

**West Virginia School of Osteopathic Medicine  
Board of Governors – Regular Meeting  
Friday, November 2, 2018 – 12:00 pm  
Location: John Manchin, II, DO Conference Center, Room #2  
Clinical Evaluation Center**

**I. Call to Order, Roll Call/Quorum, and Mission Statement**

Meeting was called to order at 12:02 pm by Chair, Dr. Charles Davis. Roll call was taken by Vice Chair, Dr. Robert Holstein. A quorum was present. The WVSOM mission statement was read by Dr. Holstein.

**Members Present:**

Charles Davis, D.O., Chair	John Manchin, II, D.O. (teleconference)
Robert Holstein, D.O., Vice Chair	Gary L. Poling, D.O.
Cheryl Schreiber, Secretary (teleconference)	Steven Sarver (teleconference)
Gregory A. Burton (teleconference)	Loc Tran
John Garlitz, D.O.	

**Others in Attendance:**

James W. Nemitz, Ph.D., President	Debbie Green, Scribe/Board Liaison
Jeffrey Shawver, J.D., General Counsel	

**II. Introductions**

There were no introductions.

**III. Public Comment**

There were no public comments.

**IV. Approval of Minutes**

It was moved and seconded (Garlitz/Manchin) to approve the minutes of the September 28, 2018 regular meeting as presented. Motion Carried

**V. Rules**

A. Institutional Policy R-07: Export Control (new). Dr. Holstein reported the Institutional Policy Committee reviewed Institutional Policy R-07: Export Control, approved the administrative opinion regarding this policy and recommended approval to the full Board as presented. Jeffrey Shawver discussed the details of the policy and stated its need for compliance and accreditation purposes. In addition, Dr. Nemitz stated the policy is needed for federal grant submissions.

It was moved and seconded (Garlitz/Holstein) to approve Institutional Policy R-07: Export Control as presented. Motion Carried

## VI. Reports

A. Chair of the Board of Governors. Dr. Charles Davis asked the Board members to attend the Board meetings in person when possible.

1. Committee Reports.

- a. Academic Committee. Dr. John Garlitz, Chair, reported the Academic Committee met and approved one graduate and reviewed the textbook affordability report.
- b. Finance & Audit Committee. Mr. Greg Burton, Chair, reported the Finance and Audit Committee met and discussed the financials of WVSOM.
- c. Institutional Policy Committee. Dr. Robert Holstein, on behalf of Chair, Fred Earley, stated the Institutional Policy Committee met and approved Institutional Policy R-07: Export Control. No additional items were discussed during the meeting.

B. President of WVSOM.

1. President's Update – Dr. Nemitz.

- Dr. Nemitz stated his Installation Ceremony occurred on September 28, 2018 and he initiated a new service-oriented campaign entitled "Living our Mission".
- OMED was a success and the alumni event was a dinner cruise.
- Leadership changes have occurred nationally in the osteopathic profession. Adrienne White-Faines has resigned from the AOA and Steve Shannon from AACOM is retiring.
- WVSOM had good participation during the WV Rural Health Conference.
- WVSOM partnered with Rotary to show a film on campus highlighting Rotary's involvement in worldwide polio eradication.
- Dr. Nemitz has been involved in meetings with the following people: Thomas Memorial CEO, Dan Lauffer; Owner of PracticeLink, Ken Allman; Marshall University President, Dean and former Dean regarding collaboration on rotation sites, etc.; Bluefield State/Concord officials regarding collaboration; DHHR Cabinet Secretary Crouch to discuss dividing monies to fight the opioid epidemic.
- Governor Justice held a press conference on campus regarding funding initiatives. WVSOM Healthy Children's Initiative was awarded \$50,000. The Governor's Chief of Staff, Mike Hall, is working with WVSOM on a potential increase in budget allocation for the Statewide Campus.
- WVSOM collaborated with Stryker, the leading manufacturer in orthopedic medical appliances, to host a workshop in the anatomy lab.
- Dr. Nemitz will speak at the WVOMA conference at The Greenbrier. The Grand Affair fundraising event for student scholarships will be on November 3, 2018 and the theme is "Enchanted Forest".
- Board of Governors birthdays celebrated include: Mr. Greg Burton, Mr. Steve Sarver and Dr. Robert Holstein.

2. Finance. *(Informational item)*

- a. 2019 Financial Update. Mr. Larry Ware was out of town and unable to give a verbal report at the meeting. Dr. Nemitz reported that the financial information was uploaded to Dropbox for review by Board members. Dr. Nemitz reported good revenue for WVSOM.

