



Southern

**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

BOARD OF GOVERNORS

**SEPTEMBER 9, 2008
MEETING AGENDA**

Members

Kevin N. Fowler, Chair
Terry R. Sammons, Vice Chair
George Kostas, Secretary
Linda Q. Akers
Thomas A. Heywood
Shelley T. Huffman

Jada C. Hunter
Glenn T. Yost
Wilma J. Zigmund
Michael Baldwin
Robert Jude
George Morrison

Joanne Jaeger Tomblin
President

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008
ROOM 428 – CENTER FOR ALLIED HEALTH AND TECHNOLOGY**

AGENDA

1. Welcome and Call to Order Mr. Kevin Fowler
Board Chair
2. Introduction of New Board Members and Oath of Office Notary
3. Introduction of New Deans
Enrollment Services and Registrar, and
Student Development and Special Services Ms. Joanne Jaeger Tomblin
President
4. Faculty Senate Presentation Ms. Martha Maynard
Faculty Senate Chair
5. Appalachian Leadership Academy Ms. Pauline Sturgill, Director
and Ms. Rita White, ALA Fellow
6. Board of Governors and Administration Self-Evaluation Mr. Howard Seuffer
Bowles Rice McDavid Graff & Love
7. President's Report President Tomblin
8. Action Items pp. 7-105
 1. Approval of Minutes pp. 7-30
 2. Approval of Policies for 30-day Comment
 1. SCP-1153, Consumer Complaint Policy pp. 31-37
 2. SCP-2562, Faculty Outside Employment / Non-College
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 3. SCP-2624, Professional Development pp. 45-51
 4. SCP-5051, Reduced Tuition and Fee Program for
State Residents 65-years and Older pp. 52-55
 5. SCP-5065, Awarding of Tuition and Fee Waivers pp. 56-61
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Conversion to Procedures
 1. Academic Affairs Unit pp. 62-90
 1. SCP-2220, Course Feedback Policy
 2. SCP-3160, Course Syllabus
 3. SCP-3165, Adding Courses to the Curriculum and
Revising Existing Courses
 4. SCP-3170, Deleting Courses from the Curriculum
 5. SCP-3240, Assignment of Credit/Non-Credit Courses
 6. SCP-3250, Final Examinations
 7. SCP-3401, Independent Study

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	1. SCP-1040, Use of College Bulletin Boards, Directories and Information Dispensing	
	2. SCP-1180, Equipment Loans	
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	1. October Board of Governors Meeting and Retreat	President Tomblin
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10.	Informational Items	pp. 108-179
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	2. Institutional Rulemaking Report	pp. 109-127
	3. Open Governmental Proceedings Act	pp. 128-141
	4. Board of Governors Powers and Duties	pp. 142-147
	5. Is This a Meeting by Bruce Walker	pp. 148-160
	6. Meeting Scenarios by Bruce Walker	pp. 161-179
11.	Executive Session under the authority of WV Code §6-9A-4-2A for Personnel Items	
12.	Adjournment	Chair Fowler



FACULTY SENATE

2008-2009

Role of Senate



Recommend policies and procedures regarding faculty issues



Provide input on decisions that effect faculty

What Faculty Senate Does Not Do

- ➡ Senate does not address individual faculty issues.
- ➡ Senate does not address individual conflicts within the faculty, with faculty and staff, and with faculty and administration
- ➡ However, those situations may lead to Senate action with regard to policy and procedure if such actions benefit faculty as a whole.

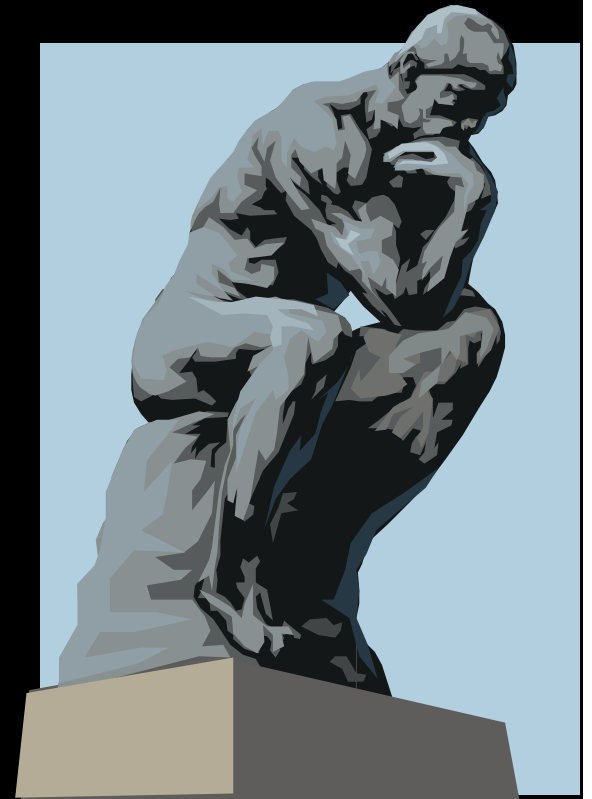
Who We Are

- Eight elected by campus
 - Three from Logan
 - Three from Williamson
 - One from Boone
 - One from Wyoming
- Two elected from the entire faculty
 - Board of Governors Representative
 - Advisory Council of Faculty Representative

Priorities

? Constitution revision

? Policy reviews





**Southern West Virginia Community and Technical College
Board of Governors Meeting of June 17, 2008
Williamson Campus - Room 433
1601 Armory Drive, Williamson, WV**

Board Members Present: Kevin Fowler (teleconference), George Kostas, Linda Akers, Terry Sammons, Glenn Yost, James Sheatsley, (teleconference) David Pierce (teleconference), Wilma Zigmond, Michael Baldwin, George Morrison, Elston Johnson

Board Members Absent: Shelley T. Huffman

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Patricia Clay, Ron Hamilton, Sam Litteral, Allyn Sue Barker, Katie Smith-Cox, Pam Alderman, Cindy McCoy, Ron Lemon, Cindy Crigger, Rita Roberson, Emma Baisden

1. **Call to Order:**
Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:10 p.m.

2. **Welcome/Williamson Campus Update:**
Director of Campus Operations, Rita Roberson, welcomed the group to the Williamson Campus and provided an update on activities and projects provided at the campus during the past year.

3. **Executive Session:**
Linda Akers moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2A to discuss personnel and management issues. Glenn Yost seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, James Sheatsley moved and Linda Akers seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session. Upon reconvening in Open Session, the Board took the following action:

1. **Presidential Review Committee Report**
MOTION: Wilma Zigmond moved to approve the report of the Presidential Review Committee as presented for President Joanne Jaeger Tomblin's second four-year review.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously. The report is attached and made a part of the minutes. (See Addendum 1).

Chair Fowler commended President Tomblin on the exemplary job that she has done during her presidential tenure.

2. **Contract and Compensation Package**
MOTION: Wilma Zigmond moved to approve the Presidential Contract and Compensation Package and to submit it to the Chancellor of the WV Council for Community and Technical College Education for approval.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

3. **Approval of 2008-2009 Presidential Goals**

MOTION: Linda Akers moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as presented for 2008-2009.

ACTION: George Kostas seconded the motion. The motion carried unanimously. The goals are attached and made a part of the minutes. (See Addendum 2).

Chair Fowler asked Ms. Linda Akers to chair the remainder of the meeting since both he and Vice Chair Sheatsley were attending by teleconference. Ms. Akers agreed to do so.

4. **Special Presentations:**

President Tomblin honored outgoing Board member's Elston Johnson, David Pierce, and James Sheatsley with resolutions thanking them for their faithful service to the Southern West Virginia Community and Technical College Board of Governors (Addendum 3).

5. **President's Report:**

1. President Tomblin requested that Board of Governors members complete the 2008 Board Member Self-Evaluation form by Thursday, July 31, 2008 and submit it electronically to Mr. Bill Napier at Bowles Rice McDavid Graff & Love. Mr. Napier will compile the responses for Ms. Beth Walker to present to the Board at its September meeting.
2. The Logan County Commission is interested in purchasing the Logan Downtown Annex facility at 300 Main Street. As required by WV Code, two property appraisals were secured and the average of the two appraisals is \$282,500. The Board will need to convene an emergency meeting to hold a public hearing to sell the property. The Board determined it would convene at 9:00 AM on June 27th for an emergency session to conduct this item of business.
3. Southern regained its Title III eligibility status.
4. President Tomblin held her annual Administrative Retreat on May 29th at the Logan Convention Center with senior and mid-level management to discuss and review institutional plans for fiscal year 2009.
5. Mr. Terry Sammons represented the Board of Governors at Southern's annual Allied Health Pinning Ceremony on May 9, and Board Chair Kevin Fowler delivered Board Greetings at the annual Commencement Ceremony on May 10.
6. The Review Committee for the two new dean positions is in the process of interviewing candidates. President Tomblin hopes to name the new deans by June

30th.

7. The 2008 Phi Theta Kappa All-West Virginia Academic Team Ceremony took place on April 18, 2008 in the Governors Reception Room, where the Governor and First Lady presented a certificate and medallion to students to honor their achievement. Allied Health student, David Terlikowski, represented Southern at the event.
 8. On Wednesday, May 14, President Tomblin and the High School Visiting Team held Parent's Night for juniors and seniors at Lincoln County High School. We will offer several dual credit options at the site beginning Fall 2008. This will provide an opportunity for some students to receive a college degree simultaneously with their high school diploma.
 9. The College will launch a new Marketing Campaign for 2008-2009.
 10. The Southern West Virginia Community College Foundation approved to pay for a consulting team to review Southern's Technology services.
 11. Ms. June Walker, Planning and Accountability Coordinator for the Community and Technical College System of West Virginia, conducted an institutional Civil Rights Audit today. After reviewing our documentation, talking with students, faculty, and staff, and conducting a walk-thru, she met with administrators to discuss the results. There were no significant findings.
 12. The WV Council for Community and Technical College Education is planning an Institutional Boards of Governor's Orientation Workshop on July 30, 2008 at Embassy Suites in Charleston, beginning at 9:30 a.m. This Workshop will provide imperative information for both current and newly appointed board members. Additional details regarding the agenda, registration and accommodations are forthcoming.
- 6. Action Items:**
1. **Approval of April 15 and June 3, 2008 Meeting Minutes**
MOTION: Mike Baldwin moved to accept the meeting minutes as amended.

ACTION: George Kostas seconded the motion. The motion carried unanimously.
 2. **Nominating Committee Report and Election of Officers**
MOTION: Wilma Zigmond moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the following slate of Board officers for fiscal year 2008-2009 as proposed by the Nominating Committee: Kevin Fowler, Chair; Terry Sammons, Vice Chair; George Kostas, Secretary.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

3. Election of Lay Member to the Board of Governors Agenda Committee

At its April 15, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors amended its bylaws to include the past Board Chairperson and one lay Board member to the membership of its Agenda Committee. Ms. Akers opened the floor for nominations. Hearing none, Ms. Wilma Zigmond, volunteered to serve and the Board took the following action.

MOTION: Glenn Yost moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect Wilma Zigmond to the serve on the Board's Agenda Committee for fiscal year 2008-2009.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

4. Approval of 2008-2009 Board Meeting Schedule

MOTION: George Kostas moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the proposed schedule of meetings for fiscal year 2008-2009 as presented with the understanding that additional meetings may be necessary for emergency or time-sensitive issues.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

5. Three Year Post Audit Review

To meet the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges, programs started under the provisions of the rule must undergo a post audit review three years following the initial offering of the course of study. Three academic programs underwent this review in 2007-2008: Dental Hygiene, Associate in Applied Science; Electrical Engineering Technology, Certificate; and Information Technology, Certificate. Dental Hygiene and Electrical Engineering Technology were presented to the Board at its April 15 meeting. Vice President for Academic Affairs, Cathy Smith-Cox, presented the post audit review report and recommended resolution for the Information Technology, Certificate, program for the Board's consideration for approval:

MOTION: Glenn Yost moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve continuation of the Information Technology certificate program as recommended by the post audit review in accordance with the provisions of the West Virginia Council for Community and Technical College

Education (Community and Technical College System Council) Title 135, Procedural Rule, Series 37, Increased Flexibility for Community and Technical Colleges.

ACTION: George Kostas seconded the motion. The motion carried unanimously.

6. Approval of Modification of Capital Project and Expenditures for FY 2009-2010

MOTION: Terry Sammons moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and the priorities of FY 2010 Capital Projects as reported in the listing.

ACTION: Mike Baldwin seconded the motion. The motion carried unanimously.

7. Approval of Modification of Capital Projects and Expenditures for FY 2010-2014

MOTION: George Kostas moved to accept the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification of expenditures and priorities of Capital Projects for FY 2010—FY 2014 as reported in the priority list.

ACTION: Elston Johnson seconded the motion. The motion carried unanimously.

8. Final Approval of Proposed Policy

1. SCP-1725, Private Scholarships

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned revised policy following a 30-day comment period.

ACTION: George Kostas seconded the motion. The motion carried unanimously.

7. Discussion Items:

1. Review of Institutional Five-Year Technology Plan

The Chief Technology Officer, Ronald Hamilton, solicited input from all employees via email regarding the institution's Technology Acquisition Plan. He drafted a list of projects and discussed them with the Finance, Facilities, and Technology Committee. He asked each member to vote on the order of implementation for the 29 projects listed. The priority order of the projects was used in creating the Technology Plan. The Plan was presented to the Executive Council on May 6,

2008. Mr. Hamilton presented the new Technology Plan for the implementation of technology for the next five years to the Board for review and discussion. Mr. Terry Sammons voiced concern regarding the priority listing. He stated that nothing should be more important than notifying students and employees of emergency situations. Therefore, priority listing #2, Emergency Notification System, should be priority #1. The group was in agreement with Mr. Sammons. Mr. Hamilton stated he would change the priority order.

2. Annual Board and Administrator Self-Evaluation

The annual self-assessment instrument will be distributed to the Board of Governors and administrators electronically to complete and return to Board Counsel during July 2008 for compilation. The results will be presented to the Board at its September meeting.

3. Board of Governors Retreat Agenda

The Southern West Virginia Community and Technical College Board of Governors will hold its October 2008 business meeting and annual retreat at the Stonewall Resort and Conference Center in Roanoke, West Virginia. President Tomblin will try to schedule Dr. Mark David Milliron, an award-winning leader, author, speaker, and consultant best known for exploring leadership development, future trends, learning strategies, and the human side of technology change as the guest speaker for this event.

4. West Virginia Council for Community and Technical College Education's Approval of Southern's Tuition Request

At its March 18, 2008-emergency meeting, the Southern West Virginia Community and Technical College Board of Governors amended its November 20, 2007 tuition increase for fiscal year 2008-2009. The Board amended its original request to reflect an \$8.00 per credit hour tuition rate increase or \$96.00 per semester for full-time resident students effective July 1, 2008.

This action did not affect the request for non-resident tuition and fees. The tuition and fees for non-resident students will be placed at a level to insure that non-resident students pay the full cost of instruction as required by West Virginia Code §18B-10-1.

On March 18, 2008, President Tomblin submitted a letter to Chancellor Skidmore on behalf of the Board requesting Southern's resident and non-resident tuition and fees increase for fiscal year 2008-2009 be added to the West Virginia Council for Community and Technical College Education's meeting agenda for review and approval at its April meeting. The Council denied this request. All other institutions were granted the tuition increase it requested. At some point the Board may express its dismay and concern to legislative leaders regarding this issue.

5. Southern Administrative Announcement on Tuition and Waivers

During the 2008 Session of the West Virginia State Legislature, Senate Bill No. 564 was passed. One of the provisions of this bill permits institutions of higher education to provide tuition waivers for employees, spouses and dependent children. Within this new provision in state code, the institutional Board of Governors (BOG) is charged with developing and adopting a rule concerning the awarding of tuition waivers under this program. Until such time that Southern's Board of Governors can develop and adopt a rule governing the awarding of tuition waivers under this provision, guidelines were established for a tuition waiver program for Southern employees, their spouses and dependent children effective with the Fall 2008 semester. These guidelines will remain in effect unless changed by a subsequent administrative announcement by the President or until a BOG rule is formally approved. The administrative announcement was provided for the Board's review and discussion.

6. Eastern WV Community and Technical College Accreditation

Eastern West Virginia Community and Technical College underwent a comprehensive evaluation visit April 10-12, 2006, by a team representing the Higher Learning Commission of the North Central Association of Colleges and Schools. As a result of that evaluation, Eastern received candidacy status, which is the second of three stages in the process toward accreditation.

After achieving candidacy status in 2006, the College began a second Self-Study process again focused on the ultimate goal of achieving full accreditation. A second evaluation visit by the Higher Learning Commission was conducted April 28-30, 2008. Eastern received initial accreditation status as a result of that evaluation. The College will remain recognized as a Campus of Southern West Virginia Community and Technical College until it achieves independent accreditation status from the Higher Learning Commission.

8. Adjournment:

There being no further business, Ms. Akers declared the meeting adjourned at 7:40 p.m. upon a motion by Glenna Yost seconded by George Kostas. The next regular Board meeting is scheduled for September 9, 2008 at the Logan Campus.

Kevin N. Fowler, Chair, Board of Governors

Emma L. Baisden, Assistant to the Board

COMPREHENSIVE EVALUATION
OF
JOANNE JAEGER TOMBLIN
PRESIDENT
OF
SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

June 3, 2008

Published by

Southern West Virginia Community and Technical College
Board of Governors

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PREFACE

In accordance with West Virginia Code §18B-1B-6c and Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 5, "Guidelines for Governing Boards in Employing and Evaluating Presidents," a Presidential Evaluation Committee conducted a performance review of Joanne Jaeger Tomblin, President of Southern West Virginia Community and Technical College, over a period of months as required for each institutional president in every fourth year of employment as president. As required under West Virginia law, the Board has conducted this review in the eighth year of the president's service. This represents the second review of President Tomblin. Her first review occurred in 2003-2004, the fourth year of her tenure.

The Board of Governors appointed a Presidential Review Committee consisting of its own members to conduct the evaluation of President Tomblin. The manner in which we conducted this review is outlined in this report and its exhibits, which are as follows:

- Exhibit 1: Evaluation Review Criteria
- Exhibit 2: Presidential Review Committee and Board of Governors Memberships
- Exhibit 3: Presidential Review Committee Schedule
- Exhibit 4: Campus Interview Schedule
- Exhibit 5: Contacts by Presidential Review Committee
- Exhibit 6: Letters Received by Presidential Review Committee
- Exhibit 7: Accomplishment of Goals by President Tomblin (from her required self-assessment)

The Presidential Review Committee collected information and held open forums with key constituent groups and individuals. We invited governing board members, faculty, classified staff, students, administrators, alumni, and community leaders to submit written comments responding to specific criteria established by the Board (Exhibit 6). We are confident that the process we followed was comprehensive and in accordance with Board, Council, and legal requirements. These measures included the overall management of the institution, relations on campus and within the system, educational leadership, community relations, and major achievements of the President. As required, President Tomblin submitted a comprehensive self-assessment of her own performance and that of her senior leadership team covering the period of service under review (Exhibit 7). It highlighted substantial accomplishments in academics, capital improvements, private giving, service, and financial management and accountability.

The evaluation review criteria are in Exhibit 1 and include: (1) requirements of West Virginia Code §18B-1B-6c, (2) West Virginia Council for Community and Technical College Education, Series 5, "Guidelines for Governing Boards in Employing and Evaluating Presidents," (3) the Goals established by President Tomblin and approved by the Board of Governors, and (4) the requirements established in the President's contract.

