

April 23, 2013

President Suzanne Shipley  
Shepherd University  
PO Box 5000 301 North King Street  
Shepherdstown, WV 25443-5000

Dear President Shipley:

This letter is formal notification of the action taken concerning Shepherd University by the Higher Learning Commission. At its meeting on April 15, 2013, the Institutional Actions Council (IAC) acted on the items below. This letter serves as the official record of this action, and the date of this action constitutes the effective date of your new status with the Commission.

**Action with Required Confirmation Visit.** IAC concurred with the panel's findings and approved the additional location, Martinsburg Center, 261 Aiken Center, Suites 100, 101, 200, 201, 302. Martinsburg, WV 25401. Per policy, the Commission will conduct the required **Additional Location Confirmation Visit** to this location within six months of matriculation of students and initiation of instruction.

If the current Commission action includes changes to your institution's *Statement of Affiliation Status (SAS)* or *Organizational Profile (OP)*, the changes will appear in these documents on the Commission's Web site within four weeks of the date of action. The *SAS* is a summary of your institution's ongoing relationship with the Commission. The *OP* is generated from data you provided in your most recent Institutional Update.

If you have questions about these documents after viewing them, please contact Steph Brzuzy. Information about notifying the public of this action is found in Chapter 8.3-3 and 8.3-4 of the *Handbook of Accreditation, Third Edition*, available at <http://tinyurl.com/HLCchapter8>.

On behalf of the Board of Trustees, I thank you and your associates for your cooperation.

Sincerely,



Sylvia Manning  
President



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February 26, 2013

Dr. Suzanne Shipley  
President  
Shepherd University  
PO Box 5000  
301 North King Street  
Shepherdstown, WV 25443-5000

Dear President Shipley:

The Change Panel has reviewed Shepherd University's change application for an additional location: Martinsburg Center, 261 Aiken Center, Suites 100, 101, 200, 201, 302. Martinsburg, WV 25401. In addition, Commission staff have reviewed both the Panel's work and recommendation. The Change Panel has recommended to the Institutional Actions Council your request to be approved. Your change is not approved until final action by the IAC and until you receive the dated action letter. The Panel's report is attached.

The Institutional Actions Council (IAC), a Commission decision-making body, will act on the Panel's recommendation on April 15, 2013. As allowed for by policy, the institution can submit a written institutional response. The IAC will consider the institutional response and may agree with or revise the Panel's recommendations.

Please complete and return the enclosed form to Stephanie Kramer [skramer@hlcommission.org](mailto:skramer@hlcommission.org), no later than two weeks from the date of this letter. The institution's response becomes part of the official record of the evaluation and is included in the materials sent to the decision process.

If the Commission does not receive a response within two weeks, it will conclude that the institution accepts the accreditation recommendation and will forward the appropriate materials to the IAC for review and action. More information on the Commission's decision process is provided on the attached form and available on the Commission's website ([www.ncahlc.org](http://www.ncahlc.org)).

I encourage you to review the Panel's comments and to contact your Commission liaison if you have questions.

Higher Learning Commission of NCA

Enclosures

cc: Change Panel Members  
Steph Brzuzy, VP for Accreditation Relations

<b>Capacity</b> (people, structures, and resources) for implementing and sustaining the change(s) (See Parts 1, 3, 5, 6 of change application)	X		Adequate space and facilities are available for the 537 students projected by 2015. Access to student services and advising will be provided on-line through the main campus or by face-to-face meetings at the location. Library resources are also available online.
<b>Strategies for systematically monitoring and evaluating</b> the effects, performance, and/or quality of the change(s) (See Parts 1, 7 of change application.)	X		Each program will be managed by an academic program director dedicated to the Martinsburg location. Oversight will be provided by an Extended Learning Integrity Committee including administration and faculty from the main campus and the new location. Learning assessments will utilize the same measures as on the main campus and results will be compared to those from the main campus.
<b>Strategies for addressing strengths, challenges, or strategic issues</b> (especially those previously identified by the Commission) related to the change(s) (See Parts 3, 7 of change application.)	X		Concern was expressed in the 2012 comprehensive visit about "faculty workloads, deployment of adjunct instruction exceeding part-time status and the strength of the graduate culture." Upon request, Shepherd University provided evidence to the Change Panel that these concerns have been addressed in development of the new location. (See below.)
<b>Potential positive or negative effects</b> of the change(s) on other institutional operations (See Parts 1, 2, 3, 4, 5, 6, 7 of change application)	X		The new location will help alleviate classroom space issues on the main campus and allow faculty to teach more courses in their majors. It will also provide additional educational capacity to the state of West Virginia, which graduates among the lowest number of baccalaureates per capita in the U.S.
<b>Quality standards</b> incorporated that would make successful implementation likely (See Parts 1, 7 of change application.)	X		Measures such as program reviews, annual program assessment reports, results of standardized exams, course evaluations and peer review of adjunct faculty will be routinely used. The Learning Integrity Committee will meet monthly to address short and long-term needs and concerns.