## VII. Board Items

- A. Textbook Affordability Annual Report. Dr. Edward Bridges reported that WV Code of State Rules, Series 51, requires the Board to have an annual update on textbook affordability. WVSOM submitted its annual report to HEPC in mid-September and has been the first institution in the State to submit this report to HEPC for the last several years. WVSOM students receive unlimited access to all reference books digitally, free of charge. In terms of required textbooks, WVSOM has at least one hard copy in the main campus library and each Statewide Campus site to be on reserve for access. The WVSOM Campus Store limits the overhead to about 20% which is less than what is required by the state. WVSOM is fully compliant with Series 51 by meeting the required textbook and course materials deadline so incoming students are aware of the textbooks they will need for the upcoming year. The actual number of required texts for students has decreased since last year. Currently, WVSOM has 40 required textbooks over the four-year curriculum and 22 of those texts are used in the third and fourth clinical years. Out of the 22 texts, students have free electronic access to 17 of the 22 texts. For the first and second-year students, there are 18 required texts and 13 of those are accessible online to the students. Beyond those 40 titles, the students have free access to multiple medical reference materials as additional resources.

Dr. Bridges reported that last year WVSOM was evaluating an electronic textbook platform entitled VitalSource. In order to ensure the effectiveness of VitalSource, every student would need to purchase this platform at a significant cost and each faculty member would need to integrate its use in the curriculum. The faculty met and decided that they did not see either an educational benefit or cost benefit and chose not to pursue VitalSource.

Dr. Bridges met with the Textbook Affordability Committee which includes student representation and the group chose not to make any additional suggestions to the current curriculum.

- B. Strategic Plan Update. Dr. Edward Bridges stated that the last strategic plan update provided to the Board was in September 2017 by Dr. Nemitz. Dr. Bridges stated that WVSOM had essentially accomplished everything in the current strategic plan and he would like to begin working on a new strategic plan in 2019. Updates since September 2017 are as follows:

- First and Second-Year Curriculum – Added elective courses in ultrasound and culinary medicine; added optional board-relevant push questions after completion of a course; offered an elective online summer study program between years one and two for students who are struggling academically.
- Third and Fourth-Year Curriculum – Expanded OPP curriculum; added additional question banks; raised the minimum passing score for standardized end of rotation exams; added rotation sites; provided increased opportunities for student research.
- Graduate Medical Education – MSOPTI achieved continued accreditation with ACGME; MSOPTI serves as the ACGME Institutional Sponsor for six training institutions and nine residency programs.
- Clinical Evaluation Center – Expanded use within the institution and externally.
- Electronic Health Records – Expanded use within the curriculum; integrated into Standardized Patient encounters and manikin simulation activities.

- New Degree Programs – Looking at new programs to offer at WVSOM.
- Collaborative Opportunities – Continued to expand the pre-osteopathic program; initiated guaranteed admission program with the Masters of Arts in Biology with a medical school emphasis at West Liberty; WVSOM became a member of the Alliance for the Economic Development of Southern West Virginia.
- Research – hired new associate dean and new grants administrator; Smith Science Building underwent renovation; addition of patch clamp system of which the faculty secured funding to pay for one-third of the cost; 26 scientific poster presentations currently on display at The Greenbrier for the WVOMA Conference.
- Recruitment – Filled 17 positions this year including the position of President; focused on succession planning due to planned retirements; ongoing student recruitment.
- Facilities – Multiple building renovations/upgrades; several property acquisitions.
- Technology – Network and server update at the RCBC; shift of Banner to the Cloud, WVSOM was the first institution in higher education in North America to make the shift.
- Finances – Requested additional funding for Statewide Campus to Governor’s Office; held 64 events in the Conference Center since July 2017.
- Outreach – WVSOM is at the national forefront of the opioid epidemic with the creation of the Center for Rural and Community Health’s opioid toolkit and community engagement toolkit; entered into a partnership with Kilimanjaro University, Tanzania, Africa to provide technical assistance for the development of a Center for Rural and Community Health in that country.
- Healthy Children’s Initiative – Received an Emmy award for the STEM episode in Abracadabra Season 5; produced a special opioid episode for Abracadabra Season 6; expanded viewing of Abracadabra to parts of ten different states; “Abra Classroom” program reaching over 500 children a month.
- Rural Health Initiative – Received continued funding from HEPC; expanded Green Coat programs.
- Alumni Association – Increased lifetime membership by 72 new members; fulfilled the Clock Tower financial commitment.
- Statewide Campus – Hired three new assistant deans.
- Robert C. Byrd Clinic – WVSOM is currently overseeing the management of the RCBC; obtained Rural Clinic status; updated EHR system.