The Review Committee's principal purpose is to ensure that the institution is well managed and pursuing sound institutional goals; to enable the president to strengthen her performance; to promote good communications and strong working relationships between the president, the board, College constituencies, and other stakeholders in support of Southern's mission; and to strengthen the institution. The statute envisions a constructive process and one that seeks the collective input and assistance of many groups and individuals associated with the College. The Review Committee is satisfied with the level of detail it was given and believes that it provided an open dialogue with the constituents associated with the College.

The President has recognized and brought to the Board's attention issues that challenged her leadership skills during the past several years. We view this openness as a sign of strength. The institution has overcome some very difficult obstacles and challenges. This type of leadership will be very important as she and the College navigate its way through the future challenges and opportunities.

The Presidential Review Committee believes that Southern has made significant progress on carrying out its statewide Compact as set forth by the Legislature. This assessment is based upon the review of the institution's submission of its Compact Update. The results of the review indicated that Southern received a "good" rating in terms of reaching the goals as outlined in the Compact. The Chancellor and the West Virginia Council for Community and Technical College Education conducted this review.

The Presidential Review Committee met as a full committee on October 18, 2007, February 19, March 25, April 16, May 19, and June 3, 2008. The committee also met on April 16, 2008 to conduct on-campus interviews. The Review Committee presented a draft report to President Joanne Jaeger Tomblin on May 19, 2008 for review and response to the evaluation team's conclusions. On May 20, 2008, President Tomblin accepted the observations and recommendations as presented.

The Review Team expresses its appreciation to all of the individuals and groups who actively participated in this review process. We appreciate their candid comments and suggestions, which will help us in continuing to enhance the success, reputation, and effectiveness of this great institution and the students and communities which it serves.

The Presidential Review Committee has completed its work and unanimously concurs with the observations and recommendations found in the following evaluation report. The Presidential Review Committee presents this document to the Board of Governors on June 17, 2008, for final approval and submission to the Chancellor and Chair of the West Virginia Council for Community and Technical College Education.

EVALUATION

Throughout the past eight years of her presidency of Southern West Virginia Community and Technical College, Joanne Jaeger Tomblin has set a high standard of quality for herself and members of the College community. The Board of Governors has come to have great respect for her leadership and trust in her commitment to quality for Southern.

The College community, its constituents, government officials, and the media evaluate the President informally every day. By virtue of its fiduciary responsibilities, the Board of Governors, which includes faculty, classified staff and student representatives, receives formal reports and updates on key indicators of Southern's performance on a regular basis. However, there are other, more formal, evaluation processes that are utilized to assess the President's performance. The Board of Governors annually evaluates President Tomblin in connection with her annual goals, which are established by the President and approved by the Board. She is also evaluated during the periodic compensation reviews conducted by the Board. Finally, West Virginia law requires this more formal and comprehensive appraisal of the President's performance every four years. Together, these various evaluations result in a multidimensional and ongoing review of our President.

The principal finding of this review is that President Tomblin has achieved and exceeded all requirements of the evaluation criteria. She has more than exceeded our expectations, and we are very pleased. She has, along with her staff, led Southern West Virginia Community and Technical College in an outstanding manner. She is appreciated for her openness and communications. Members of the campus community respect and trust her performance as the College's president. She anticipates reactions of constituent groups and builds consensus and collaboration. The collaborative process integrates fairness in the decision making process and provides various stakeholders confidence that the decision reached reflects the concerns and ideas of the entire College community.

The President has recognized and brought to the Board's attention issues that challenged her leadership skills during the past several years. We view this openness as a sign of strength. The institution has overcome some difficult obstacles and challenges. It has operated on lean resources, but despite these difficulties it has been creative and innovative. This creativity has brought a new facility, campus improvements, advanced technology, and new programs. Strong relationships and partnerships continue with the public school system and business and industry. Of the many responsibilities and duties imposed on President Tomblin in leading Southern, her commitment to student learning and student success is always paramount. This type of leadership will be of great importance as she and the College navigate their way through the future challenges and opportunities. The Presidential Review Committee salutes President Tomblin for her outstanding leadership of this institution. Through her leadership, Southern has flourished and become the number one educational choice of students from many schools throughout the district.

Overall observation from the various constituent groups and individuals in the review about

the performance and leadership of President Joanne Tomblin has been exemplary. We received strong, positive feedback from constituent groups about the dramatic changes that have occurred at Southern as a direct result of President Tomblin's leadership. She is viewed as highly committed, sincere, and an extremely hardworking individual who cares about the institution. President Tomblin has the full confidence and commitment of all campus constituencies, both internal and external, and the community at large. At every meeting and with every written comment received, we observed the commitment of the President to secure the trust of the faculty, staff and community leadership in a way to directly benefit the institution. We also note that during her eight years as President she has given full credit to those who work at the College, constantly acknowledging on many occasions the contributions of the faculty, staff, students, and colleagues.

President Tomblin sets the standard for all community and technical colleges in West Virginia and is a model for leaders of higher education. She has been a major advocate for community and technical college education and has been extremely effective in assisting the State of West Virginia in strengthening the still developing community and technical college system. Her colleagues at the state and national levels respect her.

We noted several major accomplishments during the President's tenure, a time which has been marked by challenges that have included a sluggish national economy, increasing competition, increased government regulation, reduced state support to higher education, heightened national security concerns, and expanded missions for community and technical colleges. She has met all these challenges with a determination and leadership ability that has garnered her the respect of her colleagues, faculty, staff, and the community.

The Presidential Review Committee believes that Southern has made significant progress on carrying out its statewide Compact as set forth by the Legislature. This assessment is based upon the review of the institution's submission of its Compact Update. The results of the review indicated that Southern received a "good" rating in terms of reaching the goals as outlined in the Compact. The Chancellor and the West Virginia Council for Community and Technical College Education conducted this review.

Through the vision and leadership of President Tomblin, on September 7, 2006, Southern became the first community and technical college in the State of West Virginia to initiate a Major Gifts Campaign — Vision 2020 — in cooperation with the Southern West Virginia Community College Foundation. In approximately eighteen months, the fund-raising campaign has reached 86 percent of its five-year goal of \$7,000,000. This is a phenomenal feat for this institution and speaks volumes about how Southern is perceived by its community and the state. She rebuilt the institution's Development Office, which is now staffed by a vice president, program specialist, and an accountant. Tremendous community support was evident through letters received during the review process (Exhibit 6).

The President has empowered academic leaders to develop new programs and strengthen

curriculum. The College's new academic reorganization was launched on July 1, 2007, providing equity between the two divisions, Career and Technical and University Transfer, as well as adding additional academic departments and department chairpersons to engage the College in its effort to provide leadership for the future.

All of Southern's Allied Health program graduates received a 100% passage rate on national licensure examinations during the 2007 academic year. This is a phenomenal success for the students and Southern. Employment of graduates in the Allied Health programs remains at 100%. The West Virginia Board of Nursing highlighted Southern's Nursing Program as the best in the state following the release of information regarding licensure passage by West Virginia's nursing schools.

Southern's Academy for Mine Training and Energy Technologies has been a focal point since its opening in October 2006 and has worked in cooperation with coal and other energy sector business and industry to meet the current and future training needs of both entry level and experienced workers. The Academy has hosted visitors from throughout the state, nation, and some international companies. It has established relationships with representatives from South America, Japan, South Africa, and China.

Community leaders are positive about her strong, innovative, and responsive style of leadership. She has significantly increased the visibility and awareness of Southern in the state and our communities, and she has brought the communities and community leaders into the College as partners. She is well liked and considered extremely knowledgeable and is an effective advocate for Southern before policymakers in the state and our communities. She serves on a number of important educational, economic development, and quality of life boards.

Following are some important conclusions drawn by the Review Committee based on comments and presentations:

1. I have witnessed President Tomblin's interactions with many individuals in a wide range of settings – board meetings, community gatherings, group meetings, and one-on-one interaction. In all of these settings, President Tomblin demonstrates a special ability to elicit the thoughts and ideas of those around her, channel those thoughts and ideas in a positive fashion, and leave each person with whom she interacts feeling valued, important and inspired. It is her success at motivating others in individual and group settings that is perhaps the hallmark of her leadership style.
2. Southern is on the move and is the crown jewel for giving opportunities to so many citizens of West Virginia. President Tomblin's leadership skills are exemplary, and her dedication to the mission of Southern is inspiring.
3. Feedback from constituency groups indicated strong, positive feelings about President Tomblin's leadership and much appreciation for her enthusiastic support

of people and events. She inspires. She communicates. Morale is high. Trust-factor is huge. Terms used to describe her include “awesome, tireless, accessible, approachable, brave, responsive, honest, trusted, a great communicator, compassionate, organized, personable, extremely nice, topnotch, a visionary.”

4. She treats everyone with dignity, care, and respect. She seeks input before making decisions and makes each employee feel that his or her input is valued. She supports salary equity, and in spite of budgetary constraints salaries were increased again this year.
5. President Tomblin has made a difference in the atmosphere of Southern’s campuses. I have observed that each campus is very student friendly, inviting, bright, and clean. The decor exhibits examples of students’ work and that of the Appalachian culture. The renovations at the Wyoming and Logan campuses and the new construction is a testament to the foresight of her and her staff.
6. She is a natural leader who has the ability to motivate and involve all stakeholders in the proactive direction of Southern in meeting institutional goals. President Tomblin has made encouraging students as they embark on their educational experiences a focal point. She demonstrated this commitment by personally visiting the area high schools and speaking directly to the students. With President Tomblin’s guidance, Southern has worked hand-in-hand with public education to develop programs to meet student needs, e.g., seamless curricula, articulation agreements, EDGE, Tech Prep, college visitation days.
7. President Tomblin has shown leadership, a willingness to change Southern to fit the needs of industry and a genuine concern about the students, businesses, and communities served by Southern.
8. Through her leadership, Southern has gained stature throughout the state and nation. This is evidenced in the cover story featured in the Fall 2007 issue of a national publication, *Converge Magazine*, that touts President Tomblin and First Lady Gayle Manchin on its front cover as “A Dynamic Duo – The leading ladies of West Virginia.”

RECOMMENDATIONS

1. The district served by Southern West Virginia Community and Technical College has had a decreasing population for the past decade. The President is directing the institution’s efforts, partly through the restructuring and reorganization of student services, to more effectively recruit students and to more efficiently serve both traditional and nontraditional age students who are admitted to the College. The Review Committee recommends that the President continue her efforts to increase student enrollment and retention.

2. Monitor the effectiveness of reorganization within the academic and student services units to determine its impact on retention and student progress.
3. Develop a succession plan to respond to changes resulting from retirements within the faculty, administration, and classified staff.
4. Continue soliciting financial support from the private sector for the Major Gifts Campaign.
5. Continue serving as an ambassador for the College by representing it on various boards throughout the service district to point out to business, community, and legislative leaders that Southern is engaged constructively in southern West Virginia.
6. Continue the successful practice of open communications with campus constituent groups to reinforce the inclusiveness of employees in the planning and decision making process and to maintain a high level of morale.

CONCLUSIONS

The Review Committee recognizes that in the eight years of her presidency Joanne Jaeger Tomblin has effectively made dramatic and positive changes in Southern West Virginia Community and Technical College. It is significantly better positioned and stronger as a result of her leadership. The College has truly benefited by her team approach management style of leadership, which has fostered a much more participatory environment. The progress Southern has made during her tenure speaks for itself, and no one can doubt that she deserves a great deal of the credit for a remarkable list of accomplishments that have made this institution stronger and better prepared to meet the educational challenges of the 21st century.

President Tomblin has a vision for this century, can translate that vision into action and positive change, and has achieved overwhelming support from her constituencies in fulfilling the vision through positive change. We believe that Southern West Virginia Community and Technical College is led by one of the most outstanding leaders in higher education today and that through her leadership it will become the premier community and technical college in West Virginia. Our assessment found that President Tomblin is an honest, competent, seasoned, and visionary executive who has assembled and effectively leads a strong and cohesive team of higher educational professionals.

The Review Team has determined that Joanne Jaeger Tomblin possesses an absolute loyalty to the institution, a strong work ethic, and an understanding of West Virginia and its higher education system. The President also possesses experience, enthusiasm, excellent communication skills, a reputation for honesty, a respect for the Governing Board and its governance culture, strong values, a statewide presence in higher education leadership, and the ability to attract private resources to the institution.

On behalf of the Board of Governors, the Presidential Review Committee wishes to express to President Tomblin its sincere appreciation for the remarkable job she is doing in leading the College. We look forward to continuing with her on the continued path of success for Southern West Virginia Community and Technical College.

Presidential Review Committee

Linda Q. Akers, Past Board Chair


Shelley T. Huffman, Past Board Chair

George Kostas, Past Board Chair

Michael Baldwin, Classified Staff Representative

George Morrison, Faculty Representative

Elston Johnson, Student Representative

By 
Linda Q. Akers, Chair
Presidential Review Committee

Respectfully Submitted by Emma L. Baisden
Assistant to the Board of Governors

**Joanne Jaeger Tomblin
President
Southern West Virginia Community and Technical College
Goals for 2008-2009**

1. Reach 90% of the 2010 “Major Gifts Campaign” goal or \$6,300,000.00. Continue solicitation of potential donors and friend raising.
2. Develop plans for new bond funds as they pertain to capital improvements, acquisition of the Williamson National Guard Armory, and/or construction of a new facility for the Williamson Campus.
3. Implement the reorganized Enrollment Management and Student Development Unit.
4. Continue to monitor and review the College’s budget and finances on a monthly basis.
5. Conduct ten faculty roundtable luncheons throughout the academic year to discuss concerns and future plans.
6. Enhance the organizational atmosphere to place more emphasis on communication and sharing in planning and decision making.

*Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring*

Elston R. Johnson

Whereas, Elston R. Johnson has served with dedication as the student representative to the Southern West Virginia Community and Technical College Board of Governors from July 1, 2006 to June 30, 2008; and

Whereas, During this period he represented the interests and concerns of the students to the Southern West Virginia Community and Technical College Board of Governors with enthusiasm and commitment; therefore, be it

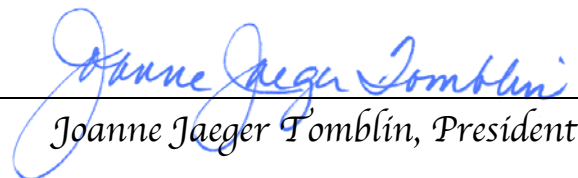
Resolved by the Board of Governors:

That the Board of Governors of Southern West Virginia Community and Technical College wishes to express its sincere thanks and appreciation to Elston R. Johnson for his service and dedication to Board and wish him success in future endeavors; and, be it

Further Resolved, That this resolution becomes a part of the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 17th day of June in the year of 2008.



Kevin N. Fowler, Chair
Board of Governors



Joanne Jaeger Tomblin, President

*Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring*

Dr. David R. Pierce

WHEREAS, David R. Pierce was duly appointed to the Southern West Virginia Community and Technical College Board of Governors by the Governor of West Virginia in the year 2002; and

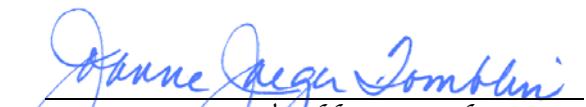
WHEREAS, David R. Pierce was a faithful and contributing member of the Southern West Virginia Community and Technical College Board of Governors from 2002 - 2008, helping to establish the Board's operating procedures, conducting efficient strategic planning sessions, participating on various subcommittees, representing the Board at official functions, and fulfilling the duties as a member of the Board in an exemplary manner; and

WHEREAS, David R. Pierce has given generously of his time, talent and treasure in support of Southern West Virginia Community and Technical College, has willingly responded to any request of the administration with assistance and advice, and has been a strong and articulate advocate for Southern;

NOW THEREFORE, BE IT RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors wishes to express its thanks and appreciation to David R. Pierce for his outstanding leadership and service during its very formative early years; and

FURTHER RESOLVED, That this resolution becomes a part of the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 17th day of June in the year of 2008.


Kevin N. Fowler, Chair
Board of Governors


Joanne Jaeger Tomblin, President

*Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring*

James R. Sheatsley

WHEREAS, James R. Sheatsley was duly appointed to the Southern West Virginia Community and Technical College Board of Governors by the Governor of West Virginia in the year 2000; and

WHEREAS, By virtue of this appointment James R. Sheatsley also served on the Southern West Virginia Community and Technical College Board of Advisors for the year 2000 - 2001; and

WHEREAS, James R. Sheatsley was a faithful and contributing member of both the Board of Advisors and the Southern West Virginia Community and Technical College Board of Governors from 2000 - 2008, helping to establish the Board's operating procedures, conducting efficient Board and Committee meetings, representing the Board at official functions, and fulfilling the duties of the Vice Chairman of the Board in an exemplary manner; and

WHEREAS, James R. Sheatsley has given generously of his time, talent and treasure in support of Southern West Virginia Community and Technical College, has willingly responded to any request of the administration with assistance and advice, and has been a strong and articulate advocate for Southern;

NOW THEREFORE, BE IT RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors wish to express its thanks and appreciation to James R. Sheatsley for his outstanding leadership during its very formative early years; and

FURTHER RESOLVED, That this resolution becomes a part of the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 17th day of June in the year of 2008.



Kevin N. Fowler, Chair
Board of Governors



Joanne Jaeger Tomblin, President

**Southern West Virginia Community and Technical College
Board of Governors Emergency Meeting of June 27, 2008
Center for Allied Health and Technology, Room 422
2900 Dempsey Branch Road, Mount Gay, WV**

Board Members Present: Kevin Fowler, George Kostas, Linda Akers, Terry Sammons, Glenn Yost, Michael Baldwin, George Morrison, Elston Johnson, Wilma Zigmund (all joined the meeting by teleconference)

Board Members Absent: James Sheatsley, Shelley Huffman, David Pierce

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Emma Baisden

1. Call to Order:

Board of Governors Chair, Kevin Fowler, called roll, declared a quorum present, and convened the public meeting at 9:00 a.m. No party from the general public appeared before the Board to provide comments regarding the Board's intent to sell the designated real property. Therefore, Chair Fowler convened the emergency Board meeting concerning the sale of the building and property to the Logan County Commission. The proceeds from the sale of the property will be deposited in the Southern West Virginia Community and Technical College capital account and used for capital improvements.

2. Finalize Sale of Building and Real Property

The Southern West Virginia Community and Technical College Board of Governors granted approval to sell the real property located at 300 Main Street, Logan, West Virginia, more commonly known as the Logan Downtown Annex at its meeting on June 3, 2008, as provided by WV Code §18B-14-3. The Code Section grants authority to sell any surplus real property and deposit the net proceeds into a special revenue account to be utilized for the purchase of additional real property or for capital improvements. This Code Section further stipulates that prior to such action, the board of directors shall have the property appraised by two licensed appraisers and shall not sell the property for less than the average of the two appraisals, that notice of such sale be advertised as a Class II legal advertisement as defined in WV Code §59-3-2, and that a public hearing be held on the issue.

