

**WEST VIRGINIA**  
**SECRETARY OF STATE**  
KEN HECHLER  
**ADMINISTRATIVE LAW DIVISION**

Form #6

FILED  
1992 APR -3 PM 3:43  
OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE.**

AGENCY: STATE COLLEGE SYSTEM BOARD OF DIRECTORS TITLE NUMBER: 131

AMENDMENT TO AN EXISTING RULE: YES , NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: 16

TITLE OF RULE BEING PROPOSED: HIGHER EDUCATION REPORT CARD

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) SB 352

SECTION 18B-17-3(c), PASSED ON March 7, 1992

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON  
THE FOLLOWING DATE: April 3, 1992

*John Raines*

**TITLE 131  
LEGISLATIVE RULE  
STATE COLLEGE SYSTEM OF WEST VIRGINIA  
BOARD OF DIRECTORS  
SERIES 16**

**FILED**

1992 APR -3 PM 3: 43

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

**TITLE:                   HIGHER EDUCATION REPORT CARD**

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
1	General	1
2	Purpose	1
3	Guidelines	2
4	Definitions of Performance Indicators for all State College System Institutions	3
5	Indicators of Student and Institutional Performance	7
6	Rural Health Initiative	10
7	Presentation of Report Card	10

**TITLE 131  
LEGISLATIVE RULE  
STATE COLLEGE SYSTEM OF WEST VIRGINIA  
BOARD OF DIRECTORS  
SERIES 16**

**TITLE :**           **HIGHER EDUCATION REPORT CARD**

**SECTION 1.       GENERAL**

- 1.1   Scope -           This rule establishes definitions, guidelines and procedures which will direct the development of the database and the comparable information to be included in the annually published higher education report card.
- 1.2   Authority -       West Virginia Code § 18B-1-6, 18B-1-8a
- 1.3   Filing Date -     April 3, 1992
- 1.4   Effective Date -  April 3, 1992

**SECTION 2.       PURPOSE**

- 2.1           The primary purposes of this report are to:
  - 2.1.1   Provide basic data to be used in ensuring the accountability of the State College System and its member institutions;
  - 2.1.2   Serve as a source of information available to parents, students, faculty, staff, state policy-makers, and the general public on the quality and performance of public higher education;
  - 2.1.3   Provide a basis for comparing institutional and system performance and quality with regional and national norms;
  - 2.1.4   Provide information to assist the governing board in assessing institutional and system progress toward goals, five-year plans, and the resource allocation model; and

- 2.1.5 Provide additional information to assist the governing board in developing trend information and assessing institutional and system progress relative to regional and national trends.

### **SECTION 3. GUIDELINES**

- 3.1 The following will guide the further development of the existing higher education database and the collection of data which will comprise the report card:
  - 3.1.1 All data reported will be based on the uniform definitions incorporated in Section 4 for the various indicators of student and institutional performance.
  - 3.1.2 Institutional requirements for recordkeeping and reporting will be minimized.
  - 3.1.3 Data element collection procedures and report timelines will be established by the Central Office of the State College and University Systems (hereinafter referred to as the Central Office). The Central Office shall be responsible for assembling the report card from information relating to the State College System and its member institutions.
  - 3.1.4 The report card shall be brief and in concise, non-technical language.
  - 3.1.5 The preparation, printing, and distribution of the report card will follow a schedule determined by the Central Office so that the final report card will be prepared by December 1 each year, beginning December 1, 1992. The Central Office shall provide technical assistance (as needed) in data collection and reporting.
  - 3.1.6 The report card will include institutional, system, and statewide data and an explanation thereof. It shall include data for each institution for each listed applicable indicator and the aggregate of the data for institutions in the University System and for institutions in the State College System.
  - 3.1.7 The report card shall be based upon information for the preceding academic school year, or for the most recent complete school year for which such information is available. It shall be prepared using actual institutional, system, state, regional and national data as

applicable and available indicating performance of the individual institutions and the State College System. Goals and trends for the institutions and the State College System shall also be indicated in relation to previously adopted board goals, five-year plans, regional and national higher education trends and the resource allocation model.

