

Friday, September 23, 2011

ACBSP
15020 West 119th Street
Overland Park, KS 66213

Dear Commission,

I am writing to request the removal of the condition on Standard 5, Criterion 5.4. This is not a full Q&A report and as such only information related to Criterion 5.4 as support materials are included.

The faculty size and load in Business Administration allows for the fulfillment of the mission of the academic programs at West Virginia State University. Certainly we do not have any excess faculty and could improve our programs by adding new full time faculty in key areas as we grow. Effort to add two additional full time faculty to the program are underway currently and should be completed before our next academic year. Our goal is to provide at least one doctorially qualified faculty member in each concentration. All of our full time faculty and part time faculty are professionally qualified to teach the courses for which they are assigned.

Faculty teaching loads are mandated by the University and guided by the West Virginia Higher Education Policy Commission. Generally, each full time faculty member will teach (8) courses or 24 credit hours in an academic year. We have modified our offerings to ensure that this includes a maximum of (6) preparations during a given academic year as well. Currently all of our full time faculty are teaching in only 1 discipline, with one notable exception of Dr. Aleseyev who occasionally teaches in Economics, a closely related discipline.

In the enclosed data files there are some exceptions to report that need some further explanation.

In the Fall of 2010, Mr. Mark Andersen exceeded the maximum load due to a last minute illness with a part time faculty member that left a course uncovered the week before the start of the semester. Mr. Andersen covered this class to prevent a disruption in the student's academic progress as an emergency measure for one semester only. As a result we are reporting an overage in FTE to reflect this additional class.

As mentioned above and restated here, Dr. Aleseyev taught a course for the Economics Department as part of his full time teaching load in Fall 2010, that is why the number of credits in Table 5.5 does not match classes in Table 5.4. It reports the 24 credits taught but only shows the three classes taught as part of the Business Administration program.

Dr. Frank Cotae is included for the Spring Semester 2011, he taught three sections of the BA420 Senior Seminar class for this semester only, as a full time professor. We have since hired another full time doctorially qualified professor, Dr. Alan Tillquist to teach these classes for the future.

The final exception to the prescribed teaching load above is Mr. Michael Lewis who currently has a 3 hour course release as part of his assignment as department chairman.

Of the part time faculty listed in Table 5.4, Ahmed, Mitiku, Shafer, Nixdorff, Dillard are all full time employees for the University. They are teaching limited classes in a part time capacity for the Business Administration Department as part of their responsibilities. Dr. Ahmed is a member of the communications department, Dr. Mitiku is the Dean of the College of Business and Social Sciences, Dr. Nixdorff was the director of the Entrepreneurship Program currently under development in the College of Business and Social Science, Mrs. Dillard is the Executive Director of the Research and Development Corporation, and Mrs. Shaffer is an assistant to the Vice President of Academic Affairs. The remaining part time faculty have special industry skills that make them a valuable part of our faculty for specific disciplines, in Accounting, Management, and Finance. All part time faculty hold at least Master Degrees in the field for which they are teaching.

If you need further information about faculty loads please let me know.

Sincerely,



Michael D. Lewis



ACBSP Report
To Remove Condition 5.4
West Virginia State University
Department of Business Administration

	Table 5.4									
	Number of Classes/Sections Taught in the Business Program									FTE
	Fall Semester 2010			Spring Semester 2011			Summer Semester 2011			
	Day	Evening	Online	Day	Evening	Online	Day	Evening	Online	
INSTRUCTOR										
FULL TIME										
ALESEYED C	1	2		2	2		1			7/8
ANDERSEN M	2	2	1	2	1	1			1	1 1/8
BIRD J	2	1	1	1	1	2				1
COTAE F				2	1					3/8
GOLDBERG E	3	1		3	1					1
HODGES J	3	1		2	2					1
JONES M	3	1		3	1					1
LEWIS M	2		1	1	1	1			2	3/4
WILLIAMS D	1	2	1	1	2	1	1			1
PART TIME										
AHMED T					1					1/8
BURGESS S	1				1					1/4
DILLARD B	1	1			1	1				1/2
JOHNSON J		1								1/8
KIDD S		1								1/8
MITIKU A			1	1						1/4
NIXDORFF J	1	1	1		1	1				5/8
PASSERO C		1			1					1/4
SHAFFER P		2			2					1/2
SKEENS J					1					1/8
THORNTON J				1						1/8
TOTALS	20	17	6	19	20	7	2	0	3	11.125

* Calculations do not include summer school for FTE purposes.