This parcel of land is described in a deed from the Chief Logan Authority, Incorporated dated March 22, 2005. The deed for the property may be viewed at the County Clerk's office in the Logan County Courthouse in Book 589, Page 092. Two appraisals were secured in March 2008 from Howerton Real Estate Services, Incorporated for \$265,000 and Trent Appraisal and Consulting Service for \$300,000. The average of the two appraisals is \$282,500. The notice of the intent to sale the property was advertised on June 19, 2008 and June 26, 2008 as a Class II legal advertisement.

Additionally at its June 3, 2008 meeting, the Board approved a resolution that authorizes the President of Southern West Virginia Community and Technical College to act on its behalf in negotiating the sale of the specifically designated real property and to sign all documents required for the sale of the described property in accordance with applicable

law.

MOTION: George Kostas moved to accept the following resolution as amended:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the sale of real property located at 300 Main Street, Logan, West Virginia, more commonly known as the Logan Downtown Annex, to the Logan County Commission, 300 Stratton Street, Suite 103, Logan, WV for not less than the average of the two appraisals of \$282,500.

ACTION: Wilma Zigmond seconded the motion. Aye signified the motion. Hearing no negative votes, Chair Fowler declared the motion approved.

3. Adjournment:

There being no further business, Chair Fowler adjourned the meeting at 9:20 a.m.

Kevin N. Fowler, Chair
Board of Governors

Emma L. Baisden
Assistant to the Board

**Southern West Virginia Community and Technical College
Board of Governors Agenda Committee
Meeting of August 26, 2008**

DRAFT

The Southern West Virginia Community and Technical College Board of Governors Agenda Committee held a conference call meeting on August 26, 2008, at 9:00 a.m. Agenda Committee members present were Kevin Fowler, George Kostas, Linda Akers, and President Joanne Jaeger Tomblin. Terry Sammons and Wilma Zigmund were absent. Emma Baisden, Board of Governors Assistant, served as the recorder.

Chair Fowler called the meeting to order at 9:00 a.m. The group reviewed and discussed the draft agenda presented for the September 9, 2008 Board of Governors meeting to be held at Southern's Center for Allied Health and Technology. Upon a motion by George Kostas and a second by Linda Akers, Chair Fowler declared the agenda approved and adjourned the meeting at 9:15 a.m.

Kevin N. Fowler, Chair

Emma L. Baisden
Board of Governors Assistant

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008**

ITEM: SCP-1153, Consumer Complaint Procedures
SCP-1153.A, Consumer Complaint Form

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Merle Dempsey

BACKGROUND:

This policy is developed in compliance with federal and state guidelines to maintain eligibility for participation in Federal Title IV funding. Its purpose is to describe institutional procedures for receiving and responding to complaints regarding the college's management of federal student financial assistance programs and/or the institution's advertising and promotion of its programs.

This policy applies only to complaints concerning the college's management of federal student financial assistance programs and the way the institution advertises and promotes its programs. All other forms of complaint are to be referred to the appropriate institutional office(s) responsible for the particular program or service.

Revisions reflect no substantial changes in procedure or reporting requirements. The policy and policy attachment have been revised to reflect the institution's current organizational structure. The policy was reformatted using the latest policy template.

Executive Council reviewed the revised policy and policy attachment. Council recommends that the Board advance the revised policy and policy attachment to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1153**

SUBJECT: Consumer Complaint Procedures

REFERENCE: West Virginia State Postsecondary Review Procedures
Title IV, Part H, Subpart 1, Section 494C (j) of the Higher Education Act of 1965 as amended by the Higher Education Amendment of 1992

ORIGINATION: April 3, 1995

EFFECTIVE: April 3, 1995

REVIEWED: August 5, 2008

SECTION 1. PURPOSE

1.1 This policy is developed in compliance with the above stated federal and state guidelines to maintain eligibility for participation in Federal Title IV funding. Its purpose is to describe institutional procedures for receiving and responding to complaints regarding the college's management of federal student financial assistance programs and/or the institution's advertising and promotion of its programs.

SECTION 2. SCOPE AND APPLICABILITY

2.1 These procedures apply only to complaints concerning the college's management of federal student financial assistance programs and the way the institution advertises and promotes its programs. All other forms of complaint are to be referred to the appropriate institutional offices(s) responsible for the particular program or service.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 None.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Complaints Concerning Federal Financial Assistance Programs:

- 7.1.1 All complaints or concerns related to student financial ~~aid~~ assistance programs must be discussed with the Financial ~~Aid~~ Assistance Staff at the campus-level for resolution first. As a second step any complaints must be presented to the ~~Financial Aid Manager~~ Director of Student Financial Assistance. If satisfactory resolution is not achieved at this level, the following procedures are to be used.
- 7.1.2 Complaints concerning the college's management of federal student financial assistance programs must be submitted in writing to the Vice President for ~~Student Affairs~~ Enrollment Management and Student Development or designee on the institution's Consumer Complaint Form (SCP 1153.A) within 30 calendar days of the alleged violation or incident. Consumer Complaint Forms are available in the Student Services Offices, the ~~Financial Aid Offices~~ Office of Student Financial Assistance, or ~~the President's Office~~ on the institution's website at <http://southernwv.edu/files/SCP-1153.A%20Complaint%20Form.PDF>.
- 7.1.3 An acknowledgment letter will be forwarded to the complainant within 15 calendar days after receipt of the completed complaint form. The acknowledgment letter will provide information as to the procedures to be followed in handling the complaint and/or any other action taken or planned in response to the complaint.
- 7.1.4 If the complainant is dissatisfied with the actions taken and/or the response of the Vice President for ~~Student Services~~ Enrollment Management and Student Development or designee, a written appeal may be filed with the College President within 10 calendar days after receiving the Vice President's response.
- 7.1.5 The College President or his/her designee must respond in writing within 10 calendar days of receiving the written appeal from the complainant as to institutional action regarding the complaint.
- 7.1.6 If the complainant is not satisfied with the response and disposition of the complaint by the institution, he/she may file the complaint with the State Postsecondary Review Entity within 6 months of the date of the alleged violation or incident or within 60 days of the date the institution reports final action whichever is earlier.

A file will be maintained in the ~~appropriate~~ Vice President's office concerning each complaint filed in regard to the institution's management of federal student financial assistance programs and/or the way the institution advertises and promotes its programs. This information will be reviewed on an annual basis to assist the college in revising its financial ~~aid~~ assistance, marketing and recruitment programs.

7.2 Complaints Concerning Program Advertisement or Promotion:

- 7.2.1 All complaints concerning the way the institution advertises and promotes its programs must first be discussed with the Vice President for Academic Affairs, ~~or in the case of Allied Health programs, the Administrative Vice President and Dean of Allied Health~~ the Dean, Career and Technical Programs, or the Dean, University Transfer Programs. If the complaint can not be resolved at this level, the following procedures are to be used.

- 7.2.2 All complaints concerning the institution’s advertisement and promotional information/practices must be submitted in writing on the institution’s Consumer Complaint Form to the Vice President for Academic Affairs within 30 calendar days of the alleged violation or incident. Consumer Complaint Forms are available in the Student Services Offices, the ~~Division Chairperson’s Offices~~ Office of the Academic Division Deans, or ~~the President’s Office~~ on the institution’s website at <http://southernwv.edu/files/SCP-1153.A%20Complaint%20Form.PDF>.
- 7.2.3 An acknowledgment letter will be forwarded to the complainant within 15 calendar days after receipt of the completed complaint form. The acknowledgment letter will provide information as to the procedures to be followed in handling the complaint and/or any other action taken or planned in response to the complaint.
- 7.2.4 If the complainant is dissatisfied with the action and/or the response of the Vice President, a written appeal may be filed with the College President within 10 calendar days after receiving the Vice President’s response.
- 7.2.5 The President or his/her designee must respond in writing within 10 calendar days of receiving the written appeal from the complainant as to institutional action regarding the complaint.
- 7.2.6 If the complainant is still dissatisfied with the response and disposition of the complaint by the institution, he/she may file the complaint with the State Postsecondary Review Entity within 6 months of the date the alleged violation or incident or within 60 days of the date the institution reports final action whichever is earlier.

A file will be maintained in the ~~appropriate~~ Vice President’s office concerning each complaint filed in regard to the institution’s management of federal student financial assistance programs and/or the way the institution advertises and promotes its programs. This information will be reviewed on an annual basis to assist the college in reviewing its financial ~~aid~~ assistance, marketing and recruitment programs.

SECTION 8. CANCELLATION

8.1 None

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: SCP-1153.A Consumer Complaint Form

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: August 2008— Revisions reflect no substantial changes in procedure or reporting requirements. The policy has been updated to reflect the institution’s current organizational structure and the policy was reformatted using the latest policy template.

PROCEDURES FOR FILING COMPLAINTS ARE ~~ON THE BACK OF THIS FORM~~ DETAILED BELOW.

PROCEDURES FOR FILING COMPLAINTS

1. Complete all sections of this form.
2. Sign and date.
3. Return the completed form in a sealed envelope marked “**CONFIDENTIAL**”.
4. Complaints pertaining to financial ~~aid~~ assistance programs are to be returned to:

Vice President for ~~Student Services~~ Enrollment Management and Student Development
Southern West Virginia Community and Technical College
P.O. Box 2900
Mount Gay, West Virginia 25637

Complaints pertaining to academic programs are to be returned to:

Vice President for Academic Affairs
Southern West Virginia Community and Technical College
P.O. Box 2900
Mount Gay, West Virginia 25637

5. For student convenience, you may place the envelope in inter-campus mail.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008**

ITEM: SCP-2562, Outside Employment or Non-college Related Activities

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

This policy was originally created in November 1984 and was converted to the MAP system format in September 2000 without change.

A policy on outside employment and non-college related activities is required for compliance with mandates from the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education.

This policy has undergone major revision. The new proposed title better reflects the intent of the policy and makes it applicable to all full time exempt professional employees. The old policy allowed the employee to decide if the outside activity interfered with their employment and report the activity only if it did violate the policy. This version promotes open communication and disclosure of external professional activities for pay. It enables the supervisor to be aware of the activity and discuss the policy requirements with the employee at the beginning of each fiscal year.

The revision incorporates statements from the College-wide Employee Personnel Policy about use of college equipment and systems for college business use only and also includes a statement on no solicitation from the institutional Solicitation Policy.

The revised policy also includes the recognition of "conflict of commitment" by referring to the American Association of University Professors statement recognizing that a conflict of interest (usually referred to in financial terms of purchasing and person gain from contracts) can include the concept of conflict of commitment.

This policy was revised by the Human Resources Administrator with advice and input from the Human Resources staff and the Executive Council prior to submission to this Board.

At this time it is recommended that this policy be distributed for a 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2562**

SUBJECT: Faculty Outside Employment or Non-college Related Activities;
External Professional Activities of Faculty and Other Professional Staff

REFERENCE: Title 133 Procedural Rule West Virginia Higher Education Policy Commission Series 9,
Academic Freedom, Professional Responsibility, Promotion, and Tenure

ORIGINATION: November 1, 1984

EFFECTIVE: November 1, 1984

REVIEWED: August 19, 2008

SECTION 1. PURPOSE

- 1.1 To provide guidance regarding faculty and professional employee outside employment activities and a mechanism for reporting the same.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all full time faculty and professional employees of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 “External professional activities for pay” means any activity that 1) is not included within one’s college employment responsibilities; 2) is performed for any entity, public or private, other than the college; 3) is undertaken for compensation; and 4) is based upon the professional knowledge, experience and abilities of the faculty or other professional staff member. Activities for pay not involving such professional knowledge, experience and abilities are not subject to the advance disclosure and approval requirements of this policy, although they are subject to the basic requirement that outside activities of any type not result in neglect of primary College duties, conflicts of interest, inappropriate uses of the College name, or claims of College responsibility for the activity.
- 3.2 “College employment responsibilities” include both “primary duties” and “secondary duties.” Primary duties consist of assigned teaching, scholarship, and all other institutional service requirements. Secondary duties consist of professional affiliations and activities traditionally undertaken by faculty and other professional staff members outside of the immediate College employment context that redound to the benefit of the profession and to higher education in general. Such endeavors, which may or may not entail the receipt of honoraria or the reimbursement of expenses, include membership in and service to professional associations and learned societies; membership on professional review or advisory panels; presentation of lectures, papers, concerts or exhibits; participation in seminars and conferences; reviewing or editing scholarly publications and books; and service to accreditation bodies. Such integral manifestations of one’s membership in a profession are encouraged, as extensions of College employment, so long as they do not conflict or interfere with the timely and effective performance of the individual’s primary College duties.

- 3.3 “Faculty or other professional staff members” means any person who is employed full time by Southern West Virginia Community and Technical College who is exempt from overtime requirements of the Fair Labor Standards Act.
- 3.4 “Inappropriate use or exploitation of College resources” means using any services, facilities, equipment, supplies or personnel which members of the general public may not freely use. A person engaged in external professional activities for pay may use, in that connection, publicly accessible facilities such as College libraries; however, an office shall not be used as the site for compensated appointments with clients, e.g., for counseling or instruction. Under no circumstances may a supervisory employee use the services of a supervised employee during College employment time to advance the supervisor’s external professional activities for pay.
- 3.5 “Conflict of interest” relates to situations in which financial or other personal consideration may compromise, may have the potential for compromising, or may have the appearance of compromising an employee’s objectivity in meeting College duties or responsibilities, including grant activities.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College seeks to appoint and to retain, as faculty and other professional staff members, individuals of exceptional competence in their respective fields of professional endeavor. Because of their specialized knowledge and experience, such persons have opportunities to apply their professional expertise to activities outside of their College employment, including secondary employment consisting of paid consultation with or other service to various public and private entities. Through such practical, compensated applications of their professional qualifications, College employees enhance their own capabilities in teaching and professional development. Thus, participation of faculty and other professional staff members in external professional activities for pay, typically in the form of consulting, is an important characteristic of academic employment that often leads to significant societal benefits, including economic development through knowledge and technology transfer. However such external professional activities for pay are to be undertaken only if they do not:
- 4.1.1 Create a conflict of commitment by interfering with the obligation of the individuals to carry out all primary College duties in a timely and effective manner; or
- 4.1.2 Create a conflict of interest vis-a-vis the individual’s status as an employee of the College; or
- 4.1.3 Involve any inappropriate use or exploitation of College resources; or
- 4.1.4 Make any use of the name of Southern West Virginia Community and Technical College for any purpose other than professional identification; or
- 4.1.5 Claim, explicitly or implicitly, any College or institutional responsibility for the conduct or outcome of such activities.
- 4.2 The institution expects its employees to give full professional effort to assignments of teaching and/or institutional service. It is, therefore, considered inappropriate to engage in gainful employment outside the institution that is incompatible with the employee’s commitment to the institution. Moreover, it is considered inappropriate to transact personal business from one’s institutional office, or using college equipment.

- 4.3 No employee may conduct personal for-profit business or enterprises on college premises. This restriction includes telephone calls, developing or answering correspondence, or receiving personal business guests on college property or time.
- 4.4 Solicitation by employees for purposes other than direct college related business during regularly scheduled work hours is prohibited. Solicitation during non-work hours (lunch or other break times) by employees is subject to other applicable policies of this institution.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy is written in compliance with joint policies of the Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education.

SECTION 6. GENERAL PROVISIONS

- 6.1 The American Association of University Professors (AAUP) states that the broad term “conflicts of interest” is generally used to subsume two different concepts: Conflicts of interest, which tend to involve private financial arrangements, and conflicts of commitment, which generally refer to time and energy. While conflicts of commitment is a distinct concept from conflicts of interest, the two often overlap and, at times, may be difficult to separate. This policy is intended to bring attention to the outside employment activities of employees of the institution and allow a reporting mechanism to ensure these activities will not interfere with the full time service commitment to the institution.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- ~~7.1 Each full-time member of the faculty, when considering outside employment and non-college related activities, is subject to conditions as referenced in Board of Directors, Procedural Rule Series 36, Section 4.~~
- 7.1 The appointment of a person to a full time position at Southern West Virginia Community and Technical College ~~an institution~~ is made subject to the following conditions:
- 7.1.1. The ~~appointee employee~~ shall render full time service to the institution ~~to which appointed~~. Outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of academic college employment responsibilities. ~~The administration of each institution shall establish a program of periodic review of outside services of appointees in order to guide faculty members.~~
- 7.1.2. If outside employment or service interferes with ~~the regular college employment responsibilities~~ institutional duties of the ~~appointee employee~~, the institution has a right to ~~make such adjustments in the compensation paid to such appointee as are warranted by the appointee’s services lost to the institution and by the appointee’s use of institutional equipment and materials.~~ take appropriate corrective action as warranted by the situation and rules and policies of the institution, up to and including disciplinary action.
- 7.2. Annual Review
- 7.2.1. ~~The faculty member~~ All faculty and professional staff shall verify ~~his/her~~ their status annually by completing the appropriate form ~~included in the appendix under Instruction.~~ If a faculty or professional staff member undertakes external professional activities for pay after the annual

reporting date, he/she should complete an External Professional Activities form not less than ten (10) calendar days before the date of the proposed external professional activity for pay is to begin.

7.2.2 The supervisor will review and discuss the completed form and policy with the employee to ensure no conflict of commitment or interest exists, sign the form, and forward to Human Resources.

7.2.3. The signed form shall be placed in the ~~faculty member's~~ employee's personal personnel file.

7.3 Personal Professional Activity

7.3.1 The administration may permit and encourage a reasonable amount of personal professional activity (such as consulting, service on boards and committees, and community service activities) outside the employee's duties and responsibilities, provided such activity further develops the employee professionally, or provides a community service, or promotes the college in a positive manner, and does not interfere with duties and responsibilities to the institution.

SECTION 8. CANCELLATION

8.1 None

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-2562.A, External Professional Activities for Pay Report Form

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: September 2008 - Revisions reflect no substantial changes in procedure or documentation requirements. However, coverage was expanded from only full time faculty to all full time exempt professional employees of the institution. Definitions were added and more clarity was provided to provide explanation of the meaning of conflict of interest. The form for reporting was modified to indicate the specific outside employment activity.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

~~Outside Employment or Non-College Related Activities Report Form~~
SCP-2562.A

The following is quoted from BOD Policy No. 36. The appointment of a person to a full-time faculty position at an institution is made subject to the following conditions:

- (1) ~~“The appointee shall render full-time service to the institution to which appointed. Outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of academic duties. The administration of each institution shall establish a program of periodic review of outside services of appointees to guide faculty members.~~
- (2) ~~If outside employment or service interferes with the performance of the appointee, the institution has the right to make such adjustments in the compensation paid to such appointee as are warranted by services lost to the institution, and institutional equipment and materials used.”~~

To assist in fulfilling the obligations for periodic review, please answer the following questions:

~~1. Are you employed or engaged in non-college activity which would fall under the intent of BOD policy stated above?~~

~~_____ Yes - Please describe below:~~

~~_____ No~~

~~2. Do you plan other employment or non-college activity which would fall under the intent of BOD policy stated above, during this school year?~~

~~_____ Yes - Please describe below:~~

~~_____ No~~

Comments or explanations:

Date

Signature

SCP 2562A

Revised August 12, 2008

Print Name

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

External Professional Activities for Pay Report Form

SCP-2562.A

Instructions: In accord with SCP-2562, this form must be completed each year by all full time faculty and professional staff employees. Complete all parts of the form. If you did not engage in external professional activities for pay for the fiscal year specified, write "NONE" across the grid below. Please report all paid activity/employment, including planned activity/employment for the fiscal year. The report for each fiscal year is due in Human Resources by August 31. If you intend to engage in paid professional activity, this form is to be completed no less than ten days before the proposed external professional activity for pay is to begin.

