real or potential for a Conflict of Interest or Conflict of Commitment.

I hereby certify that:

- The above information is full, true, and correct to the best of my knowledge and belief and I undertake to inform you of any changes immediately.
- I have complied fully with the West Virginia Ethics Act in undertaking my outside Consulting Arrangements.
- I understand that any approval to participate in the described activity does not supersede the requirements of the WV Ethics Act or the regulations and opinions of the Ethics Commission.
- I have not used any, or only an incidental, *de minimis* amount of, University resources in the course of my Consulting Arrangements, or I have arranged to compensate the University for the use of these resources.
- If I am a leave eligible employee, I have taken annual leave when engaging in a Consulting Arrangement during my regular work hours. If I am not a leave eligible employee, my total time spent on outside Consulting Arrangements does not equate to more than 1 day per week.

Signature of Employee: _____

Date: _____