ACBSP Report
 To Remove Condition 5.4
 West Virginia State University
 Department of Business Administration
 AY2010 - 2011

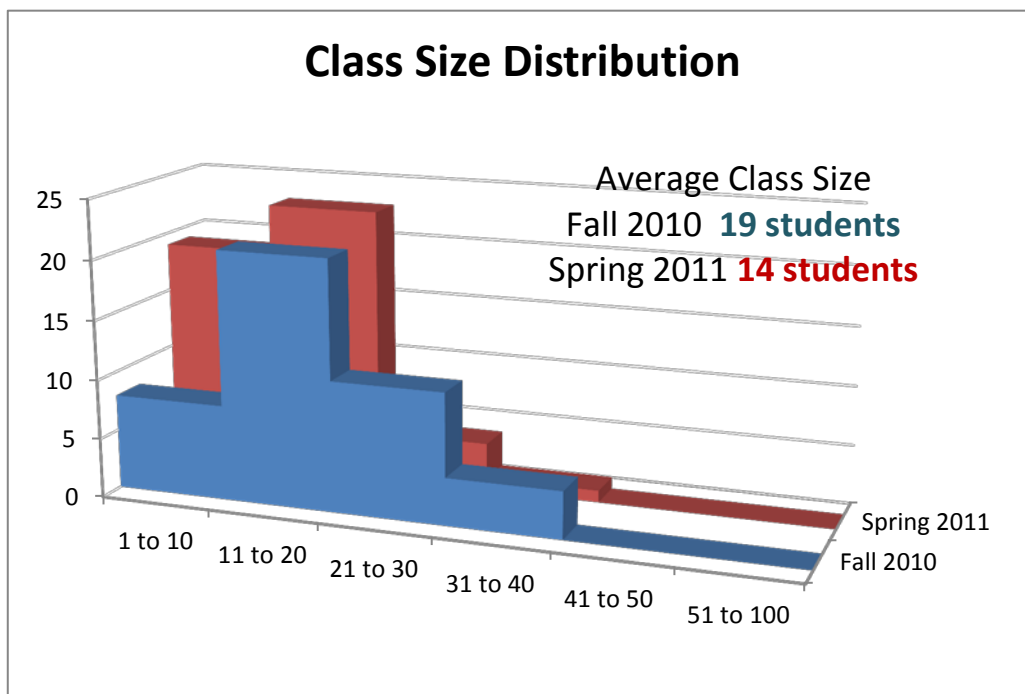
Table 5.5 FACULTY LOAD, FULL TIME FACULTY MEMBERS

INSTRUCTOR	Hours Taught in Academic Year	Preps/Year	Number of Disciplines per Semester	Number of Advisees	Scholarly Activity	Number of Committees	Community Service	Administrati ve Duties	Business and Industry Interaction	Special Projects	
	ALESEYED C	24	5	2	26	Yes	3	Yes	No	Yes	Yes
	ANDERSEN M	27	5	1	65	No	1	No	No	No	No
	BIRD J	24	5	1	22	No	1	No	No	No	No
	COTAE F	9	1	1	0	Yes	0	No	No	No	Yes
	GOLDBERG E	24	2	1	31	No	1	No	No	No	No
	HODGES J	24	4	1	59	Yes	0	No	No	Yes	Yes
	JONES M	24	6	1	21	No	0	Yes	No	Yes	No
	LEWIS M	18	3	1	146	No	3	Yes	Yes	Yes	No
	WILLIAMS D	24	4	1	68	Yes	0	Yes	No	Yes	No

ACBSP Report
 To Remove Condition 5.4
 West Virginia State University
 Department of Business Administration
 AY2010 - 2011

Frequency Distribution			Fall 2010	Spring 2011
Class Size				
0	but less than	11	8	19
10	but less than	21	21	23
20	but less than	31	11	4
30	but less than	41	4	1
40	but less than	51	0	0
50	but less than	100	0	0
			44	47