Name: _____ Title: _____

Department/Unit: _____ Fiscal Year: _____

Dates From/To	Description of Activity	Explanation: Nature of Activity and General Description of Business/ Agency/ Organization/ Group/Person

Employee Signature and Printed Name: _____ Date: _____

I have reviewed the above activities for compliance with SCP- 2562 - External Professional Activities of Faculty and Other Professional Staff

Supervisor Signature: _____ Date: _____

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF September 9, 2008**

ITEM: SCP-2624, Professional Development

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

This policy was originally created in July 1986 with the title "Personnel Development Committee." In January 1991, the original policy was replaced with one titled "Personnel Development." That policy was reformatted when the current MAP system was implemented in September 2000 and re-titled "Professional Development."

A policy on employee development is required for compliance with mandates from the West Virginia Higher Education Policy Commission, West Virginia Council for Community and Technical College Education, and West Virginia Code.

This policy has under gone major revision. The new proposed title is "Employee Development" in order to be applicable to all categories of employees. Procedural items and forms were removed from the policy. The policy was revised to communicate the philosophical support for and necessity of employee development in order to maintain an organization ready to meet the demands of the future.

This policy was revised by the Human Resources Administrator with advice and input from the Human Resources staff, the Classified Staff Council, and the Executive Council prior to submission to this Board.

At this time it is recommended that this policy be distributed for a 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2624**

SUBJECT: Professional Employee Development

REFERENCE: WV Code §18B-7-5

ORIGINATION: ~~January 28, 1991~~ July 1, 1986

EFFECTIVE: January 28, 1991

REVIEWED: September 1, 2000

SECTION 1. PURPOSE

- 1.1 To establish procedure and guideline related to Professional Development funding for full time faculty and staff of Southern WV Community and Technical College. The purpose of employee development is to increase professionalism, productivity, and individual and organizational effectiveness. The purpose of this policy is to create and promote a culture that is dedicated to maintaining a learning organization.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 Subject to appropriate supervisory approval, any employee of Southern West Virginia Community and Technical College is eligible to participate in employee development programs appropriate to his/her position or as requested by his or her supervisor. This policy applies to all full-time classified and non-classified staff and faculty.

SECTION 3. DEFINITIONS

- 3.1 Competencies - Set of behaviors encompassing skills, knowledge, abilities, and personal attributes that are critical to successful work accomplishment. Core Competencies are skills, knowledge, and abilities that employees must possess in order to successfully perform job functions that are essential to business operations.
- 3.2 Developmental activities - Activities that focus on preparing employees for future responsibilities while increasing their capacity to perform their current jobs.
- 3.3 Grantor - The entity or funding body for professional development activities or classes. Examples of grantors of professional development funding include the Teaching and Learning Center, the Office of Academic Affairs, the Classified Staff Council, or any individual unit of the institution who may approve funding for development activities or classes.
- 3.4 Human resource development (HRD) - Set of systematic and planned activities designed by an organization to provide its members with the necessary skills to meet current and future job demands.
- 3.5 Knowledge - level of learning characterized by ability to recall specific facts.

- 3.6 Learning Organization - A concept practiced through systems thinking and shared vision in which the organization is characterized by its capability to adapt to changes in its environment by altering organizational behavior. In a learning organization, workers network and collaborate inside and outside the organization; change is embraced and failures are viewed as opportunities to learn; and the organization adapts and changes as the environment changes.
- 3.7 Organizational development (OD) - Process of enhancing the effectiveness of an organization and the well-being of its members through planned interventions.
- 3.8 Systems thinking - a conceptual framework that helps one see how things interrelate and how to change them.
- 3.9 Training - Process of providing knowledge, skills, and abilities (KSAs) specific to a task or job.
- 3.10 Advanced professional development - Any academy, class, conference, course program seminar or training attended by an employee that is not required by his or her current position, is not required for the performance of his or her current job responsibilities, and is intended to develop a higher level of skill, to develop an increase in professional or technical knowledge, or to obtain an advanced level of professional accreditation.
- 3.10.1 Advanced professional development does not include routine job training, training required for the employee's performance of his or her current job responsibilities, attendance at professional conventions, seminars, continuing professional education or any form of training required to renew an employee's professional accreditation or any training costing less than one thousand dollars.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College shall maintain programs appropriate to the needs and resources of the institution for human resource development, organizational development, and to improve the competencies, knowledge, skill, and abilities of it's employees.
- ~~4.2 Applicants who apply for funding should be full-time employees who have been employed by the college for a minimum of one (1) year. Applicants who request tuition assistance for college credit should be working toward a degree in his/her field of employment. Employees with less than one year service may apply for funding to take a class or attend a seminar or other job related training activity when they are required to do so by their supervisor. (Moved to Section 6)~~

SECTION 5. BACKGROUND OR EXCLUSIONS

(The following statements were incorporated in Section 6.)

- ~~5.1 Classes take priority over conference and workshop attendance.~~
- ~~5.2 Awards may be limited due to availability of funds~~
- ~~5.3 Funding is available on a semester by semester basis.~~
- 5.1 While there are many by-products of development and training (e.g., increased knowledge and personal satisfaction), the real measure of success is improved job performance.
- 5.2 Teaching, expanding knowledge and creativity, and devoting knowledge to public service are considered

primary goals of higher education. These goals are achieved by and through college faculty. Therefore, the efforts of the Board of Governors and this institution in supporting, developing, and renewing the faculty members directly involved in helping West Virginians learn are vitally important to accomplishing the mission and goals of Southern West Virginia Community and Technical College.

- 5.3 Southern West Virginia Community and Technical College recognizes the general and specific benefits derived from efforts to improve employee's personal and professional effectiveness. Students rely on current, knowledgeable, and relevant instruction and benefit from research that improves teaching skill and knowledge. The people and economy of West Virginia benefit from new applications of knowledge and technology that enable more and better jobs, a higher standard of living, and enhanced knowledge and quality of life. Employees, especially individual faculty members, benefit from being able to teach, acquire a new knowledge, serve public needs, and perform institutional and professional roles more effectively. The College benefits from enhanced capacity and flexibility to carry out its mission in an era where it is more practical to enhance or renew skills and knowledge of existing employees.
- 5.4 Therefore, Southern West Virginia Community and Technical College affirms the unique, integral contribution of its employees and faculty members to the mission of higher education: Teaching, producing scholarly work that contributes to knowledge and creativity and serving public and institutional needs. The college further recognizes through its policy and actions that the knowledge and skills of employees and faculty need to be developed, maintained, supported, and renewed, and that the primary responsibility for accomplishing these ends reside with the institution.

SECTION 6. GENERAL PROVISIONS

6.1 Reimbursement

- ~~6.1.1 If the PDC approves payment for an applicant within 30 days of registration at another higher education institution, the recipient must present a receipt for payment of class and/or canceled check, and grade at completion of the course to the PDC Chairperson.~~

6.1 Eligibility and Other Requirements

- 6.1.1 To be eligible for professional development funding, applicants must have been employed by the college for a minimum of one (1) year. Employees with less than one year service may apply for funding to take a class or attend a seminar or other job related training activity when they are required to do so by their supervisor.
- 6.1.2 Development activities funded by the college must be job related. Applicants who request tuition assistance for college credit should be working toward a degree in his/her field of employment or in a field designated by the supervisor.
- 6.2 Selection for professional development opportunities shall be made on a nonpartisan, nondiscriminatory basis without regard to race, religion, sex, age, national origin, or handicapping conditions, using fair and meaningful criteria which will afford all employees with opportunities to enhance their knowledge and skills.
- 6.3 Awards for development activities are made on a semester by semester basis and may be limited due to the availability of funds.

6.4 Reimbursement Agreement

6.4.1 The college has the option to enter into a reimbursement agreement with the employee for repayment of training compensation and costs for advanced professional development. The agreement may contain reasonable provisions for continuing service after completion of the advanced professional development. The agreement must be signed prior to approval and acceptance of funding for advanced professional development.

6.4.2 An employee under such agreement who voluntarily leaves employment with the college after receiving advanced professional development, but prior to the expiration of the negotiated continuing service period, and becomes employed with an entity other than the State of West Virginia, in a capacity which utilized the advanced professional development training, shall repay a pro rata portion of the training compensation as provided in the reimbursement agreement.

6.5 Tuition Waivers

6.5.1 Graduate classes: Before applying to the Professional Development Committee (PDC) for funding for graduate classes, applicants are required to seek waivers from the graduate institution. Applications for tuition waivers at other institutions may be obtained from the Human Resources Unit or the individual institution. Waiver forms must be completed and returned to the granting institution by their deadline.

6.5.2 Undergraduate classes: Any current employee may request a Southern West Virginia Community & Technical College tuition waiver to pay for classes taken at the college. Applications for Southern Waivers are made are requested through the Classified Staff Council. Professional Development Committee. Southern's waivers are limited in the number of waivers available annually. The PDC Council may limit the number of hours waived per person per semester. Tuition waivers are not available from other undergraduate institutions.

6.6 Applicant should not be considered for tuition at a private or out of state institution unless equivalent course program cannot be acquired at a public West Virginia institution.

6.7 Applicant shall not receive ~~Professional Development~~ funds for classes when other types of financial aid ~~from the college~~ is being received (i.e., Pell grants or financial aid assistance and ~~PDC professional development~~ funding simultaneously).

6.8 If the request for funding is approved and the applicant does not attend the development activity conference/seminar, he/she is responsible for contacting the grantor Human Resources Unit in writing so that the encumbered money can be used for someone else.

6.9 If the applicant withdraws from the class or receives a failing grade, he/she must repay the funds expended by the grantor ~~PDC~~.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Grantors of professional development funding will develop a form and procedure for application and processing of requests for professional development funding. The form and procedures are to be made available to all employees via the institutional intranet.

7.2 Requests for funding must be approved prior to registration or enrollment ~~the event to receive payment for~~

~~classes, conferences, seminars, or workshops: for any development activity.~~

~~Applicant must complete one of the specific PDC forms attached.~~

~~7.1.1 For tuition waivers or to attend a conference, workshop or seminar complete the *PDC Staff or Faculty Tuition/Personal Request for Funding* form.~~

~~7.1.2 To present a program or staff development training session for the college complete the *PDC Proposal to Present a Program or Staff Development Training Session* form.~~

7.3 Applicant must show relationship to assigned duties or chosen degree program, or need for training, development, or continuing education.

~~7.3 Applicant should not be considered for tuition at a private or out of state institution unless equivalent course program cannot be acquired at a public West Virginia institution. (Statement moved to Section 6)~~

7.4 Those applying for funding for course credits are not limited to a set number of hours.

~~7.5 Applicant shall not receive Professional Development funds for classes when other types of financial aid from the College is being received (i.e., Pell grants or financial aid assistance and PDC funding simultaneously):(Statement moved to Section 6)~~

~~7.6 Applicant must complete the PDC request form, obtain the required signature, prepare a *Purchase Order* and submit the completed documents to the Human Resources Unit. Applicants are also required to complete other forms as required by purchasing/travel management offices.~~

~~7.7 If the request is approved and the applicant does not attend the conference/seminar, he/she is responsible for contacting the Human Resources Unit in writing so that the encumbered money can be used for someone else.. (Statement moved to Section 6)~~

7.8 If the applicant withdraws from the class or receives a failing grade, he/she must repay the funds expended by the PDC.~~(Statement moved to Section 6)~~

SECTION 8. CANCELLATION

8.1 PERSONNEL DEVELOPMENT SCI 1623 1-28-91

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

10.1

Board of Governors Chair

Date

President

Date

Attachments:

1. ~~PDC Staff or Faculty Tuition/Personal Request for Funding form SCP-2624.A~~
2. ~~PDC Proposal to Present a Program or Staff Development Training Session form SCP-2624.B.~~

Distribution:

Board of Governors (12 members)
www.southernwv.edu

Revision Notes:

Policy originated July 1, 1986 under title “Personnel Development Committee”. That policy was replaced on January 28, 1991 with SCI-1623 titled “Personnel Development.” The policy was revised with the new SCP format in September 2000 and called “Professional Development” with the number SCP-2624 (eliminating SCI-1623.) August 2008—Substantial changes were made in policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for and necessity of employee development in order to maintain an organization ready to meet the demands of the future.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008**

ITEM: SCP-5051, Reduced Tuition and Fee Program for State Residents Age 65 and Older

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The West Virginia Code, as cited above, provides that all institutions of higher education establish a policy for citizens age 65 and older to attend courses at a reduced tuition and fee level. The code further states that the policy includes options for attending on a non-credit basis; that each participant under this program is a resident of West Virginia, 65 years of age or older, and classroom space is available.

Further, the West Virginia Code limits the total tuition and fees charged for participation in each non-credit course or class, excluding laboratory and parking fees, to not exceed \$50 and participation in academic credit courses may not exceed 50% of the normal rates charged to state residents: provided that after July 1, 2004 the governing boards may change the maximum fee.

The Executive Council reviewed this policy and recommended its continuation without revision. Therefore, the administration recommends this policy for advancement as presented for a thirty-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5051**

SUBJECT: Reduced Tuition and Fee Program for State Residents Age 65 and Older.

REFERENCE: WV Code §18B-10-7a

ORIGINATION: December 2, 2004

EFFECTIVE: February 15, 2005

REVIEWED: August 5, 2008

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish a reduced tuition and fee program for residents of West Virginia who are 65 years of age or older to attend college courses on a space-available basis at Southern West Virginia Community and Technical College.. The policy includes an option for those who attend undergraduate courses on a 'no credit' basis and an option for individuals who wish to attend undergraduate courses for academic credit.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to all residents of the State of West Virginia age 65 and older.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 A resident of the State of West Virginia who is age 65 or older will be permitted to register for courses under either of the two options available through this program provided that classroom space [a seat or workstation] is available and with the consent of the specific course instructor.

4.2 The college shall develop guidelines for West Virginia residents who are 65 years of age and older to take courses that are consistent with the provisions of State Code and shall be published in the College catalog and other appropriate publications.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 The West Virginia Code, as cited above, provides that all institutions of higher education establish a policy for citizens age 65 and older to attend courses at a reduced tuition and fee level. The Code further states that the policy include options for attending on a non-credit basis; that each participant under this program be

5.1.1 a resident of West Virginia,

5.1.2 65 years of age or older, and

5.1.3 classroom space is available.

5.2 Further, the West Virginia Code limits the total tuition and fees charged for participation in each non-credit course or class, excluding laboratory and parking fees, to not exceed \$50 and participation in academic credit courses may not exceed 50% of the normal rates charged to state residents: provided that after July 1, 2004 the governing boards may change the maximum fee.

SECTION 6. GENERAL PROVISIONS

6.1 A participant registered for a course under either of the two options of this program will be subject to the College's programmatic and financial guidelines applicable to this program.

6.2 A participant will also be subject to the rules, regulations, procedures, and requirements of the College, including course prerequisites, applicable to each course.

6.3 The following standards apply to the specific options available through this program:

6.3.1 No Credit Option: The total tuition and fees charged for each course under the no credit option, excluding laboratory fees, may not exceed \$50. The maximum tuition and fees to be charged under this option are subject to change upon approval of the Board of Governors.

6.3.2 Credit Option: The total tuition and fees charged for each course under the credit option shall not exceed 50% of the normal rates charged to state residents.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The authority for developing a method of establishing priority for allowing a participant to register for and attend specific courses under the terms of this policy are delegated to the President or his/her designee.

7.2 The President or his/her designee will determine any special fees, such as laboratory fees, that all participants must pay.

7.3 The College, through appropriates, shall report on participation in this program to the Council for Community and Technical College Education or other state-level agencies.

SECTION 8. CANCELLATION

8.1 SCP-4385

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
 www.southernwv.edu

Revision Notes: On December 9, 2005 responsibility of SCP-4385 was transferred from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. On August 5, 2008 SCP-5051 was reviewed by Executive Council and no changes were recommended.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008**

ITEM: SCP-5065, Awarding of Tuition and Fee Waivers

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Merle Dempsey

BACKGROUND:

During the 2008 Session of the West Virginia State Legislature, Senate Bill No. 564 was passed. One of the provisions of this bill permits institutions of higher education to provide tuition waivers for employees, spouses and dependent children. The existing policy was revised to establish the procedures for awarding undergraduate tuition and fee waivers as provided for in West Virginia State Code and Senate Bill No. 564. The policy was reformatted using the latest policy template.

Executive Council reviewed the revised policy. Council recommends that the Board advance the revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5065**

SUBJECT: Awarding of Undergraduate Tuition and Fee Waivers

REFERENCE: West Virginia Code §18B -10 - 5, §18B -10 - 6, 7, 7b
Transferred from Higher Education Policy Commission to Governing Boards September 21, 2001
~~Previous BOD Series 49, Title 131, *Awarding of Undergraduate and Graduate Fee Waivers*~~

ORIGINATION: January 15, 2002

EFFECTIVE: February 19, 2002

REVIEWED: August 5, 2008

SECTION 1. PURPOSE

1.1 To establish policy relating to the awarding of undergraduate tuition and fee waivers as provided for in West Virginia State Code. (Southern Scholarships), Law Enforcement Officers and Firefighters, and Students in Foster Care.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to the awarding of all categories of U undergraduate F tuition and F fee W waivers as provided for in West Virginia State Code and Family of Officers and Firefighters Fee Waivers at Southern West Virginia Community and Technical College (College).

SECTION 3. DEFINITIONS

- 3.1 Undergraduate Tuition and Fee Waiver (Initial 5% Cap) – ~~All~~ tuition and fee waivers authorized by West Virginia Code §18B-10-5(b)(1). These awards shall be identified by using the name Southern Scholarships.
- 3.2 Undergraduate Tuition and Fee Waiver (Additional 5%)– additional tuition and fee waivers authorized by West Virginia Code §18B -10 -(k)(5)(F) with such waivers restricted to need-based financial aid for undergraduate students and do not count against the cap established in §18B -10 - 5(b)(1) [see 3.1].
- 3.3 Undergraduate tuition and fee waivers for employees, spouses, and dependent children - waivers an institution may, but is not required to, grant to eligible employees and covered dependents.
- 3.4 Eligible Employee - includes any regular, benefits eligible member of the classified staff, full-time faculty, and full-time non-classified employees of Southern West Virginia Community and Technical College.
- 3.5 Covered Dependent - includes the employee’s current spouse and children.

- 3.6 Children - the natural or legally adopted child or children of the employee or his/her spouse who is not married and is less than 24 years of age on the first day of classes of the term for which he/she wishes to register for which the tuition waiver is provided.
- 3.7 Family of Active Military Personnel Killed Waiver—tuition and fee waivers authorized by West Virginia Code §18B-10-7 and made available on a space available basis for spouses and children of West Virginia residents on active military duty killed in the line of duty or spouses and children of National Guard and Reserve members killed in the line of duty in a duty status other than federal active duty.
- 3.8 Family of Officers and Firefighters Fee Waiver — ~~All~~ tuition and fee waivers authorized by West Virginia Code §18B-10-7 ~~These awards are and made~~ available to the children or and spouse of a law-enforcement officer as defined in West Virginia Code §30-29-1, a correctional officer at a state penal institution, a conservation officer, or a registered firefighter where such officer or firefighter was killed in the line of duty while employed by the state or any political subdivision thereof, or such firefighter was killed in the line of duty while acting as a member of a volunteer fire department serving a political subdivision of this state.
- 3.9 Students in Foster Care Waiver — ~~All~~ tuition and fee waivers authorized by West Virginia Code §18B-10-7b. ~~These awards are and made~~ available to any high school graduates or student who passes the GED examination while in the custody of the state department of health and human resources. The student must be in foster care or other residential care for at least one year prior to the waiver award. If the foster care or other residential care is provided in another state, the student must first be returned to West Virginia for waiver award eligibility. To be eligible for a waiver award, a student must first: (1) Apply to and be accepted to the College; and (2) apply for other financial assistance, other than student loans, in compliance with federal financial aid rules, including the federal Pell grant; and (3) the initial tuition and fee waiver must be awarded within two years of graduation from high school or passing the GED examination.