- 3.1.8 Integrated Postsecondary Education Data System (IPEDS) reports and Southern Regional Education Board (SREB) data will serve as primary sources for peer data comparisons. Other relevant data comparisons will be used as appropriate.
- 3.1.9 Report card data elements and comparative data will be reported as available and applicable.
- 3.2 The president or chief executive officer of each public college shall be responsible for ensuring that all requested data are submitted annually to the Central Office, and shall certify that the data submitted are accurate.

#### **SECTION 4. DEFINITIONS OF PERFORMANCE INDICATORS FOR ALL STATE COLLEGE SYSTEM INSTITUTIONS**

- 4.1 To ensure meaningful reporting of comparable information, the following definitions are to be used in reporting various indicators of student and institutional performance:
  - 4.1.1 Academic rank - One of the following ranks (as described by the applicable policy of the State College System) held by faculty and major administrators with academic rank classified as professor, associate professor, assistant professor, instructor, or lecturer.
  - 4.1.2 Academic research - Any sponsored activity, grant or contract which is designed to advance or produce new knowledge.
  - 4.1.3 ACT score - The composite score on the American College Test (ACT).
  - 4.1.4 Adjunct or part-time faculty - An instructional faculty member not employed on a full-time basis.

- 4.1.5 Arrests for crimes on campus - The number of arrests for crimes, defined in federal reporting guidelines, which occurred on campus during the preceding year.
- 4.1.6 Athletic grants in aid - The fiscal dollar amount of non-repayable scholarships and grants awarded on the basis of athletic ability. It should include only non-repayable monetary awards which are institutionally administered and supported through college funds or institutional foundations.
- 4.1.7 Athletic participation - Membership on intercollegiate teams designated in federal legislation.
- 4.1.8 Criminal offenses reported to campus security or police- The number of criminal offenses reported, according to federal guidelines, to campus security or local police during the preceding year.
- 4.1.9 Developmental classes - Courses designed to prepare students for participation in a college-level curriculum and which do not result in the award of credit toward graduation.
- 4.1.10 Educational and general expenditures - Total expenditures for educational and general purposes by the following functional categories: instruction, research, public service, academic support, student services, institutional support, and physical plant and average expenditures per student for educational and general purposes as defined by the sum of those functional categories directly related to numbers of students.
- 4.1.11 Expenditure by fund (source) - Total revenue available for expenditure for educational and general purposes by source (student fees, state appropriations, government grants and contracts, private gifts, grants and contracts, sales and services, and other).
- 4.1.12 Faculty turnover - Full-time instructional faculty who were employed at an institution in the fall and who do not return to the same institution for employment in the subsequent fall.
- 4.1.13 Freshman transfer in - A student who has attended another institution from which credit is acceptable and who has not attained sophomore status as defined by the institution.

- 4.1.14 Full-time equivalent student (FTE) - A student count based on credit hours. FTE is calculated according to policies of the State College System Board of Directors which establishes the full-time academic load by student level.
- 4.1.15 Gender - The classification of an individual by sex.
- 4.1.16 Grade point average - The average numerical grade, on a four-point scale, achieved by a student in coursework at the collegiate level.
- 4.1.17 Graduate - A student who completes an approved program leading to a degree and is awarded a degree by the institution.
- 4.1.18 Graduate programs - Academic programs leading to a certificate, diploma, degree or specific institutional recognition at the graduate level for which an undergraduate degree is a general prerequisite.
- 4.1.19 Graduation or Completion Rate - Percentage of students who graduate or complete a program within the time parameters outlined in 4.1.25 of this rule.
- 4.1.20 Incoming freshman - A first-time, full-time freshman who has not previously attended any college. This includes students enrolled in the fall semester who attended college for the first time in the prior summer term and students who entered with advanced standing (college credits earned before graduation from high school).
- 4.1.21 Instructional faculty - Those members of the instructional faculty, according to the rule or rules of the State College System Board of Directors, who are employed full-time as defined by the institution and whose major, regular assignment is instruction, including those faculty with release time for research.
- 4.1.22 Licensure and certification examinations - Normed examinations which are governed by licensing and certifying boards and which students must pass in order to practice a vocation or profession.
- 4.1.23 Major administrator - An administrator holding a major policy-making, decision-making position within the institution, as determined by the president.