After answering questions, Dr. Bridges concluded his presentation by once again stating that the institution would like to move forward with generating a new strategic plan in 2019.

- C. Approval of Graduates. Dr. Craig Boisvert presented one graduate who has successfully completed all requirements for graduation, was approved by the Student Promotions Committee and approved by the Faculty.

It was moved and seconded (Garlitz/Poling) to approve the graduate as presented.

Motion Carried

- D. Annual Report by Faculty Council Chair. Dr. Peter Ward, Faculty Council Chair, presented the Faculty Update to the Board members. Currently, there are five open faculty positions -

three in Biomedical Sciences and two in Clinical Sciences. Dr. Ward discussed the initiatives for the past fiscal year including a global review of the curriculum. No gaps in the curriculum have been identified at this time. Initiatives for the 2018-19 fiscal year include the following: addition of elective courses to the curriculum; implementation of a health/wellness promotion group; inception of "Skin Clinic" at RCBC on alternate Fridays to obtain biopsies with quick turnaround time; addition of "Just Say Know to Infectious Disease!" summer program; improvement of community health worker program; continued tours of the anatomy lab for area high school students; submission of osteopathic medical terms into SNOMED-CT nomenclature system. The faculty has also been involved in authoring twelve peer-reviewed papers and have been solicited by publishers to author textbooks and book chapters, including Dr. Ward himself. Dr. Davis commended the faculty for their outstanding accomplishments.

- E. Update on Blue Ribbon Commission and State Higher Education Issues. Dr. Nemitz reported that the Blue Ribbon Commission continues to meet and will provide recommendations to the Governor in early December regarding the funding formula and the need for HEPC. A new theme emerging in higher education has been institutional collaborations. WVSOM continues to look for opportunities to collaborate with other higher education institutions.

#### **VIII. Board Education**

Dr. Robert M. Pepper, D.O., Associate Dean for Predoctoral Clinical Education, provided an update on the Statewide Campus to the Board members. The Statewide Campus is divided into seven regions. Within each region, the majority of the clinical rotations are held for third-year students at base-site hospitals. Each region has a regional assistant dean, a regional director and an administrative assistant which offers consistency throughout the state. Each student chooses their site through a process called Site Selection. The average number of students at each base-site hospital is between eight and twelve students.

The third year consists of mainly core rotations including family medicine, internal medicine, pediatrics, OB-GYN, emergency room, psychiatry and general surgery. Also during the third year, students are exposed to a rotation that focuses on OPP and a rotation involving a specialty field. The fourth year consists of some mandatory rotations but is much more open to allow for elective and audition rotations. The fourth-year students have more opportunity to go out of state for rotations.

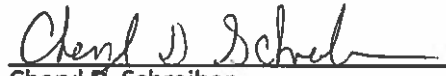
The Statewide Campus focuses on consistency throughout the regions by instituting standards that all regions must follow including: the Clinical Education Manual, Education Days, Osteopathic Medical Manipulation Training and Clinical Modules. Challenges for the Statewide Campus include: regulatory issues, lack of training sites and preceptor recruitment.

Dr. Poling asked Dr. Pepper about concerns regarding adequate time allotment for audition rotations in the third and fourth years. Dr. Pepper and Dr. Boisvert addressed those questions stating that approximately six weeks of time could be orchestrated in the third year for audition rotations as well as additional time in the fourth year.

The one-half hour Board education held today will be submitted to the West Virginia Higher Education Policy Commission toward training credit hours required for the Board of Governors.

- IX. Possible Executive Session – State Code §6-9A-4(12) Attorney/Client Privilege; State Code §6-9A-4(b)(2) Personnel; and State Code §6-9A-4(b)(9) Real Property**  
No executive session was held.
- X. Actions Emanating from Executive Session**  
No executive session was held.
- XI. Information Gathering**  
No items were brought forth.
- XII. Next Meeting Date**  
The next scheduled Board meeting will be held on Thursday, January 24, 2019 in Charleston. The location has yet to be determined since the Embassy Suites will be under renovation at that time.
- XIII. Adjournment**  
It was moved and seconded (Garlitz/Tran) to adjourn. The motion carried and the Board meeting adjourned at 1:46 pm.

Approved on January 24, 2019

  
Cheryl D. Schreiber  
Secretary

/dg