SECTION 4. POLICY

- 4.1 It is the policy of this institution to award any and all ~~U~~ undergraduate tuition and F fee ~~W~~ waivers to the Family of Officers and Firefighters and Students in Foster Care, as authorized by, and in compliance with, the above-stated applicable sections of the West Virginia Code and institutional procedures.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Pursuant to statute, the maximum number of authorized ~~U~~ undergraduate tuition and F fee ~~W~~ waivers (original 5% cap) at this institution shall be equal to five percent (5%) of the full-time equivalent undergraduate enrollment of the institution for the fall term of the immediately preceding academic year.
- 5.2 Pursuant to statute, no student may hold an ~~U~~ undergraduate tuition and F fee ~~W~~ waiver for more than eight (8) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for purposes of awarding the U undergraduate tuition and F fee W waivers. An initial award to a Student in Foster Care must be granted within two years of graduation from high school or passing the GED examination.
- 5.3 The maximum number of semester hours for each waiver that is divided for less than full-time awards is thirty (30) for the full year, or fifteen (15) per semester. Some full-time waiver recipients may elect to take only twelve (12) semester hours during a semester, rather than the fifteen (15) or more they might pursue with a waiver. “Unused hours” from full-time recipients may be used for the purpose of making additional awards until all available hours for each full waiver are utilized. However, this institution may not award portions of hours (e.g., if a student withdraws from school after using 1.6 hours of her waiver award, this institution must consider it as having used two (2) hours of the waiver award unless the student pays the tuition and fees

originally covered by the waiver).

- 5.4 Recipients of ~~the Family of Officers and Firefighters Fee Waiver and Students in Foster Care~~ any and all waivers provided under the terms and conditions stated in this policy must possess the minimum qualifications for attendance as required of all other students.
- 5.5 Awards of ~~the Family of Officers and Firefighters Fee Waivers~~ will count toward the maximum number of authorized Undergraduate Fee Waivers. Award of Fee Waivers for Students in Foster Care does not count toward the 5% limit as provided as provided in West Virginia Code §18B-10-7b. Statutorily-mandated tuition and fee waivers (West Virginia Code §18B - 10 -5(b)(6), §18B -10-6(b)(5), §18B-10-6(b)(6), and §18B-10-7) are excluded from the statutory caps described in West Virginia Code §18B-10-5(b)(7) and §18B-10-6(b)(6).

SECTION 6. GENERAL PROVISIONS

- 6.1 Awards made under the ~~U~~ undergraduate tuition and F fee W waiver program shall provide for the waiver of tuition only. This institution shall have discretionary authority to waive one or more of the other component parts of the college fees such as the activity and/or special fees assessed to students in designated academic fields.
- 6.2 This institution shall give priority consideration in the awarding of the ~~U~~ undergraduate tuition and F fee W waivers to students who are West Virginia residents.
- ~~6.3 This institution shall provide reasonable opportunities for employees of the institution to utilize the Undergraduate Fee Waiver program.~~
- 6.3 This institution may choose to award a substantial portion of its ~~U~~ undergraduate tuition and F fee W waivers to students who possess various kinds of special abilities and aptitudes, including general academic ability and academic ability in a specific field. However, in instances where there are more financially needy applicants than can be assisted through the available need-based student aid programs, the institution shall give strong consideration in the awarding of the ~~U~~ undergraduate tuition and F fee W waivers (Initial 5%) to students with demonstrated financial need.
- 6.4 Recipients of any waivers provided ~~U~~under the Active Military Personnel Killed, Family of Officers and Firefighters Fee Waiver program and, the Students in Foster Care Waiver, qualified students may attend undergraduate courses and classes, pending the availability of classroom space, without charge for tuition. This institution may ~~shall~~ require the recipient of a Family of Officers and Firefighters Fee Waiver or the Students in Foster Care Waiver of any waiver to pay any and all special course related fees, including any laboratory fees, if such fees are required of all other students taking a single or the particular course, and may also require such person to pay for parking.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The award of the all ~~U~~ undergraduate tuition and F fee W waivers authorized by West Virginia State Code or institutional policy ~~, Family of Officers and Firefighters Fee Waivers, and Students in Foster Care Waiver~~ shall be determined by this institution's ~~Financial Aid Office~~ Office of Student Financial Assistance. Eligibility standards for each waiver program shall be documented by the applicant as required by the Office of Student Financial Assistance.

- 7.2 ~~The Financial Aid Office of Student Financial Assistance~~ shall submit a summary report to the Chief Financial Officer on or before May 15 of each academic/fiscal year. The Chief Financial Officer shall present the report to the Board of Governors by June 15 of each year at the Board's June meeting each year. This report will include the required information for all waivers recipients awarded from July 1 through June 30 of the reporting year and will cover fall semester, spring semester and summer session(s) as appropriate. Pursuant to statute, the report on the awarding of undergraduate tuition and fee waivers shall be entered in the minutes of the meeting of the Board.
- 7.3 Each award recipient shall be listed and a permanent hometown address provided. The number of semesters or semester hours the award is covering in the current year ~~should~~ shall be listed. Both new and renewal recipients must be included.
- 7.4 A number shall be assigned to each full waiver granted. In instances where two or more students receive help through a single waiver, only one number should be assigned to the waiver with the individual students being designated as A, B, C, etc.
- 7.5 Each waiver recipient ~~should~~ shall be listed within the single category which reflects the primary reason that a ~~Southern Scholarship~~ tuition and fee waiver was awarded to that student. All recipients ~~should~~ shall be listed within one of the following categories (including all full and partial waivers awarded in each category):
- 7.5.1 “Demonstrated Financial Need” (requires establishment through a recognized needs analysis process that a student’s and the family’s resources are insufficient to meet college expenses)
- 7.5.2 General Academic Ability
- 7.5.3 Academic Ability in a Specific Field
- 7.5.4 Other (specify): ~~Among those listed in this category would be institutional employees and recipients of Family of Officers and Firefighters Fee Waivers and the Students in Foster Care Waivers.~~ As defined in Section 3.
- 7.6 An “Inventory of Institutional Undergraduate Tuition and Fee Waivers” must accompany each fee waiver report. This inventory is a cumulative summary of the report and must agree with the total number of waiver equivalents awarded.
- 7.7 The Office of Student Financial Assistance is responsible for ensuring institutional compliance with all laws, rules, and regulations applicable to undergraduate tuition and fee waivers.

SECTION 8. CANCELLATION

- 8.1 SAA-2000.

SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
 www.southernwv.edu

Revision Notes: August 2008 — This policy was revised to reflect significant changes in state code pertaining to undergraduate tuition and fee waivers. The policy was reformatted using the latest policy template.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008**

- ITEM:**
1. SCP-2220, Course Feedback Policy and SCP-2220.A, Course Feedback Form
 2. SCP-3160, Course Syllabus and SCP-3160.A, Course Syllabus Form
 3. SCP-3165, Adding and Revising Courses to the Curriculum
 4. SCP-3170, Deleting Courses from the Curriculum
 5. SCP-3240, Assignment of Credit-Non-Credit Courses
 6. SCP-3250, Final Examinations
 7. SCP-3401, Independent Study; SCP-3401.A, Independent Study Request Form; and SCP-3401.B, Independent Study Contract

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the proposed cancellation of aforementioned policies SCP-2220 and SCP-2220.A; SCP-3160 and SCP-3160.A; SCP-3165; SCP-3170; SCP-3240; SCP-3250 and SCP-3401, SCP-3401.A, and SCP-3401.B to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

STAFF MEMBER: Cathy Smith-Cox

BACKGROUND:

The Academic Affairs Management Council was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider the aforementioned policies regarding appropriateness as policy. The group met on August 6, 2008 and discussed each policy and made the following recommendation—it is recommended by the Academic Affairs Management Council that each of the aforementioned policies be cancelled and reconstructed as procedures in a newly developed Academic Affairs Procedures Manual.



SUBJECT: COURSE FEEDBACK POLICY

**REFERENCE: RULES OF THE WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE COUNCIL
RULES OF THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION
SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
POLICIES: SCP 2218, Evaluation Process for Full Time Faculty, and
SCP 2686, Promotion and Tenure Policy**

1. PURPOSE

The purpose of this policy is to establish responsibility and procedures for collecting student feedback on courses and for reporting this feedback to faculty members and administrators.

2. SCOPE AND APPLICABILITY

This issuance applies to all full-time faculty members and adjunct instructors of Southern West Virginia Community and Technical College.

3. DEFINITIONS

None

4. POLICY

- A. The primary purpose of the course feedback form is to provide instructors with data regarding student perceptions of each course section that will be of value in improving teaching performance in future courses.
- B. As a part of their efforts to improve teaching performance, division chairs, the chief academic officer, and the president may use these data in their evaluation of each faculty member's performance; applicants for promotion and/or tenure will also include these data in their application packets.
- C. The statistical data collected and distributed will relate solely to instructors' performance in their own courses. The summary reports will include the results from each section taught, so that faculty members may compare results among different sections of the same course.

5. BACKGROUND OR EXCLUSIONS



None

6. **GENERAL PROVISIONS**

None

7. **RESPONSIBILITIES AND PROCEDURES**

- A. Course feedback forms for each course section will be administered on a date established by the chief academic officer after a minimum of sixty percent of the class meetings for traditional courses has been completed. For short-term courses of less than 15 weeks in duration, the division chair or campus director will work with the instructor to develop a date for the administration of the course feedback forms.
- B. The actual class period in which the course feedback forms will be administered will be determined in cooperation with the instructor in order to minimize disruption of class activities.
- C. For courses taught by full time faculty and adjunct faculty under the direct supervision of the division chair, the course feedback forms will be administered by a division secretary or—in the absence of the secretary—a designee of the division chair. This designee will be a regular employee of the College and will not be a currently enrolled student at Southern.
- D. For full time faculty and adjuncts teaching courses under the direction of the Boone/Lincoln and Wyoming/McDowell Campuses, either on or off campus, the campus director or his/her designee will administer the course feedback forms. The designee will be a regular employee of the College and will not be a currently enrolled student.
- E. The person administering the forms will remain in the room while the forms are completed and deliver them to the appropriate division chair, designated secretary, or campus director immediately after completion. Faculty members will leave their classrooms while the forms are being administered.
- F. The division chair, campus director, or designee will deliver the completed forms to Computer Services as soon as they are completed, but no later than two weeks prior to the last day of classes for that semester. After scanning the forms, Computer Services will return the original forms to the appropriate division chair or campus director. The division secretary or campus secretary will type any student comments for each course section at least one week prior to the end of the semester. For the Boone/Lincoln and Wyoming/McDowell campuses, the campus secretaries will forward the lists of student comments for adjunct faculty to their campus directors and will forward the comments for full-time faculty directly to the appropriate division



chairs.

- G. For short-term courses, the division chair, campus director, or designee will deliver the forms to Computer Services as soon as they are completed.
- H. Computer Services will compile a summary of the data for each section of a course. The summary will include the number of students completing the form, and for each statement on the form both the number of students and the percentage of students responding under each category (Strongly Agree, Agree, Disagree, or Strongly Disagree) will be shown. These summaries will be sent from the Computer Services to the division chairs or—in the case of adjunct faculty on the Boone/Lincoln and Wyoming/McDowell campuses—to the campus directors no later than the last day of regularly scheduled classes before final exams begin.
- I. Summary reports of statistical data and written comments from the course feedback forms will be provided to faculty members and to the chief academic officer by the division chairs and the campus directors no later than the date established for submission of final grades to the Records Office.

8. CANCELLATION

None

9. SIGNATURES

Board Chair

Date

President

Date

Attachments: SCP-2220.A, Course Feedback Form

**Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President and Chief Academic Officer
Officer of the Vice President of Finance**



**Office of the Vice President of Economic and Community Development
Office of the Vice President of Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Division Chairpersons (6 members)
Faculty Senate Chair
Libraries (Logan and Williamson Campuses)
Office of the Boone/Lincoln Campus Director
Office of the Wyoming/McDowell Campus Director**

Revision Date:



Course Feedback Form

The purpose of this survey is to obtain information and suggestions that will be of value to the instructor in planning and developing future courses. Your instructor will not see any of the survey results until after the course grades have been submitted, and the identity of each participant will remain anonymous.

For each statement, mark strongly agree (SA), agree (A), disagree (D) or strongly disagree (SD).

- 1. This course has clearly state objectives.
2. The grading system was clearly explained.
3. My instructor seems well prepared for class.
4. My instructor is readily available for consultation.
5. My instructor displays enthusiasm when teaching.
6. Frequent attendance is essential to my success in this course.
7. I am generally pleased with the text(s) required for this course.
8. My background is sufficient to enable me to use course materials.
9. Class lectures contain information not covered in the textbook.
10. My instructor emphasizes conceptual understanding of the material rather than memorization.
11. This course includes a sufficient number of practical exercises.
12. This course has effectively challenged me to think.
13. Assignments are useful in helping me to find my strengths and weaknesses.
14. Assignments require creative and original thought.
15. My instructor returns papers quickly enough that I can benefit from them.
16. I feel free to ask questions in class.
17. My instructor develops classroom discussion skillfully.
18. My instructor respects constructive criticism.
19. This course will be of practical benefit to me as a student.
20. Grades in this class are assigned impartially.

Please use the space provided on the rest of this page to provide your instructor with written comments concerning the strengths and/or weaknesses of this class. These comments will be typed by a secretary, and your instructor will not see your handwriting.



SUBJECT: Course Syllabus

REFERENCE: None

1. PURPOSE

To establish policy and procedure for writing, approval, and distribution of course syllabi.

2. SCOPE AND APPLICABILITY

This issuance applies to all full-time and adjunct faculty and instructional staff of Southern and for all courses taught for academic credit by Southern West Virginia Community and Technical College or any of its off campus sites.

3. DEFINITIONS

- A. *Course Goal* — A specific outcome of the course.
- B. *Set of Common Course Goals* — Each course must have 80% of its goals common for all offerings of the course regardless of instructor. This 80% represents the set of common course goals.
- C. *Approved Syllabus* — An official syllabus shall be one which contains the official catalog description, approved textbook listing, the approved set of common course goals, and the general education goals taught and assessed for the particular course.
- D. *Completed Syllabus* — A syllabus completed and ready for distribution which contains the required syllabus information along with the instructor's unique information for the particular section and adheres to the format in Attachment A.

4. POLICY

- A. Students enrolling in courses at Southern shall receive a syllabus for each course that clearly communicates to them the knowledge to be gained, skills to be attained, and feelings or beliefs to be instilled as a result of successful completion of each course.
- B. Each syllabus must follow the format as described in Attachment A.
- C. All sections of each course must use the approved set of common course goals and approved textbook.
- D. All course goals and approved syllabi must be maintained through the use of electronic medium.

5. BACKGROUND OR EXCLUSIONS

It is the intent of Southern to offer quality and consistent course offerings. To accomplish this each course must be offered using a common set of course goals. The format for course goals facilitates the writing of goals that are competency-based and measurable. Goals will be specific and clearly communicate to the



student what competencies must be demonstrated to meet the goal. Course goals written in a competency-based format will allow for assessment of satisfactory goal attainment by both the student and the instructor. The course goals developed will be product and not process in nature.

Accepted practice considers courses to be the same if 80% of the course content is common. Southern requires that each course meet this 80% match criteria. These identical goals shall constitute the set of common goals to be included in all syllabi for that course. The set of common goals will be developed by faculty and/or the academic unit responsible for the course through the College governance system.

There are NO exclusions to this policy.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

A. Approval of the set of common course goals/approved syllabi.

1. Faculty members or teams of faculty members may develop and suggest common course goals. Full-time faculty are strongly encouraged to seek and consider adjunct faculty input in the development of course goals.
2. The set of common course goals must be approved by the appropriate academic unit and submitted to the Chief Academic Officer.
3. Appropriate minutes indicating action taken at each level of the approval process must accompany the set of common course goals development/revision request to the next level.
4. The Chief Academic Officer will serve as custodian of approved syllabi and will notify all applicable parties of the approval of the syllabi and of any changes that may follow through proper channels.
5. Approved revisions will be implemented in the first full semester following approval.
6. The approved syllabi will be transferred to and maintained in an electronic database by the Chief Academic Officer.

B. Completion and distribution of syllabi

1. Each faculty member will be responsible for maintaining course goals electronically in an approved electronic format for each course taught.
2. Faculty members will complete the instructor unique areas of the syllabus adhering to the format in Attachment A.
3. All faculty must submit each completed course syllabus to their appropriate Division Chairperson prior to class distribution.
4. Copies of completed syllabi will be kept on file (either electronically or in a paper form) in the Office



of Academic Affairs, the offices of Division Chairpersons, and the library on each campus.

5. Faculty will distribute completed course guide (syllabi) to students and to the Chief Academic Officer at the start of each semester.

C. Syllabi Review

1. Approved syllabi will be reviewed at a minimum of every third year.
2. During the first review period, approximately one-third of the syllabi will be placed on a one-year review cycle, one-third on a two-year cycle, and the remaining third on a three-year cycle to get the review process started.
3. The next review cycle for one- and two-year reviews will be on the three-year cycle.

8. CANCELLATION

This policy supersedes any and all policies regarding academic course credit syllabi including but not limited to:

1. Chapter 29A-2 Series IF "Course Syllabus" effective 7/1/81.
2. References to course syllabi in SM 1275.1c, Faculty Handbook, effective 8/20/90, Revised 7/93.
3. Adjunct Faculty Handbook, Effective January 1997, Pages 13-14.

9. SIGNATURE

Board Chairman

Date

President

Date

Attachments: SCP-3160.A, Course Syllabus Format

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6)



Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)
<http://www.southern.wvnet.edu>

Revision Note: Additions and deletions were made to this policy September 20, 2005.



Number: SCP-3160.A
Origination: June 1, 1984
Effective: July 1, 1984
Reviewed: September 20, 2005

SUBJECT: Course Syllabus Format
REFERENCE: SCP-3160, Course Syllabus

Instructor's Name
Campus / Room Number
Telephone Number and Extension

SAM101
Sample Syllabi Set-up

COURSE DESCRIPTION

This section will contain the same course description that is in the current catalog or an updated course description approved through proper channels.

Exactly the same for all common courses

COURSE FOCUS

This section will contain the approach the instructor will take in teaching this course. This section can and will differentiate this particular section of the course from other sections of the same course.

Individually generated for each course.

TEXT AND REFERENCES

The text(s) from the approved text list should be listed here. Any texts required beyond the approved texts should also be listed here.

Exactly the same for all common courses.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal.)

**1. Use common division-generated, division-approved goals.*

STUDENT CONTRIBUTIONS

This section will contain comments from the instructor regarding what is expected from the student in the course. Class participation, attendance, etc. can be dealt with here.