- 4.1.24 Minority - An individual who falls into one of the following categories: Black (non-Hispanic), Hispanic, Asian or Pacific Islander, Native American or Alaskan native. The student classification includes only those with U.S. citizenship or resident alien status.
- 4.1.25 Program completion - The completion of an approved program leading to a certificate, diploma, degree, or specific institutional recognition within 150% of the time normally taken by a full-time student to complete the program. The applicable rules and/or procedures of the State College System Board of Directors will be used as a basis for defining an approved program.
- 4.1.26 Rate of passage for licensure/certification exams - The percentage of students taking the examinations who receive licensure/certification by passing the examination and whose scores are reported to their home institution.
- 4.1.27 Residency - A student's residence as reported by the institution for tuition and fee payment purposes. Those classified as residents would not include non-resident students who are permitted to pay in-state fees based on contractual or special agreements authorized by the West Virginia Code or by the State College System Board of Directors.
- 4.1.28 SAT score - The combined scores on the Scholastic Aptitude Test (SAT).
- 4.1.29 Scores for incoming freshmen - The composite ACT score or the combined SAT score.
- 4.1.30 Standardized entrance examination - A nationally normed examination used as part of the selection criteria for admission to a college or university.
- 4.1.31 Student headcount enrollment - The total number of part-time and full-time students enrolled for credit.
- 4.1.32 Transfer in - An undergraduate student who has attended another institution from which credit is acceptable.

- 4.1.33 Transfer out - An undergraduate student who has transferred out of one West Virginia institution of higher education and transferred into another West Virginia public institution of higher education.
- 4.1.34 Tuition and fee waiver - Waiver of tuition and fees authorized by the West Virginia Code and the applicable rule of the State College System Board of Directors.
- 4.1.35 Withdrawal - An undergraduate student who formally exits from West Virginia public higher education.
- 4.1.36 Years of experience of faculty - The number of years of full-time teaching experience in regionally accredited institutions of higher education.
- 4.1.37 Years of experience of major administrators - The number of years of experience in West Virginia institutions of higher education or state agencies. Additional years of experience at regionally accredited institutions of higher education or higher education systems may also be reported as available and applicable.

**SECTION 5. INDICATORS OF STUDENT AND INSTITUTIONAL PERFORMANCE**

- 5.1 The president or chief executive officer of each public college having undergraduate students and undergraduate programs shall be responsible for ensuring that the following are reported as available and applicable:
  - 5.1.1 Average scores of incoming freshmen and transfer students on the American College Test (ACT) or Scholastic Aptitude Test (SAT);
  - 5.1.2 Percentage of incoming freshmen enrolled in developmental classes;
  - 5.1.3 Student performance as measured by grade point average and/or appropriate testing measures;
  - 5.1.4 Graduation or completion rate for the student body as a whole and separately for students who were enrolled at the institution and who received athletically-related student aid categorized by sex and athletic program;

- 5.1.5 Rate at which individuals who complete or graduate from the program of an institution pass applicable licensure or certification examinations required for employment in a particular vocation, trade or professional field;
  - 5.1.6 Student mobility (transfers in, transfers out and withdrawals);
  - 5.1.7 Number and percentage of student body receiving tuition and fee waivers; and
  - 5.1.8 Number, percentage and dollar value of tuition and fee waivers categorized by whether such waiver is for athletic participation or is an academic waiver and by whether the recipient is a resident or non-resident.
- 5.2 The president or chief executive officer of each public college having graduate programs shall be responsible for ensuring that the following are reported as available and applicable:
- 5.2.1 Average scores of beginning students on standardized entrance examinations;
  - 5.2.2 Number and percentage of student body receiving tuition and fee waivers;
  - 5.2.3 Number, percentage and dollar value of tuition and fee waivers categorized by whether the recipient is a resident or non-resident;
  - 5.2.4 Number of degrees granted;
  - 5.2.5 Graduation or completion rate;
  - 5.2.6 Percentage of students who complete or graduate from the program of an institution and who pass applicable licensure or certification examinations required for employment in the particular professional field; and
  - 5.2.7 Total number of students in each program, including the percentage of those students who are state residents, the percentage of students who are non-residents, the percentage of students who are women, and the percentage of students who are minorities.

