

West Virginia School of Osteopathic Medicine-Board of Governors
Institutional Policy Committee
Friday, January 24, 2019 – 10:30 am
Location: BrickStreet Insurance, Elk Room
400 Quarrier Street
Charleston, WV

Committee Members Present

Fred Earley, J.D., Chair
Robert Holstein, D.O.
Sherri Miller

Guests Present

Jeffrey Shawver, J.D.
Marilea Butcher
Jandy Hanna, Ph.D.
Debbie Green

I. Call to Order/Roll Call

The Institutional Policy Committee was called to order by Chair, Fred Earley, at 10:33 a.m. Roll call was taken and a quorum was present.

II. Approval of Minutes

a. November 2, 2018

It was moved by Dr. Holstein, and seconded by Ms. Miller, to approve the minutes of the Institutional Policy Committee meeting held on November 2, 2018.

Motion Carried Unanimously.

III. Committee Items

a) Institutional Policy GA-10: Standing Boards, Committees or Councils (*revised*)

Mr. Jeffrey Shawver, Vice President for Legal & Governmental Affairs and General Counsel, presented to the Committee the revised Institutional Policy GA-10, which went out for a 30-day comment period. No public comments were received. Mr. Shawver explained the committee list was updated; therefore, the policy needed revision.

It was moved by Ms. Miller, and seconded by Dr. Holstein, to approve the new Institutional Policy GA-10: Standing Boards, Committees or Councils and to present the policy to the Board of Governors for adoption.

b) Institutional Policy GA-11: Record Retention (*new*)

Mr. Shawver presented to the Committee the new Institutional Policy GA-11, which went out for a 30-day comment period. No public comments were received. Mr. Shawver stated the uniform policy offers record-keeping guidelines and a record retention schedule. The record retention schedule is currently being drafted and will be approved as a procedure under GA-11. Mr. Shawver stated WVSOM Vice Presidents will oversee record retention compliance of their designated area. Mr. Shawver stated the effective date of the policy would be July 1, 2019 and Mr. Shawver will present a status update including procedure revisions at the June 7, 2019 Institutional Policy Committee Meeting.

It was moved by Ms. Miller, and seconded by Dr. Holstein, to approve the new Institutional Policy GA-11: Record Retention and to present the policy to the Board of Governors for adoption.

Motion Carried Unanimously.

b) Hear reports from School's administration, gather information and prepare recommendations to full Board upon request of the Chair.

There were no reports to present and no information needed to be gathered.

IV. Next Meeting Date

The next regularly scheduled Institutional Policy Committee meeting will be held on Friday, March 8, 2019 at the WVSOM Conference Center located in the Student Center.

V. Adjournment

It was moved by Ms. Miller, and seconded by Dr. Holstein, to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 10:43 a.m.

Approved on March 8, 2019.


Fred Earley, Chair