Average Class Size	19	14
--------------------	----	----



Fall 2010

DEPT	CRS	SEC	TITLE	HRS	INSTRUCTOR	ENROLLED
B A	313	01	BUSINESS FINANCE	3	ALESEYED C	19
B A	313	02	BUSINESS FINANCE	3	ALESEYED C	12
B A	316	01	FINANCIAL MANAGEMENT	3	ALESEYED C	8
B A	305	01	PRINCIPLES OF MARKETING	3	ANDERSEN M	21
B A	305	02	PRINCIPLES OF MARKETING	3	ANDERSEN M	31
B A	309	01	RETAILING	3	ANDERSEN M	9
B A	335	01	CONSUMER BEHAVIOR	3	ANDERSEN M	22
B A	411	01	SALES MANAGEMENT	3	ANDERSEN M	19
B A	209	01	MATH ANALYSIS FOR BUS DECISION	3	BIRD J	34
B A	209	02	MATH ANALYSIS FOR BUS DECISION	3	BIRD J	27
B A	300	01	STATISTICAL SAMPLING	3	BIRD J	24
B A	441	01	BUS FORECASTING & FLUCTUATIONS	3	BIRD J	7
B A	210	01	BUSINESS LAW I	3	GOLDBERG E	18
B A	210	02	BUSINESS LAW I	3	GOLDBERG E	24
B A	210	03	BUSINESS LAW I	3	GOLDBERG E	15
B A	308	01	BUSINESS LAW II	3	GOLDBERG E	19
B A	363	01	INTERMEDIATE ACCOUNTING I	3	HODGES J	19
B A	314	01	COST ACCOUNTING	3	HODGES J	35
B A	363	02	INTERMEDIATE ACCOUNTING I	3	HODGES J	17
B A	403	01	AUDITING	3	HODGES J	20
B A	215	01	FIRST YEAR ACCOUNTING I	3	JONES M	19
B A	215	03	FIRST YEAR ACCOUNTING I	3	JONES M	25
B A	320	01	ORGANIZATIONAL BEHAVIOR	3	JONES M	21
B A	364	01	INTERMEDIATE ACCOUNTING II	3	JONES M	19
B A	115	01	BUSINESS INFORMATION SKILLS	3	LEWIS M	33
B A	203	01	BUSINESS STATISTICS	3	LEWIS M	29
B A	340	01	MANAGEMENT SCIENCE	3	LEWIS M	26
B A	216	01	FIRST YEAR ACCOUNTING II	3	WILLIAMS D	23
B A	216	02	FIRST YEAR ACCOUNTING II	3	WILLIAMS D	20
B A	216	03	FIRST YEAR ACCOUNTING II	3	WILLIAMS D	9
B A	418	01	ADVANCED ACCOUNTING I	3	WILLIAMS D	14
B A	401	01	LABOR / MANAGMENT RELATIONS	3	BURGESS S	16
B A	310	01	PERSONNEL MGMT-HUMAN RELATIONS	3	DILLARD B	10
B A	310	02	PERSONNEL MGMT-HUMAN RELATIONS	3	DILLARD B	22
B A	436	01	MARKETING RESEARCH	3	JOHNSON J	17
B A	414	01	INVESTMENTS	3	KIDD S	11
B A	465	01	INTERNATIONAL MANAGEMENT	3	MITIKU A	4
B A	301	01	FUNDAMENTALS OF MANAGEMENT	3	NIXDORFF J	34
B A	420	01	SENIOR BUSINESS SEMINAR	3	NIXDORFF J	15
B A	420	02	SENIOR BUSINESS SEMINAR	3	NIXDORFF J	15
B A	325	01	BUSINESS TAX TOPICS	3	PASSERO C	18
B A	330	01	ACCOUNTING INFO SYSTEMS	3	SHAHER P	14
B A	365	01	INTERMEDIATE ACCOUNTING III	3	SHAHER P	10
B A	203	02	BUSINESS STATISTICS	3	THORNTON J	23