- 5.3 The president or chief executive officer of each public college shall be responsible for ensuring that the following indicators are reported to the Central Office which shall compare such data with the aggregate of all other institutions in the state, region, and nation as applicable and to the extent comparison data are available:
- 5.3.1 Student-faculty ratio by institution;
  - 5.3.2 Student-administrator ratio by institution;
  - 5.3.3 Faculty turnover ratio by institution;
  - 5.3.4 Educational and general expenditure per FTE student, and expenditure by fund in graphic display;
  - 5.3.5 Academic rank and years of experience of the faculty and administrators at the institution;
  - 5.3.6 Percentage of faculty and the percentage of major administrators who are women, the percentage of faculty and the percentage of major administrators who are minorities;
  - 5.3.7 Percentage of classes taught by adjunct or part-time faculty;
  - 5.3.8 Statistics concerning the occurrence on campus of criminal offenses, as defined by federal reporting requirements for institutions of higher education, reported to campus security authorities or local police during the most recent school year and during the preceding school years for which data are available; and
  - 5.3.9 Statistics concerning the number of arrests for crimes, as defined by federal reporting requirements for institutions of higher education, occurring on campus during the most recent school year and during the preceding school years for which data are available.
- 5.4 The president or chief executive officer of each public college shall be responsible for ensuring the reporting of the number and gross dollar amount of grants received for academic research; a review of research projects including a brief description of each project; and the numbers of faculty, graduate and undergraduate students involved in these projects.

- 5.5 The reporting format and data transmission of the above-referenced indicators shall be transmitted in a form and manner to be determined by the Central Office.

## **SECTION 6. RURAL HEALTH INITIATIVE**

- 6.1 The chancellor shall submit to the vice chancellor for health sciences information on the State College System allied health care programs included in the rural health initiative. The information, which is to include the following, shall be incorporated in the higher education report card.
- 6.1.1 The number of full-time and part-time faculty and students, by discipline and by institution participating in the rural health education sites.
- 6.1.2 Any expenditure and planned expenditures of rural health initiative funding to the State College System's allied health care programs.

## **SECTION 7. PRESENTATION OF REPORT CARD**

- 7.1 The report card shall be presented annually at a regular board meeting of the State College System Board of Directors.
- 7.2 The report card shall be completed and disseminated with copies to the Legislative Oversight Commission on Education Accountability prior to the first day of December, one thousand nine hundred ninety-two, and each year thereafter.



KEN HECHLER  
Secretary of State

MARY P. RATLIFF  
Deputy Secretary of State

A. RENEE COE  
Deputy Secretary of State

CATHERINE FREROTTE  
Executive Assistant

Telephone: (304) 558-6000  
Corporations: (304) 558-8000

WILLIAM H. HARRINGTON  
Chief of Staff

JUDY COOPER  
Director, Administrative Law

DONALD R. WILKES  
Director, Corporations

(Plus all the volunteer  
help we can get)

STATE OF WEST VIRGINIA

SECRETARY OF STATE

Building 1, Suite 157-K  
1900 Kanawha Blvd., East  
Charleston, WV 25305-0770

TO: Marie Carter

AGENCY: Bd. of Directors

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: January 13, 1993

THE ATTACHED RULE FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 16 TITLE: 131 Bd. of Directors

\* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: \_\_\_\_\_

TITLE OF PERSON SIGNING: \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*\*\*\*

\* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: Paul Marion

TITLE OF PERSON SIGNING: Chancellor, State College System of W.V.

DATE: 1/15/93

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.