Individually generated for each course.

COURSE EVALUATION

This section should clearly communicate to the student exactly how the course grade will be determined. The value of each test or assignment, the grading scale, and how participation figures into the grade should be here. If attendance is used in the calculation of the course grade, that should be stated here. Relevant General Education goals and their assessment should be specified here.

Individually generated for each course.

COURSE SCHEDULE

This section can address the course on a week by week basis. What will be covered, which course goal will be introduced on a class by class breakdown and so forth can be included here. If assignments are due on specified class dates, it can be communicated here. If tests are set for certain class periods, this is where that information should be.

Individually generated for each course.



SUBJECT: Adding Courses to the Curriculum and Revising Existing Courses

REFERENCE:

1. PURPOSE

To establish process for adding new courses to the curriculum and for major revisions of existing courses.

2. SCOPE AND APPLICABILITY

All academic employees.

3. DEFINITIONS

“Major revision”: For purposes of this policy, major revisions are defined as any change in the instructional delivery technique and/or modification of the content of the course.

4. POLICY

All courses that undergo major revisions or are to be offered for the first time must be approved in a prescribed manner before being placed on the semester schedule of classes.

5. BACKGROUND OR EXCLUSIONS

Excluded from provision of this policy are: (1) Continuing and Community Education, non-credit, or CEU courses; and (2) courses that are a part of a new career program.

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

The following steps are required for adding a new course or for major revisions of an existing course:

- A. For major revisions of an existing course, the Division Chairperson, who must approve all course syllabi, shall determine if the pending change is being classified as “major,” thereby requiring approval by the Academic Affairs Committee.
- B. Typically, new courses are initiated by faculty members, division chairperson, or academic administrators. When a course undergoes major revision or it is believed that a new course is needed, a complete course syllabus must be developed. In addition, a Course Request Form must be completed and attached to the course syllabus. The form and syllabus are then presented to the Academic Affairs Committee for review. This committee may request clarification from the course’s initiator. The committee may reject the course with reasons, or it may approve the course.



- C. If, because of extremely unusual conditions, time does not permit following the above procedure prior to offering the course, the course can be offered once on a tentative basis, if approved by the Vice President of Academic Affairs. However, during the semester in which the course is offered, the above described procedure must be followed. All actions taken by the Academic Affairs Committee must be presented by the Vice President of Academic Affairs with a recommendation to the College Council (with final approval by the President) prior to implementation.

8. CANCELLATION

WV Administrative Regulations, Southern WV Community College, Chapter 29A-2, Series I, "Revising Courses" Effective July 1, 1984.

9. SIGNATURE

President **Date**

Attachments

Distribution

Revision Date
September 1, 2000



SUBJECT: Deleting Courses From The Curriculum

REFERENCE:

1. PURPOSE

To establish procedure for deleting courses from the curriculum.

2. SCOPE AND APPLICABILITY

All academic employees

3. DEFINITIONS

4. POLICY

Courses may be deleted from the curriculum only through the process outlined in this policy.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. It shall be the responsibility of the Academic Affairs Committee to review periodically the College's curriculum to identify courses which have not been offered frequently, or have been offered but have been canceled for lack of enrollment, or for other legitimate reasons.

B. The following steps are required for deleting a course:

1. If, for any reason, it is desired to delete a course from the College's curriculum, the existing course syllabus and a complete Course Request Form must be completed and presented to the Academic Affairs Committee.

2. If the request is approved by the Academic Affairs Committee, a recommendation is sent to the



College Council, who then forwards its recommendation on to the President of the College, who shall approve or disapprove the request.

8. CANCELLATION

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000



SUBJECT: Assignment of Credit/Non-Credit Courses

REFERENCE:

1. PURPOSE

To communicate procedures for assignment of credit and /or designation of “non-credit” to courses.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

4. POLICY

At Southern, we believe that all citizens have a right to develop their abilities in accordance with their own chosen goals, and that the College provides the means through which this development may take place.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

A. Rationale for credit/non-credit

1. Credit courses are offered in programs of study which lead to an Associate of Arts, Associate of Science, or Associate of Applied Science degree which can be efficiently transferred to other institutions and applied toward the completion of a Baccalaureate degree.
2. Credit courses are offered in programs of study which lead to an Associate degree in Science, Associate degree in Applied Science, or a certificate which prepares and/or upgrades students’ skills in the occupation of their choice, especially those occupations which help meet the needs of the College service area.
3. Credit courses on a non-degree basis are offered in developmental courses of study.
4. Non-credit offerings are courses of study which appeal to the interest of community residents who may not need or desire an academic degree, but who want instruction to aid them in personal enrichment, recreational activities, and opportunities for improving occupational or hobby skills.



B. Guidelines for credit courses

1. Courses offered for credit should be developed under procedures that are designed to protect the integrity of credit as evidence of successful academic accomplishment.
2. The process for approval of credit offerings include:
 - a. Advice of faculty/Advisory Committees
 - b. Recommendation of Division Chairperson
 - c. Recommendation of Academic Affairs Committee
 - d. Recommendation of Vice President of Academic Affairs
 - e. Approval of President
3. Credit courses are taught, evaluated, or directly supervised by an instructor who has met the institution's qualifications for faculty appointment.
4. Credit offerings incorporate stated learning objectives and classroom activities which all successful students are required to achieve or experience.
5. Assigned units of credit are based on standards and guidelines for relating learning objectives and course requirements to units of credit.
6. Credit courses require individual assessment to determine which students have acquired the learning objectives or met requirements.
7. Credit courses are offered as described in the institution's catalog, schedule, course syllabus, and other appropriate documents of record.
8. Credit courses offer recognition of achievement by an entry on the student's permanent academic record (transcript) maintained by the institution.

C. Guidelines for non-credit courses

1. Non-credit courses are developed by the Office of Workforce Development. The process for approval of non-credit offerings includes:
 - a. Establishing community interest
 - b. Recommendation of Director of Workforce Development or her/his designee.
 - c. Approval of Vice President of Economic and Community Development.



- D. Non-credit courses incorporate subject matter, resource materials, teaching methods, and standards of attendance and achievement appropriate for the needs of students eligible to enroll.
- E. Non-credit courses are taught by an instructor who has met the institution’s qualifications for non-credit program instructional personnel.
- F. Non-credit courses are offered as described in the Workforce Development schedule, news releases, and course syllabi.
- G. Non-credit courses recognize participation through the award of certificates and Continuing Education Units (C.E.U.’s) if appropriate.

H. RESPONSIBILITIES AND PROCEDURES

I. CANCELLATION

J. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000



SUBJECT: Final Examinations

REFERENCE:

1. PURPOSE

To establish and communicate institutional policy regarding final examinations.

2. SCOPE AND APPLICABILITY

All employees and students.

3. DEFINITIONS

4. POLICY

Students are required to take final examinations and complete all assignments for scheduled classes. Absence from final examinations may cause failure in a course regardless of attendance at class sessions and completion of prescribed work. If, in the opinion of the instructor, the absence was for sufficient reason, the student may, upon request, take the examination at a later date.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

- A. A final examination schedule for each semester will be developed by the Division Chairpersons in coordination with Campus Managers/Directors.
- B. The schedules will be developed so that no time conflicts will exist among a student's final exam schedule for coursework taken at Southern.
- C. The final exam schedule will be college-wide, with blocks of one hour and fifty minutes allotted for each exam.
- D. All final exams will be administered at the specified time, which should coincide as closely as possible with the regular course meeting time.
- E. The decision to give a written final examination or use some other evaluative process rests with the instructor.
- F. Classes must meet during the scheduled final exam times for evaluative purposes.



8. CANCELLATION

7. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-3401
Origination:	July 1, 1984
Effective:	July 1, 1984
Reviewed:	August 7, 2007

SUBJECT: **Independent Study**

REFERENCE: **SCP-3401.A, Independent Study Request Form, SCP-3401.B, Independent Study Contract**

1. PURPOSE

To communicate policy on the instructional delivery method of independent study.

2. SCOPE AND APPLICABILITY

This policy is applicable to all employees and students.

3. DEFINITIONS

None.

4. POLICY

Independent studies shall be allowed under specified circumstances.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

On infrequent occasions, Independent Study may be used to meet the academic needs of students who are unable to schedule classes which are needed to fulfill their program requirements for graduation. Independent Study is to be used as a last resort to assist students in meeting program requirements. Independent Study is not designed to encourage students to avoid scheduled classes.

7. RESPONSIBILITIES AND PROCEDURES

Faculty may be periodically assigned to work with students on Independent Study projects. A contract arrangement among the student, faculty member, and the appropriate Department Chairperson will be developed that outlines specific assignments and completion dates required to receive credit. Inquiries for Independent Study should be directed to the Department Chairperson. Final approval must be given by the appropriate Dean. Independent Study contract forms may be obtained from the Department Chairperson and/or the Dean's office.

The student shall consult with an appropriate Department Chairperson to discuss the need for Independent Study. The student will complete Part A of the Independent Study Request Form, SCP-3401.A, and submit

it to the appropriate Department Chairperson.

The Department Chairperson will evaluate the request and complete Part B of the Independent Study Request Form. The Independent Study Request Form shall be submitted to the appropriate Dean. If the request is awarded, the Department Chairperson will assign an instructor, create a section, and notify the student. If the request is denied, the Department Chairperson will notify the student in writing of his/her decision.

The assigned instructor will meet with the student to establish the terms of the contract and will complete the Independent Study Contract, SCP-3401.B and forward it to the Department Chairperson for approval.

The Department Chairperson will provide the student and the instructor assigned to the course a final copy of the approved contract and notify the student to register for the course.

The student is responsible for registration and payment of any tuition and fees associated with the course.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed. SCP-3401 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-3401.A, Independent Study Request Form
 SCP-3401.B, Independent Student Contract

Distribution: Board of Governors (12 members)
 Office of the President
 Office of the Executive Vice President
 Office of the Vice President for Academic Affairs
 Office of the Chief Financial Officer
 Office of the Vice President for Economic, Workforce and Community Development
 Office of the Vice President for Student Services
 Office of the Chief Technology Officer
 Office of the Human Resources Administrator

Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: August 2007 — Revisions provide clarity and reflect changes in management responsibilities. Independent Study Forms SCP-3401.A and SCP-3401.B have been added.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number:	SCP-3401.A
Origination:	July 1, 1984
Effective:	July 1, 1984
Reviewed:	August 7, 2007

REFERENCE: SCP-3401, Independent Study

INDEPENDENT STUDY REQUEST FORM

Part A: To be completed by the student and returned to the appropriate Department Chairperson.

Date _____ Social Security No. _____
Name _____
Address _____ City _____
State _____ Zip Code _____ Telephone Number: _____
College Major _____ Advisor _____
Number of Hours Completed _____ Overall Grade Point Average _____
Number of College Hours Attempting This Semester _____
Are you employed? Yes No If yes, how many hours do you work? _____
Course No. Requested _____

In the space below state the reason(s) you desire to take a course by Independent Study. After completing this form, return it to the appropriate Department Chairperson. (Attach additional information as needed.)

Part B: For Administrative Office Use Only

GPA: _____	Previous Hours by Independent Study: _____	Current Hours Enrolled: _____
Department Chairperson: _____	Date Evaluated: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	_____	_____
	Division Dean	Date

Please see reverse side for Procedures for Independent Study.

PHILOSOPHY AND PURPOSE OF INDEPENDENT STUDY

On infrequent occasions, Independent Study may be used to meet the academic needs of students who are unable to schedule classes which are needed to fulfill their program requirements for graduation. Independent Study is to be used as a last resort to assist students in meeting program requirements. Independent Study is not designed to encourage students to avoid scheduled classes.

PROCEDURES FOR INDEPENDENT STUDY

A student wishing to take a course by Independent Study must first talk to the appropriate Department Chairperson for the course he/she desires to take. The student will be given the Independent Study Request Form by the Department Chair. The student will complete Part A of the form and submit the request to the appropriate Department Chair.

The Department Chairperson reviews the request form to verify that the student meets the minimum criteria and evaluates the student's schedule and ability to complete the course.

MINIMUM GUIDELINES

- A. Have sophomore standing (30 hours or more).
- B. Have no less than a 2.00 Grade Point Average. A GPA of 2.5 or higher is strongly recommended.
- C. A student may not earn more than (6) credit hours by Independent Study while attending Southern West Virginia Community and Technical College.
- D. Personal schedule shall also be considered in the students ability to complete the work.

If the student meets the minimum guidelines, the Department Chairperson will submit the Independent Study Request Form to the appropriate Division Dean. If the request is awarded, the Department Chairperson will confer with potential instructors to determine if that topic may be taught independently. It is recognized that some topics are not suitable for teaching by Independent Study. Chairpersons should be mindful of the instructor's course load and not place an undue burden upon the individual.

The Department Chairperson will assign an instructor, create a section, and notify the student. If the request is denied, the Department Chairperson will notify the student in writing of the decision.

The assigned instructor will meet with the student to establish terms of the contract and will complete the Independent Study Contract, SCP-3401.B and forward it to the Department Chairperson for approval.

The Department Chairperson will provide the student and the instructor assigned to the course a final copy of the approved Contract. The student will then be required to register for the course. The student is responsible for registration and payment of any tuition and fees associated with the course.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number SCP 3401. B
Origination: July 1, 1984
Effective: July 1, 1984
Reviewed: August 7, 2007

REFERENCE: SCP-3401, Independent Study

INDEPENDENT STUDY CONTRACT

This is a contract between _____ and Southern West Virginia
(Name of Student)

Community and Technical College, represented by _____.
(Name of Instructor)

_____ has expressed a desire to complete the following course of
(Name of Student)

Independent Study for _____ semester hours credit. In order to complete this Independent Study, the student has agreed, with the approval of the instructor and appropriate Department Chairperson, to complete this course within the time indicated. The student understands the Independent Study Contract may be renegotiated if the instructor and appropriate Dean/Department Chairperson approve of such renegotiation. This renegotiation must take place prior to the date(s) when the specific assignment(s) is/are due.

CONTRACT OBJECTIVES: State the objectives in such a manner as to illustrate the expected student outcomes from this independent study course.

CONTRACT ASSIGNMENTS:

Due Date	Date Completed	Specific Assignments (Include Conference Dates)	Grade	Instructor's Initials

CONTRACT EVALUATION PROCEDURES: Detail the evaluation methods and processes which will determine the student’s grade.

I, _____, understand the contract and accept the responsibility as outlined above by the instructor. I further understand that to receive a grade, I must complete on time and to the satisfaction of the instructor all assignments. I further understand that if I do not complete the Independent Study, renegotiate the contract, or officially withdraw from the contracted arrangement, I will receive the letter grade of “F” (failure). An “I” grade will be issued only if circumstances demonstrated to be beyond the control of the student prevent completion of the contract obligations. I agree to all foregoing conditions set forth and made part of the contract.

_____	_____
Instructor	Student
Approved: _____	_____
Department Chairperson	Date
Approved: _____	_____
Division Dean	Date
Approved: _____	_____
Vice President for Academic Affairs	Date

Revision Note: This creates a standard learning contract to be used in conjunction with the independent study.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008**

Item: SCP-1625, Publications And Productions

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1625 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period with the recommendation for rescission of the existing policy.

Staff Member: Cindy Crigger

Background:

The Communications Department was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider the aforementioned policy regarding appropriateness as policy. The policy was reviewed and discussed during Executive Council meeting on August 5, 2008. After this review it is recommended by the Communications Department that this policy be rescinded.



SUBJECT: Publications And Productions

REFERENCE:

1. PURPOSE

To establish policy and procedure governing publications and productions of Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

All College employees.

3. DEFINITIONS

4. POLICY

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

A. Senate Resolution: The procedures should assure that academic freedom and freedom of the press are protected, that productions are of good quality, and that a good image for the college is maintained.

B. If any projected production or publication is undertaken by an individual, he/she assumes sole responsibility for the total package and the college's name shall not appear on it.

7. RESPONSIBILITIES AND PROCEDURES

A. Procedures:

If any projected production or publication other than in-house correspondence is being packaged as representative of the College with its name appearing on it, the following procedures are put into place:



1. Creation

a. Idea:

Any person(s) who wishes may develop an idea of printed or non-printed character for a production or publication project.

b. Method:

The ideator(s) must then establish if the project will be accomplished by audio/visual/print method(s) and at which location.

c. The ideator(s) must submit in writing the project idea to the appropriate unit supervisor (who may or may not be the ideator's immediate supervisor) for initial approval who will then be designated as project supervisor and who will have ultimate responsibility throughout the project production process. At this point, he/she endorses the project idea by signing the PPPP Form.

2. Planning

a. The ideator(s) must identify the need to be served by the project.

b. Materials:

The types and amounts of materials must be specified and the character of the project must be established in rough copy.

c. Production:

Considering the method, cost and time frame, an internal or external production will be decided upon.

d. Distribution:

Once the target date for distribution has been established, it must be decided to whom the project will be distributed and in what manner, the selling price, and the individual(s) responsible for the distribution.

3. Approval

a. Review:

After having received the project draft, the supervisor reviews it. If changes are recommended, it is returned to ideator(s) for reappraisal, or:



b. Approved:

The project draft is fully approved for production, or:

c. Disapproved:

The project draft is disapproved. Such denial may be appealed by the ideator(s). (The appeals process is delineated at the end of this document.)

4. Production

a. Editing

Upon receipt of the approved project draft, the production unit reviews, edits and plans for expeditious final copy.

b. Production(s):

The project's final copy is produced, reviewed and finished as being ready for approved release.

5. Approved Release

a. The project supervisor (or the President, if the appeals process is required) will review the final production copy.

b. If the production copy is satisfactory, he/she signs the release for distribution section of the PPPP form, OR:

c. If the production copy is unsatisfactory, the copy is returned to Production with recommendations(s) for modification.

d. Once the production copy has been approved for release, the signed PPPP form will be placed on file with the Director of Information Office.

6. Distribution

a. The distribution will be accomplished as designated in Section 2, of this policy.

B. Appeals

1. Upon disapproval by the project supervisor, the ideator(s) may appeal the denial to the appeals committee by submitting the disapproved PPPP form to the President with a formal letter requesting reconsideration of the proposal.



- 2. The appeals committee shall be appointed by the President and will consist of :
 - a. 2 Faculty Senate Members
 - b. 1 Classified Staff Senate Member
 - c. 1 Technology Services Member
 - d. 1 Student Services Member
 - e. 1 Financial/Administrative Service member
 - f. 1 President’s Appointee (serves as chairperson and votes only in tie.)

- 3. The appeals committee will review the appeal and render its decision to President.

- 4. The President will act upon the decision by upholding or denying the appeal by signing the PPPP form.

- 5. If the appeal is upheld, the project is then sent to production.

8. CANCELLATION

9. SIGNATURE

President	Date

Attachments

Distribution

Revision Date
September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008**

Item: SCP-7712, Requests For Media Service and
Television Agreements

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-7712 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period with the recommendation for rescission of the existing policy.

Staff Member: Cindy Crigger

Background:

The Communications Department was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider the aforementioned policy regarding appropriateness as policy. The policy was reviewed and discussed during Executive Council meeting on August 5, 2008. After this review it is recommended by the Communications Department that this policy be rescinded.



SUBJECT: Requests For Media Service And Television Agreements

REFERENCE:

1. PURPOSE

To establish and communicate procedures to request media services.

2. SCOPE AND APPLICABILITY

Any person or organization who wishes to use services of the Media Department.