Spring 2011

DEPT	CRS	SEC	TITLE	HRS	INSTRUCTOR	ENROLLED
B A	313	01	BUSINESS FINANCE	3	ALESEYED C	12
B A	416	01	INTERNATIONAL FINANCE	3	ALESEYED C	5
B A	313	02	BUSINESS FINANCE	3	ALESEYED C	9
B A	421	01	PROBLEMS IN CORPORATE FINANCE	3	ALESEYED C	4
B A	305	01	PRINCIPLES OF MARKETING	3	ANDERSEN M	17
B A	305	02	PRINCIPLES OF MARKETING	3	ANDERSEN M	25
B A	442	01	GLOBAL MARKETING	3	ANDERSEN M	14
B A	424	01	MARKETING MANAGEMENT	3	ANDERSEN M	17
B A	301	01	FUNDAMENTALS OF MANAGEMENT	3	BIRD J	25
B A	209	02	MATH ANALYSIS FOR BUS DECISION	3	BIRD J	18
B A	440	01	PRODUCTION MANAGEMENT	3	BIRD J	30
B A	209	01	MATH ANALYSIS FOR BUS DECISION	3	BIRD J	11
B A	420	03	SENIOR BUSINESS SEMINAR	3	COTAE	13
B A	420	01	SENIOR BUSINESS SEMINAR	3	COTAE	3
B A	420	02	SENIOR BUSINESS SEMINAR	3	COTAE	13
B A	210	02	BUSINESS LAW I	3	GOLDBERG E	7
B A	308	01	BUSINESS LAW II	3	GOLDBERG E	14
B A	210	01	BUSINESS LAW I	3	GOLDBERG E	13
B A	210	03	BUSINESS LAW I	3	GOLDBERG E	6
B A	363	01	INTERMEDIATE ACCOUNTING I	3	HODGES J	10
B A	363	02	INTERMEDIATE ACCOUNTING I	3	HODGES J	17
B A	314	01	COST ACCOUNTING	3	HODGES J	38
B A	403	01	AUDITING	3	HODGES J	6
B A	215	01	FIRST YEAR ACCOUNTING I	3	JONES M	8
B A	216	01	FIRST YEAR ACCOUNTING II	3	JONES M	10
B A	364	01	INTERMEDIATE ACCOUNTING II	3	JONES M	7
B A	215	02	FIRST YEAR ACCOUNTING I	3	JONES M	17
B A	115	01	BUSINESS INFORMATION SKILLS	3	LEWIS M	21
B A	115	02	BUSINESS INFORMATION SKILLS	3	LEWIS M	19
B A	203	01	BUSINESS STATISTICS	3	LEWIS M	21
B A	216	02	FIRST YEAR ACCOUNTING II	3	WILLIAMS D	11
B A	216	03	FIRST YEAR ACCOUNTING II	3	WILLIAMS D	5
B A	418	01	ADVANCED ACCOUNTING I	3	WILLIAMS D	7
B A	399	02	SP TOP: BUSINESS ETHICS	3	WILLIAMS D	15
B A	405	01	MARKETING COMMUNICATIONS	3	AHMED	12
B A	401	01	LABOR / MANAGMENT RELATIONS	3	BURGESS	21
B A	310	02	PERSONNEL MGMT-HUMAN RELATIONS	3	DILLARD B	20
B A	310	01	PERSONNEL MGMT-HUMAN RELATIONS	3	DILLARD B	20
B A	465	01	INTERNATIONAL MANAGEMENT	3	MITIKU A	21
B A	301	02	FUNDAMENTALS OF MANAGEMENT	3	NIXDORFF J	17
B A	320	02	ORGANIZATIONAL BEHAVIOR	3	NIXDORFF J	2
B A	320	01	ORGANIZATIONAL BEHAVIOR	3	NIXDORFF J	18
B A	315	01	PERSONAL INCOME TAX PROCEDURE	3	PASSERO C	22
B A	326	01	GOVERNMENTAL ACCOUNTING	3	SHAFFER P	5
B A	365	01	INTERMEDIATE ACCOUNTING III	3	SHAFFER P	13
B A	203	02	BUSINESS STATISTICS	3	SKEENS	8
B A	304	01	STATISTICAL ANALYSIS	3	THORNTON J	10

Summer 2011

DEPT	CRS	SEC	TITLE	HRS	INSTRUCTOR	ENROLLENT
B A	199	1	SP TOP: BUSINESS ADMIN	1	LEWIS M	1
B A	203	1	BUSINESS STATISTICS	3	LEWIS M	5
B A	209	1	MATH ANALYSIS FOR BUS DECISION	3	LEWIS M	13
B A	215	1	FIRST YEAR ACCOUNTING I	3	WILLIAMS D	8
B A	305	1	PRINCIPLES OF MARKETING	3	ANDERSEN M	15
B A	313	01	BUSINESS FINANCE	3	ALESEYED C	10