

West Virginia School of Osteopathic Medicine – Board of Governors
Institutional Policy Committee
Friday, March 29, 2024, 9:00 a.m.
Location: Conference Center located in the
WVSOM Student Center

Committee Members Present

Marly Kirby, Chair
Tom Cole (teleconference)
Robert Holstein, D.O. (teleconference)
Todd Smith, D.O. (teleconference)

Guests Present

Jeffrey Shawver, J.D.
Brian Lutz, J.D.
Debbie Green

I. Call to Order/Roll Call

The Institutional Policy Committee was called to order by Chair, Marly Kirby, at 9:03 a.m. Roll call was taken, and a quorum was present.

II. Approval of Minutes

A. January 25, 2024

It was moved by Mr. Cole, and seconded by Dr. Holstein, to approve the minutes of the Institutional Policy Committee meeting held on January 25, 2024.

Motion Carried Unanimously.

III. Committee Items

A. Institutional Policy GA-08: Drugs, Alcohol, Testing and Treatment (*revised*)

Jeffrey Shawver, Vice President for Legal, Governmental & External Affairs and General Counsel, presented to the Committee Institutional Policy GA-08: Drugs, Alcohol, Testing and Treatment with proposed revisions. Mr. Shawver stated the policy revisions were needed in order to update language to include the graduate program students. The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. No comments were received.

It was moved by Dr. Smith, and seconded by Mr. Cole, to approve the revised Institutional Policy GA-08: Drugs, Alcohol, Testing and Treatment and to present the revised policy to the Board of Governors for approval.

Motion Carried Unanimously.

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

Mr. Shawver presented to the Committee Institutional Policy GA-10: Standing Boards, Committees, or Councils with proposed revisions. As with the previous policy, Mr. Shawver stated the policy revisions were needed in order to update language to include the graduate program students. The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. No comments were received.

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

Motion Carried Unanimously.

C. Institutional Policy GA-31: Acceptable Use of IT Resources (*revised*)

Mr. Shawver presented to the Committee Institutional Policy GA-31: Acceptable Use of IT Resources with proposed revisions. Mr. Shawver stated the policy revisions on pages 4 and 5 were needed in order to update language to clarify between D.O. and graduate program students. The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. No comments were received. Questions and discussion followed. Dr. Holstein recommended adding language to 5.4.5 to provide clarity in case a student has replaced a WVSOM-issued laptop. Mr. Shawver recommended adding the amended language “or any replacement laptop” to 5.4.5 (i) and (iii).

It was moved by Dr. Holstein, and seconded by Mr. Cole, to approve the revised Institutional Policy GA-31: Acceptable Use of IT Resources, including amendment, and to present the revised policy with amendment to the Board of Governors for approval.

Motion Carried Unanimously.

D. Institutional Policy GA-33: Travel (*revised*)

Mr. Shawver presented to the Committee Institutional Policy GA-33: Travel with proposed revisions. The policy with the proposed revisions before the Committee was circulated for the required 30-day comment period. One comment was received which requested clarification in the policy that travel should be approved by a supervisor, and travel is only for official WVSOM business when funds are available.

An additional request was made to include a reference to existing requirements for international travel as well. Additional revisions were made to the policy based on the comment and previously circulated to the Committee for review.

It was moved by Dr. Holstein, and seconded by Dr. Smith, to approve the revised Institutional Policy GA-33: Travel, including the additional clarification to the policy based on the public comment, and to present the revised policy to the Board of Governors for approval.

Motion Carried Unanimously.

- E. 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 21, 2024, at 9:00 a.m. in the John Manchin, II, D.O., Conference Center, Room #2, located in the Clinical Evaluation Center on the campus of WVSOM.

V. Adjournment

It was moved by Dr. Holstein, and seconded by Dr. Smith to adjourn. The motion carried unanimously and the Institutional Policy Committee adjourned at 9:17 a.m.

Approved on June 21, 2024

DocuSigned by:

Marlena Kirby

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Marlena R. Kirby, Chair