3. DEFINITIONS

4. POLICY

All requests for media services must follow the procedures herein set forth.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. Utilization of College Local Access Cable Channel

1. The following requirements must be satisfied.

- a. Individuals must request use of channel from television personnel; this may be done verbally or in writing.
- b. Requests must be made a minimum of two weeks prior to requested air time.
- c. All pertinent information regarding the program to be aired must be submitted to Instructional Television staff at the time the request is made.

B. Fees to be assessed will be determined at the time the request is made according to the current rate schedule.



- C. The Program Coordinator Sr. for Media/Television Services or his/her designee reserves the right to refuse or deny the programs to be aired.
- D. Denial of programs to be aired can be appealed to Technology Committee for consideration.
- E. Dubbing Programs
 - 1. The following are guidelines for the dubbing of programs:
 - a. Any individual requesting a dub must submit the request on the proper form.
 - b. Requests must be made a minimum of one week before the tape is made.
- F. Copyrighted material will not be reproduced without permission from the copyrighter.
- G. Playbacks

Faculty must request playbacks at least two days in advance from the library.
- H. Consulting Services

Consulting services will be provided upon request.

8. CANCELLATION

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008**

ITEM: SCP-1040, Use of College Bulletin Boards, Directories, and Information Dispensing Equipment

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1040 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

Mr. Merle Dempsey, Executive Vice President, and members of the Executive Council charged the Finance Unit with review of SCP-1040, *Use of College Bulletin Board, Directories, and Information Dispensing Equipment*, and consider its appropriateness as a policy. The policy was reviewed and discussed during Executive Council meeting on August 5, 2008. As a result of this review, the Finance Unit proposes this policy be rescinded and reconstructed as a procedure in the newly developed Finance Unit Procedures Manual. Therefore, we recommend this policy for advancement for a 30-day comment period.



**SUBJECT: Use of College Bulletin Boards, Directories, and
Information Dispensing Equipment**

1. PURPOSE

To establish procedures and guidelines related to the use of College Bulletin Boards, Directories and Information Dispensing Equipment.

2. SCOPE AND APPLICABILITY

This policy applies to all employees, organizations, and the general public.

3. DEFINITIONS

4. POLICY

Southern WV Community & Technical College maintains bulletin boards, directories, and other media dispensing equipment including , but not limited to, television production equipment for the purposes of carrying out the mission of the college. Employees, students, and the general public may be permitted to display certain announcements or information deemed appropriate by the College, which does not conflict with the institutional mission, nor violate local, state, or federal law.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

- A.** Materials affixed to the College property in other than designated areas may be removed at any time.
- B.** No organization, internal or external, or individual has an inherent right to display material on, or use the aforementioned equipment.
- C.** Any organization or individual who wishes to display information at Southern may make a request to the Vice President for Finance or his/her designee. An adverse decision by the VP for Finance or his/her designee may be appealed to the Public Relations Committee.
- D.** Public Relations Committee shall obtain advice / guidance of the appropriate administrative unit, and legal counsel, and make a recommendation regarding the appeal to the President.
- E.** The President shall make the final decision in the matter which is final.



7. RESPONSIBILITIES AND PROCEDURES

1. The VP for Finance is responsible for the physical property of the college; However, he/she may delegate responsibility for maintenance of directories, bulletin boards, and other informational dispensing equipment to area heads or other personnel so specified.
2. It is the duty of the VP for Finance or designee(s) to maintain such services in harmony with the mission and philosophy of the College.
3. Therefore, judgements must be made as to the type of information permitted to be displayed on College equipment and the length of time such may be displayed.
4. The VP for Finance shall promulgate procedures for implementing this policy.

8. CANCELLATION

None. Policy in MAP format 7/27/00.

9. SIGNATURE

Board Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)

Revision Dates: April 28, 2005 (Editorial Corrections Only)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008**

ITEM: SCP-1180, Equipment Loans and SCP-1180.A,
Contract of Equipment Loans

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1180 and SCP-1180.A to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

Mr. Merle Dempsey, Executive Vice President, and members of the Executive Council charged the Finance Unit with review of SCP-1180, *Equipment Loans*, and to consider its appropriateness as a policy. The policy was reviewed and discussed during the Executive Council meeting on August 5, 2008. As a result of this review, the Finance Unit proposes this policy and attachment be rescinded and reconstructed as a procedure in the newly developed Finance Unit Procedures Manual. Therefore, we recommend this policy for advancement for a 30-day comment period.



SUBJECT: Equipment Loans

REFERENCE: Contract of Equipment Loan Form

1. PURPOSE

2. SCOPE AND APPLICABILITY

3. DEFINITIONS

4. POLICY

Southern West Virginia Community and Technical College purchases equipment utilized to support the mission of the institution. The first priority is given to academic, student, and administrative use. However, in keeping with the college's mission of service to the community, it recognizes the need and permits the loan of college equipment to civic organizations and/or individuals within the service district. This policy for loan of college equipment to non-campus organizations and/or individuals is not intended to restrict use based on race, religion, gender, national origin or creed of the borrowing organization or individual, but the institution reserves the right to be guaranteed that the use of the equipment shall not be illegal under the policies of the State College System of West Virginia Board of Directors, the laws of the State of West Virginia, or any Federal law or statute.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

- A. All requests for the use of college equipment shall be directed to the campus Business Manager or the Director of Purchasing.
- B. The individual to whom the request is directed shall provide a standard "Contract of Loan" agreement form and shall instruct the borrower to present the form to the appropriate campus Business Manager (for equipment assigned to the campus) or to the Director of Purchasing (for equipment assigned to the district office).



- C. The campus Business Manager and/or the Director of Purchasing has the responsibility to ensure that the requested equipment is not needed for any college function during the time it is to be loaned and that the party borrowing the equipment is knowledgeable of the handling and care of the equipment.
- D. The contract must be completed in triplicate and signed by an authorized representative of the borrowing organization and/or individual, the campus Business Manager, and/or the Director of Purchasing. An exception is made for the loan of library audio visual equipment: only the borrower and librarian need to sign the Contract of Loan form. Each party shall retain a copy of the contract.
- E. If any violation of the contract occurs or if the equipment is damaged or lost, the Director of Purchasing must be informed immediately. Procedures will then commence to have the borrower repair and/or replace the damaged equipment.

8. CANCELLATION

College Equipment Loans dated July 1, 1984.

9. SIGNATURE

President

Date

Attachments

Contract of Loan Form SCP 1180.A

Distribution

Revision Date

September 1, 2000



Number: SCP 1180.A
Effective: July 1, 1984
Revised: September 1, 2000

CONTRACT OF EQUIPMENT LOAN

THIS CONTRACT OF LOAN, made this ___ day of ___, by SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE, hereinafter referred to as "Lender," and ___, hereinafter referred to as "Lendee," and also ___, hereinafter referred to as "Borrower".

NOW, THEREFORE, THIS CONTRACT OF LOAN WITNESSETH:

That for and in consideration of the full and complete performance of the mutual covenants, terms, and conditions hereinafter set forth, the Lender hereby loans unto the Lendee for use by the Borrower, the following equipment for the intention of ___ at:

- 1. ___ 7. ___
2. ___ 8. ___
3. ___ 9. ___
4. ___ 10. ___
5. ___ 11. ___
6. ___ 12. ___

The parties herein bind themselves as follows:

- (1) The term of this loan shall begin on ___. Borrowed equipment must be returned by 4:30 p.m. on ___.
B. The Borrower is responsible for picking up the equipment at the College and returning it to the College, transportation suitable in the judgement of the College to adequately carry the equipment.
C. The Lendee covenants that the Borrower shall not alter, add to, or change the equipment from its intended purpose without the written consent of the Lender; shall return the equipment to the Lendee in as good condition as at the time of the initial loan.
D. In the event that any equipment is in the judgement of the College technical, electronic, or sophisticated, the Borrower must provide a person qualified to operate and install the equipment properly to prevent any damage internally or externally. The Lender reserves the right to approve the qualified person whom the Borrower selects. The qualified person agreed upon is ___.
E. In the event that the equipment is damaged, destroyed, lost, or stolen, the Borrower is responsible for replacement or repair of the equipment. If the equipment is repaired, the Borrower will do so at his own expense by a repairman approved by the Lender.
F. It is further agreed that the Lender has the right to demand the immediate return of the equipment if in its judgement the terms of the contract are not being met.
G. The Borrower agrees not to loan, give, or allow anyone else to use the equipment for any purpose.

IN WITNESS WHEREOF: the parties hereto have caused their names to be affixed to this contract of loan.

BY ___ Lendee

BY ___ Southern West Virginia Community and Technical College

BY ___ Department Head

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008**

ITEM: October Board of Governors Meeting and Retreat

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The Southern West Virginia Community and Technical College Board of Governors will hold its October 2008 business meeting and annual retreat at the Stonewall Resort and Conference Center in Roanoke, West Virginia. Dr. Mark David Milliron, an award-winning leader, author, speaker, and consultant best known for exploring leadership development, future trends, learning strategies, and the human side of technology change will be the guest speaker for this event.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008**

ITEM: ACCT Survey
RECOMMENDED RESOLUTION: For Discussion Only
STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

Chancellor Skidmore received the following from Narcisa A. Polonio at ACCT:

ACCT is undertaking a national study on the backgrounds, experience and contributions of community college trustees. We are making a special effort to include state-wide governing boards. This will be the most comprehensive source of demographic data ever gathered on the individuals who constitute our governing boards. Your assistance in collecting reliable data is essential.

We want to support and acknowledge the important role that presidents play in working with and assisting governing boards. We believe that only through the assistance and cooperation of presidents will we be able to establish a reliable and current profile of the role and composition of the board and obtain demographic information from individual trustees. This effort will serve as a catalyst for further research and publications and will elevate the awareness of the contribution and the leadership role of the citizen trustee.

We are asking you to:

1. Complete the "Presidents' Survey" that provides overall information about your board. Please complete the "Presidents' Survey" immediately and mail to ACCT.
2. Prepare copies of "Trustees' Survey" for distribution to each of your trustees.

We recommend distribution of the "Trustees' Survey" at the next board meeting to ensure that all trustees complete the survey. Please collect and mail directly to ACCT - Research, 1233 20th Street, NW, Suite 301, Washington, D.C. 20036.

To ensure confidentiality, we will not use these data to develop a profile of your board, nor will we attribute any information to any specific president or trustee. Only aggregate data will be reported. Please let me know if you have any questions or suggestions, or contact Carole Kraemer at 202 775 4468 ckraemer@acct.org.

Please acknowledge receipt of this request and let us know the date of the next scheduled meeting of your governing board so that we can anticipate receiving the completed trustees' surveys.

Thank you.

Narcisa A. Polonio, Ed.D.,
Vice President, Education, Research and Board Leadership Services
Association of Community College Trustees
1233 20th Street NW, Suite 301,
Washington D.C. 20036
202-276-1983 or 202-775-467; npolonio@acct.org



RECEIVED

AUG 18 2008

PRESIDENT'S OFFICE

Office of the Governor
State Capitol
1900 Kanawha Boulevard, East
Charleston, WV 25305

State of West Virginia
Joe Manchin III
Governor

Telephone: (304) 558-2000
Toll Free: 1-888-438-2731
FAX: (304) 342-7025
www.wv.gov.org

August 12, 2008

The Honorable Betty Ireland
Secretary of State
State Capitol
Charleston, West Virginia 25305

Dear Secretary Ireland:

I have this day made the following appointments to the Southern West Virginia Community and Technical College Board of Governors pursuant to the provisions of W.Va. Code § 18B-2A-1:

Glenn Yost, Post Office 1942, Logan, Logan County, West Virginia, 25601, to a term ending June 30, 2012. This is a reappointment and is from the Seventh Senatorial District. His telephone number is (304) 687-3074 and his fax number is (304) 752-7261. He is a Democrat.

Thomas A. Heywood, 21 Carriage Road, Charleston, Kanawha County, West Virginia, 25314-2156, to serve for the term ending June 30, 2012. He succeeds David R. Pierce and is from the Eighth and Seventeenth Senatorial Districts. His telephone number is (304) 347-1702 and his fax number is (304) 343-3058. He is a Democrat.

Jada Hunter, Route 1, Box 248, Williamson, Mingo County, West Virginia, 25661-9749, to a term ending June 30, 2012. She succeeds James R. Sheatsley and is from the Sixth Senatorial District. Her telephone number is (304) 235-0909 and her fax number 475-5106. She is a Democrat.

The appropriate commission is being issued accordingly. These appointments require the advice and consent of the Senate.

Sincerely,

Joe Manchin III
Governor

JM: ebc

- cc: President of the Senate
- Speaker of the House of Delegates
- Clerk of the Senate
- Assistant Clerk of the Senate
- Clerk of the House of Delegates
- Senate Confirmations Chairman
- Ethics Commission
- Southern WV Community & Technical College Board of Governors
- Governor's Press Office

Board of Governors

August 27, 2008

Ms. Kevin N. Fowler
Chair

Mr. Terry R. Sammons
Vice Chair

Mr. George Kostas
Secretary

Ms. Linda Q. Akers

Mr. Thomas A. Heywood

Ms. Shelley T. Huffman

Ms. Jada C. Hunter

Mr. Glenn T. Yost

Ms. Wilma J. Zigmond

Mr. R. Michael Baldwin
Classified Staff Representative

Mr. George Morrison
Faculty Representative

Mr. Robert Jude
Student Representative

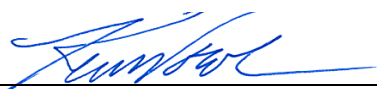
Ms. Joanne Jaeger Tomblin
President

Mr. James Skidmore, Chancellor
West Virginia Council for Community
and Technical College Education
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301

Dear Chancellor Skidmore:

As Chair of the Southern West Virginia Community and Technical College Board of Governors, I hereby certify, pursuant to the requirements of W. Va. Code § 18B-1-6, that the attached list contains all the institutional rules of Southern West Virginia Community and Technical College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors. I further certify that for all rules adopted, amended, or repealed since July 1, 2005 that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. That a minimum 30-day comment period prior to final adoption of the rule was provided;
3. That a single location was designated where all proposed rules could be posted and accessed; and
4. That Internet access to all proposed and adopted rules was maximized. All rules can be found at the following web address:
<http://southernwv.edu/administration/policies>



Kevin N. Fowler, Chair
Southern West Virginia Community and
Technical College Board of Governors

August 27, 2008
Date

KNF:elb

cc: Joanne Jaeger Tomblin, President
Merle Dempsey, Executive Vice President

**Southern West Virginia Community and Technical College
Board of Governors
Institutional Rulemaking Report
Southern College Policies (SCP) Effective as of July 1, 2008**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1000	GENERAL		
1000	Manuals, Announcements, and Policies (MAP) Development System	06/24/02	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. Amended 01/24/08 - Revised policy review cycle from every 3 years to a review on a regular basis with a time frame for review of each policy to be determined by the President or President's designee. 02/21/06. Replaced SCP-1467.
1000.A	Attachment A — Classification Table	04/06/99	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions.
1000.B	Attachment B — Format for Southern College Policy (SCP)	04/06/99	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. Amended 01/24/08 - Revised paragraph numbering system to incorporate a legal numbering system. 02/21/06. Technical revisions.
1000.C	Attachment C — Format for Southern Administrative Announcements (SAA)	04/06/99	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions.
1000.D	Attachment D — Format for Southern Administrative Manuals (SAMs)	04/06/99	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions.
1010	Use of Alcoholic Beverages on Campus	02/21/03	Reviewed 09/20/2005
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	02/01/05	Amended 07/27/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
1091	Classified Staff Council Constitution	11/18/03	12/13/06 Technical revisions. Amended 09/01/00
1153	Consumer Complaint Procedures	04/03/95	Amended 09/01/00
1153.A	Complaint Form	04/03/95	Amended 09/01/00
1160	Diversity Philosophy	08/20/98	Amended 09/01/00
1167	Emergency Procedures	01/01/85	Amended 08/20/00
1180	Equipment Loans	07/01/84	Amended 09/01/00
1180.A	Contract of Equipment Loan	07/01/84	Amended 09/01/00
1215	Use of Institutional Facilities	05/01/85	Amended 09/01/00
1233	First Aid	03/01/85	Amended 08/20/00
1375	Reports of Incidents	01/28/91	Amended 09/01/00
1375.A	Daily Accident / Incident Report		Amended 09/01/00
1375.B	Monthly Report of Incidents		Amended 09/01/00
1435	Inclement Weather and Emergency Situations	01/21/03	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. Amended 02/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 11/02 - Replaced SCI-1370, Inclement Weather and Emergency Situation, Effective 12/12/96; and SCI-1435, Inclement Weather and Emergency Situation, Effective 10/94.
1435.A	Attachment A — Media Notification List	01/21/03	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. Amended 02/08 Amended 11/02
1467	MAP Development System	06/24/02	Repealed 02/21/06. Assigned a new classification number, SCP-1000. Reviewed 10/20/05 – Major revisions required to comply with Series 4. Reassigned classification number of SCP-1000. Comment Period Expires 11/22/05 Amended 04/05/02

SCP Number	Policy Name	Effective Date	Date of Latest Action
1481	Naming of Facilities or Organizational Units	02/15/05	11/20/2007 Board granted final approval with no revisions. 11/18/2007 Received no comments. 10/18/2007 Board released for 30-day public comment period expiring 11/18/2007. Reviewed 09/04/2007 – Recommended continuation with no revisions. Reviewed 12/09/04: Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.
1500	Philosophy, Vision and Mission of Southern West Virginia Community and Technical College	07/01/84	Amended 07/27/00 Repealed Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 07/01/84
1625	Publications and Productions	07/01/84	Amended 09/01/00
1725	Private Scholarships	07/01/84	06/17/08 - BOG granted final approval. 05/22/08 - Received no comments. 04/15/08 - Board released for 30-day public comment period expiring 05/22/08. Amended 03/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 09/01/00
1735	Solicitation Policy	06/15/04	04/24/2007 BOG granted final approval. 01/2007 – Revised the policy to include clarification and develop a more formalized method for solicitation requests. SCP-1735.A, On Campus Solicitation Request Form developed. Originated 05/20/04
1735.A	On Campus Solicitation Request Form	04/24/2007	Originated 01/02/2007
1750	Tobacco Usage	01/01/88	Amended 09/01/00 Repealed SCI-1375