## Part B: Recommendation and Rationale

**Recommendation:**     Approve Request     Approve Modified Request     Deny Request

**Note:** In the rare circumstance that you concur that a decision requires information only available through an on-site visit, check here \_\_\_\_\_, explain the determination in the rationale section below, and submit the form without completing the other sections. Commission staff will review the recommendation for an on-site visit for appropriateness and for consistency with Commission practice and may contact the panel.

**Rationale for the panel's recommendation (100 words maximum).** If the recommendation is a modification of the institution's request, make clear how the Panel modified the original request.

## Substantive Change Recommendation Form: **Change Panel**

After the panel achieves consensus, the Primary Reader completes this form to summarize and document the panel's view. Notes and evidence should be essential and concise — a bullet or two, 50 words maximum.

Institution: Shepherd University City, State: Shepherdstown, WV

Change requested: To establish an additional location in Martinsburg, West Virginia to serve primarily adult students with selected programs at the bachelor's and master's ,level.

### **Part A: Analysis** (See Part 1, General Questions in change application)

Item	Accurate, clear, complete	Inaccurate, vague, incomplete	Notes
Requested Change	X		The request is clear and complete.
Classification of Change(s)	X		Classification as a location rather than branch campus is appropriate since the full range of student services will not be offered.
Institutional Context	X		This request is consistent with Shepherd's mission to serve "a diverse community of learners" and to "extend its resources beyond the campus, bringing higher education closer to those who seek it."
Special Conditions	X		None apply.
Required Approvals	X		Approvals have been obtained.

Essential Elements The categories below relate to the evidence expected across subsections of Part 2 of the change application.	Acceptable	Acceptable if Modified	Not acceptable	Evidence
<b>Commitment to, preparation for, and fit</b> of the proposed change to the institution (characteristics, history, planning, design) (See Parts 1, 2, 3, 4 of change application.)	X			The institution teaches the programs proposed for the new location on its main campus, and has a history of working with adult students, since almost a third of its present enrollment is nontraditional. Location planning seems thorough and includes review of comparable facilities at peer institutions. Detailed budget and enrollment projections are provided.

Shepherd University has experience teaching these programs at its main campus to adult students. Planning, budgeting, management, oversight and assessment seem adequate to ensure successful operation of this new location. The location will provide additional opportunities for learning to residents of West Virginia.

**Clarification of Information.** If applicable, identify the date and topics of any requests for clarification or communication with the institution and the results.

On February 18, 2013, the Chair of the Change Panel contacted the institution for more information about how the 2012 Visiting Team's concerns mentioned above have been addressed in development of the Martinsburg location. The institution's reply indicated new policies defining workloads for full-time faculty and adjuncts, as well as steps to improve graduate education and culture. The Panel found these assurances satisfactory and had no further concerns.

**Organizational Profile.** If the request indicates an addition to the Organizational Profile, identify it here.

**Stipulations or limitations on future accreditation relationships.** If recommending a change in an institution's level for review of future changes (locations, programs, delivery, etc.), state both the old and new level, and provide a brief rationale for the recommended change. Check the Statement of Affiliation Status for the current wording.

**Monitoring:** The Panel may recommend that the Commission monitor the institution's implementation of the change through a variety of methods. Check the method(s) recommended.

- |  |   |
|--|---|
| <input type="checkbox"/> Progress report     | <input type="checkbox"/> Cover in detail in next PEAQ Comprehensive Self-Study Report |
| <input type="checkbox"/> Monitoring report   | <input type="checkbox"/> Cover in detail in next AQIP Systems Portfolio               |
| <input type="checkbox"/> Focused visit       | <input type="checkbox"/> Report achievements via Assessment Academy                   |
| <input type="checkbox"/> AQIP Action Project | X Other (explain below)   |

Specify any schedule or deadlines for the monitoring and briefly describe the concerns and the goals and expectations of the monitoring in relation to these concerns.

First new location; site confirmation visit required.

**Additional feedback:** If recommending denial of the request, explain what was inadequate.