

West Virginia School of Osteopathic Medicine-Board of Governors  
**Institutional Policy Committee**  
Friday, March 8, 2019 – 9:00 a.m.  
Location: Room #4, John Manchin, II, DO Conference Center  
Clinical Evaluation Center

**Committee Members Present**

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

**Guests Present**

Jeffrey Shawver, J.D.  
Marly Dunbar  
Brian Lutz, J.D.  
Edward Bridges, Ph.D.  
Jandy Hanna, Ph.D.

**I. Call to Order/Roll Call**

The Institutional Policy Committee was called to order by Chair, Fred Earley, at 9:00 a.m.. Roll call was taken and a quorum was present.

**II. Approval of Minutes**

a. January 24, 2019

It was moved by Dr. Holstein, and seconded by Fred Earley to approve the minutes of the Institutional Policy Committee meeting held on January 24, 2019.

Motion Carried Unanimously.

**III. Committee Items**

a) Institutional Policy R-08: Sponsored Program Administration (*new*)

Dr. Edward Bridges, Vice President for Admin/External Relations, presented to the Committee the new proposed Institutional Policy R-08: Sponsored Program Administration, which went out for a 30-day comment period. .

Committee members asked questions regarding applicability of foundation grants under this policy; external information used for policy development; oversight of procedural changes; authority of the Associate Dean for Research over grant applications; incentives available for writing grants; whether this policy would help protect WVSOM and the WVSOM BOG from fraud; whether this policy would serve as a checks and balances system for the faculty organizing projects; issues concerning industry grant; and, and available positions in research open.

It was moved by Dr. Holstein, and seconded by Fred Earley to approve the new Institutional Policy R-08: Sponsored Program Administration 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, June 7, 2019.

**V. Adjournment**

It was moved by Dr. Holstein, and seconded by Fred Earley to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 9:39 a.m.

Approved on June 7, 2019.

  
Fred Earley, Chair