SCP Number	Policy Name	Effective Date	Date of Latest Action
2000	HUMAN RESOURCES		
2005	Catastrophic Leave	04/19/05	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Originated 02/15/05
2005.A	Catastrophic Leave Request Form	04/19/05	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/2008 - Reviewed Originated 02/15/05
2005.B	Catastrophic Leave Donation Form	04/19/05	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/2008 - Reviewed Originated 02/15/05
2125	College-wide Employee/Personnel Policy	07/01/84	Amended 09/01/00
2156	Drugs and Alcohol Policy	03/31/1989	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG Released for additional 30-day public comment period expiring 01/04/2008. 09/18/2007 – BOG deferred action until the administration conducts a meeting with the faculty to review and discuss the provisions of the revised draft. 07/2007 – The draft policy was revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes were made for clarity. 03/23/2007 – Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff & Love for legal review. 02/20/2007 – BOG released draft policy for 30-day public comment period expiring 03/23/2007. 04/24/2007 - Currently under revision. Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
2156.A	Employee Drug Awareness Clarification Form	03/31/1989	02/19/2008 - BOG granted final approval. Amended 09/01/00
2165	Educational Release Time Policy	02/17/04	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment-- expired 10/27/06 - No comments received. 08/31/06 – Clarifications made to policy. 2 nd 30-day comment period expired 11/22/03
2165.A	Educational Release Time Request	02/17/04	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment-- expired 10/27/06 - No comments received. 08/31/06 – Technical revision of form. 2 nd 30-day Comment Period Expired 11/22/03
2171	Professional and Educational Requirements for Faculty	12/09/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30- day public comment period expiring 01/04/2008. 09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references. Amended 05/04 Repealed SCI-2122
2171.A	Faculty Credentials Certification Form	12/09/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30- day public comment period expiring 01/04/2008. 09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references. Amended 05/04 Repealed SCI-2122
2202	Personnel Assessment, Philosophy, and Practice Statement	07/01/87	Amended 08/21/00
2218	Evaluation Process for Full-Time Faculty	08/17/84	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment-- expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 – Revisions reflect changes to better serve institutional needs. Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
2218.A	Supervisor's Evaluation of Faculty Member	08/17/84	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment-- expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 – Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2220	Course Feedback Policy	06/17/03	Amended 04/03
2220.A	Course Feedback Form	06/17/03	Amended 04/03
2226	Faculty Incentive Pay Plan	10/16/01	09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01 Originated 04/01/01
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	10/16/01	09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01 Originated 08/01
2234	Flex Work Schedule	06/01/87	Amended 09/01/00
2250	Hiring Adjunct Faculty	11/01/84	01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. Amended 09/01/00 Originated 11/01/1984.
2254	Hiring Process	09/01/00	04/24/2007 - Policy repealed by BOG. Amended 09/01/00 Repealed WV Administrative Regulations, SWVCTC: Procedures for Hiring Full-time Employees Effective 01/15/85
2360	Holidays	01/21/03	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/08 - Policy reviewed; No substantial changes. Comment Period Expired 12/20/02 Originated 11/02
2375	Home Campus Assignment and Campus Requirements for Faculty	07/01/85	12/00/05 Technical Revision Amended 09/01/00
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	01/01/85	Amended 09/01/00
2406.A	Faculty Absence Request / Report	01/01/85	Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
2484	Medical Leave of Absence	09/01/00	
2484.A	Request for Medical Leave of Absence	09/01/00	Revised 01/03/06
2484.B	Treating Licensed Physician Statement - Medical Leave Verification	09/01/00	
2484.A	Return to Work Authorization - Medical Release Form	09/01/00	
2562	Faculty Outside Employment or Non-college Related Activities	11/01/84	Amended 09/01/00
2562.A	Outside Employment Form	11/01/84	Amended 09/01/00
2575	Overtime and Compensatory Time	02/17/04	<p>02/19/2008 - BOG granted final approval.</p> <p>01/04/2008 - No comments received.</p> <p>11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities.</p> <p>02/17/2004 - BOG grants final approval of policy.</p> <p>10/21/2003 – Significant revisions were made to the draft policy. The BOG approved amendments and released the policy for a 2nd 30-day public comment period expiring 11/22/2003.</p> <p>10/16/2003 – Comments were received and responses provided for each issue raised.</p> <p>09/16/2003 – BOG released for 30-day public comment period expiring 10/16/2003.</p> <p>Originated 09/2003.</p>
2575.A	Request to Work Additional Hours	02/17/04	<p>02/19/2008 - BOG granted final approval.</p> <p>01/04/2008 - No comments received.</p> <p>11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>02/17/2004 - BOG grants final approval.</p> <p>Originated 09/2003</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
2580	Part-time Employees: Classified Staff and Adjunct Faculty	06/15/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 06/15/2004 – BOG grants final approval. 05/20/2004 – Received no comments. 04-21-2004 – Released for 30-day public comment period expiring 05/20/2004. Originated 04/04
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	04/22/98	Amended 09/01/00
2593.A	Payments for Services Form	04/22/98	Amended 09/01/00
2624	Professional Development	01/28/1991	Amended 09/01/00 Repealed SCI-1623, Personnel Development, Effective 01/28/91
2624.A	Funding Request Form (Staff)	01/28/1991	Amended 09/01/00
2624.B	Presentation Request Form	01/28/1991	Amended 09/01/00
2624.C	Funding Request Form (Faculty)	01/28/1991	Amended 09/01/00
2686	Promotion-in-Rank and Tenure Policy	11/27/2001	11/20/2007 – Board granted final approval with recommended revision. 11/17/2007 – Two comments received; Revised policy to reflect recommended changes to the WV Code, reference to the WV Council, and grammatical errors. Clarification was provided on the number of graduate hours since last promotion. 10/18/2007 – BOG released draft for 30-day public comment expiring 11/17/2007. 07/31/2007 – AAMC and Faculty Senate revised draft to provide clarify and reflect changes in management responsibilities. 01/2006 – Reviewed and revised by Faculty Senate - advanced draft to Academic Affairs Management Council for review and approval. Amended 10/01/01 Repealed SCI-2321
2686.A	Promotion-in-Rank and Tenure Criteria and Forms	11/27/2001	11/20/2007 – Board granted final approval. 07/31/2007 AAMC and Faculty Senate streamlined the form. Amended 10/01/2001; Repealed SCI-2321

SCP Number	Policy Name	Effective Date	Date of Latest Action
2700	Reduction in Workforce—Classified Personnel	04/20/2004	<p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements. 04/20/2004 – BOG granted final approval. 03/23/04 – No comments received. 02/17/2004 – Due to comments received, significant revisions were made to draft policy. BOG approved amendments and released draft for an additional 30-day comment period expiring 03/23/2004. 11/22/2003 – Comments received and responses provided for each issue raised. 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003</p>
2701	Reduction in Workforce—Faculty Personnel	04/20/2004	<p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements. 04/20/2004 – BOG granted final approval 11/22/2003 – Received no comments. 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003</p>
2748	Request for Release Time for Full-time Faculty	12/09/04	<p>11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment-- expired 10/27/06 - One comment received; no adjustment was made based on comment. 08/06 – Revisions provide clarity and reflect changes in management responsibilities. Amended 09/01/00 Amended 04/2004; Repealed SCI-2420</p>
2748.A	Release Time Request Form for Full-time Faculty	12/09/04	<p>Form streamlined 06/2006 Amended 04/2004</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
2810	Sabbatical Leave for Full-Time Faculty	10/15/02	04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Amended to clarify responsibilities and application requirements. Amended 09/02 - Repealed SCP-2810, Sabbatical Leave for Full-time Faculty, Effective 08/92 and SCI-2411
2810.A	Sabbatical Leave Request Form	10/15/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. Amended 02/06. Amended 09/02
2810.B	Sabbatical Leave Promissory Note	10/15/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Revised Form. Originated 10/02
2825	Salary Administration	04/19/05	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to incorporate the institutional Faculty Compensation Program and Salary Schedule. 04/19/2005 – BOG granted final approval. 03/18/2005 – No additional comments. 02/15/2005 – Due to substantive changes made to the existing draft policy, comment period extended for an additional 30 days expiring 03/18/2005. 02/14/2005 – Six comments received. 03/18/05 01/14/2005 – Comment period extended for additional 30-days (expiring 02/14/2005) due to Christmas and New Year's holidays, and the short time frame the institution had to develop the draft policy. 12/09/2004 – Released for a 30-day public comment period expiring 01/10/2005. Originated 12/04
2843	Sexual Harassment Policy	09/12/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day Comment-expired 03/24/06. 01/20/06 Amended Amended 05/17/02; Repealed College-wide Employee Personnel Policy Series II, 1984, Section 12; Sexual Harassment of Students Series VI, 1987, Section 1-2; SCP-2843, Harassment Policy, 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
2875	Workload Requirements for Full-time Faculty	01/28/1991	Amended 09/01/00
2875.A	Class Load Formula Matrix (Summer)	01/28/1991	Amended 09/01/00
2875.B	Class Load Formula Matrix (Fall and Spring)	01/28/1991	Amended 09/01/00
3000	ACADEMIC AFFAIRS		
3100	Faculty Responsibilities for Academic Advising of Students	04/18/1985	01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. 10/21/2004 – Policy amended.
3160	Course Syllabus	07/01/84	11/29/05 - BOG granted final approval of amended policy. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. Repealed Chapter 29A-2 Series I, Course Syllabus, Effective 07/01/81; References to course syllabi in SM-1275.1c, Faculty Handbook, Effective 08/20/90, Revised 07/93; Adjunct Faculty Handbook, Effective 01/97, pp. 13-14.
3160.A	Course Syllabus Format	07/01/84	Amended 09/20/05
3165	Adding Courses to the Curriculum and Revising Existing Courses	07/01/84	Amended 09/01/00 Repealed WV Administrative Regulations, SWVCTC, Chapter 29A-2, Series I, Revising Courses, Effective 07/01/84.
3170	Deleting Courses from the Curriculum	07/01/84	Amended 09/01/00
3188	College Level Exam Program (CLEP)	11/01/85	11/29/05 - BOG granted final approval of amended policy. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3201	Challenging a Course/Credit by Examination	02/15/05	11/20/2007 – Board granted final approval of revised policy. 10/18/2007 - Received one comment regarding the dates of withdrawal. Clarification was provided to the individual; no change to the draft policy was warranted. 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007. 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Amended 10/27/04 Replaces SCP-3201, Challenge Exam For Credit, Effective 07/01/86, Revised 09/01/00; Effective 06/24/02, Revised 02/15/02.

SCP Number	Policy Name	Effective Date	Date of Latest Action
3201.A	Challenge Examination Form	02/15/05	11/20/2007 – Board granted final approval. 08/2007 – Streamlined form 10/27/2004 – Amended policy
3214	College Board Advanced Placement Credit	09/13/93	Amended 09/01/00
3227	Credit Based on Experience	01/01/85	11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Comment Period Expired 09/20/05 - Amended policy
3227.A	Portfolio Evaluation Form	01/01/85	09/20/05 - Reviewed
3240	Assignment of Credit/Non-Credit Courses	07/01/86	Amended 09/01/00
3245	Faculty and Administrative Productivity	02/21/06	Originated 10/20/05
3250	Final Examinations	07/01/84	Amended 09/01/00
3401	Independent Study	07/01/1984	11/20/2007 – Board granted final approval of revised policy. 10/18/2007 - Received no comments. 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007. 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Independent Study forms SCP-3401.A and SCP-3401.B were added to the policy. Amended 09/01/00
3401.A	Independent Study Request Form	07/01/1984	08/2007 Revisions reflect changes in management responsibilities.
3401.B	Independent Study Contract	07/01/1984	08/2007 Reviewed and revised to create a standard learning contract to be used in conjunction with the independent study.
3479	Mid-Term Grade Reports	09/23/91	Amended 09/01/00
3479.A	Mid-Term Grade Report Form	09/23/91	Amended 09/01/00
3551	Meeting Scheduled Classes	01/1985	Amended 01/2007 - Revisions reflect no substantial changes in procedure or documentation requirements; provide clarity and reflect current practice. Amended 04/28/2005
3600	Faculty Office and Class Schedule	07/01/84	Amended 09/01/00
3600.A	Faculty Office and Class Schedule Form	07/01/84	Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
3620	Policy Regarding Program Review	11/27/01	Comment Period Expired 11/16/02 Originated 10/08/01
3625	General Studies (University Parallel) Program Evaluation Model Policy	09/01/85	09/01/00
3625.A	General Studies (University Parallel) Program Evaluation Model	09/01/85	09/01/00
3637	General Education Philosophy and Goals	04/19/05	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 08/30/2007 - Reviewed and revised to include references to provide clarity. Amended 01/05
3650	Program Reduction or Elimination	09/01/85	Amended 09/01/00 Repealed SCI-1542
3670	Public School Service Program	11/29/05	Originated 09/20/05
3670.A	Public School Service Form	11/29/05	Originated 09/20/05
3693	Instructional Schedule Development	07/01/84	11/28/06 - BOG granted final approval. 10/19/06 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Technical revision 09/23/2005. 09/01/00 Amended policy; Repealed SCI-1271 effective date of 08/30/93
3705	Student Academic Rights	04/15/02	04/18/06 BOG Repealed policy. 02/21/06 Released for 30-day comment- expires 03/24/06. Technical revision 03/06/03 Originated 02/02
3736	Student Standards of Academic Progress	11/01/84	09/01/00
3780	Textbook Selection Policy	06/24/02	Amended 11/16/02 Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.
4000	STUDENT SERVICES		
4110	Institutional Policy Regarding ACT Requirements	12/01/84	09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
4151	Academic Expectations from Students	07/01/97	04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment- expires 03/24/06. 02/06 Amended to incorporate relevant information from SCP-3705, Student Academic Rights (cancelled 04/18/05) into SCP-4151 and revised this policy to meet the needs of the institution and its students. 09/01/00
4192	Administrative Withdrawal of Students	12/09/04	11/28/2006 - BOG granted final approval. 10/19/2006 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Grammatical and technical revisions 10/2006. Policy amended 05/19/2004.
4233	Deans's List of Students; Graduation with Honors Status	07/01/85	Revised 09/01/2000
4274	Standards of Progress for Federal Financial Aid Recipients	01/01/84	11/28/2006 - BOG granted final approval. 10/19/2006 Released for 30-day comment-- expired 11/21/2006 - One comment received; policy adjusted based on comment. 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4356	Financial Aid Recipient - Change in Enrollment Status	01/01/85	11/28/2006 - BOG granted final approval. 10/19/2006 Released for 30-day comment-- expired 11/21/2006 - No substantive comments received. 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	Repealed 02/21/06. Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04

SCP Number	Policy Name	Effective Date	Date of Latest Action
4398	Student Grades and Grade Point Average Requirements for Graduation	01/21/03	Comment Period Expired 10/21/05; Amended 09/20/05; Repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00; SCP-4520, Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades, Effective 09/01/00; SCP-4520.A, Final Grade Report Form, Effective 09/01/00.
4558	Administration of Credit Course Registration Procedures	11/01/84	11/28/2006 - BOG rescinded SCP-4558. 10/19/2006 - BOG reviewed policy and approved for 30-day comment period expiring 11/21/2006 – No comments were received. 10/2006 – Policy reviewed by Academic Affairs and Student Services Units. Group deemed the document does not meet the criteria for a policy, but is a statement of procedures and rules. Recommended cancellation. Amended policy 09/01/2000
4634	Student Activities	07/01/84	09/01/2000
4672	Student Class Attendance	07/01/84	09/01/2000
4710	Academic Dishonesty	07/01/84	05/06 Technical Revision 09/01/2000
4748	Southern West Virginia Community and Technical College Student Government Constitution	07/01/85	09/01/2000
4770	Student Rights and Responsibilities	04/16/02	Reviewed 09/20/05
4786	Transcript Evaluation	07/01/84	09/01/2000
4825	Transfer of Student Credit Hours from Another Institution	03/01/85	Comment Period Expired 10/21/05 Amended 09/20/05 to include additional language in Sections 3 and 6 of this policy.
5000	FINANCE		
5050	Assessment, Payment and Refund of Fees	02/19/02	Comment Period Expired 02/15/02 Originated 01/02

SCP Number	Policy Name	Effective Date	Date of Latest Action
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	Amended 12/09/05. Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04
5065	Awarding of Fee Waivers	02/19/02	02/21/06. Revised policy to comply with WV Code §18B-10-5, -7, 7b. Comment Period Expired 02/15/02 Originated 01/02
5075	Bookstore Textbook Procedures	07/01/84	09/01/00 Replaced <i>Textbook Policy Procedures</i> , Effective 01/17/97
5100	Disposition of Sale of Surplus/Excess Property	04/19/05	11/20/2007 – Board granted final approval of revised policy. 11/17/2007 - Received no comments. 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. 09/02/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 04/19/2005 BOG grants final approval. 03/18/2005 Received no comments. 02/15/2005 BOG released draft policy for 30-day public comment expiring 03/18/05. Originated 02/05
5260	Meeting Financial Exigencies	02/17/04	11/06 Policy Reviewed-No changes were made. Comment Period Expired 11/22/03 Amended 10/03 Originated 05/27/88
5525	Maintenance Work Order Request System	07/01/84	Amended 09/01/00 Replaced the <i>Maintenance Work Order Request System</i> , Effective 07/01/84, in Chapter 29A-2, Series I of Southern's Administrative Regulations
5620	Parking Regulations	02/01/89	Amended 09/01/00 Replaced Parking Policy, Effective 02/01/89 and Parking Policy, Effective 09/02/97.
5620.A	Parking Decal Log	02/01/89	Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
5780	Travel Regulations Policy	10/15/02	11/2006 Policy Review–No changes were made. Comment Period Expired 05/20/04 Amended 02/25/04 Originated 09/02
5830	Use of Southern West Virginia Community and Technical College System Vehicles	01/28/91	Amended 09/01/00 Repealed SCI-1381, Use of Southern System Vehicles, Effective 01/28/91; State Vehicle Requisition Policy, Effective 12/09/07; Use of Southern Vehicles Policy, Effective 02/01/99.
6000	ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT		
6125	Contractual Training for Workforce Development	07/01/99	Amended 07/01
7000	TECHNOLOGY		
7125	Computer Usage	07/07/97	Amended 09/01/00
7680	Reports for External Use	05/01/85	Amended 07/27/00
7688	Reports for Internal Use	05/01/85	Amended 07/27/00
7712	Requests for Media Service and Television Agreements	05/01/85	Amended 09/01/00
7720	Security of Management Information Systems	05/01/88	Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
8000	BOARD OF GOVERNORS		
8600	Board of Governors Operational Guidelines Policy	08/21/01	<p>11/20/2007 – Board granted final approval of revised policy and operational guidelines.</p> <p>11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations.</p> <p>10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007.</p> <p>09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised policy to remove reference to the Institutional Compact.</p> <p>08/21/2001 – All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines (SCP-8600.A) of the Board of Governors approved 08/21/01.</p>
8600.A	Board of Governors Operational Guidelines	06/24/02	<p>04/15/08 - BOG granted final approval.</p> <p>03/20/08 - Received no comments.</p> <p>02/19/08 - Board released for 30-day public comment period expiring 03/20/08.</p> <p>02/08 - Amended Section 4.3.1 to include past BOG chair and one lay member to the Agenda Committee membership</p> <p>11/20/2007 – Board granted final approval of revised policy and operational guidelines.</p> <p>11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations.</p> <p>10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007.</p> <p>09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised guidelines to remove reference to the Institutional Compact.</p> <p>06/10/02 Amended guidelines.</p>



Open Governmental Proceedings Act

WV Code 6-9A-1 through 12

Applies to:

- All Governing Bodies of public agencies
- Standing Committees of Governing Bodies
- Any Ad Hoc Committee that has a majority of its members being members of a Governing Body
- Any Committee with two or more members of the Governing Body that will make recommendations to Governing Body



Meetings Subject to Act

- Any convening of a governing body for which a quorum is required to make a decision or deliberate toward a decision on any matter which results in an official action
- Includes convening of committees that have authority to take action or make recommendations



NOT A Meeting

- On-site inspections
- Discussions on logistical and procedural methods to schedule and regulate a meeting
- General discussions in social, educational, training, informal, ceremonial, or similar settings without intent to conduct public business or for the discussion to lead to an official action



Requirements if a Meeting

- Notice of meeting published in the State Register at least 5 calendar days before meeting
- Notice to include date, time, and place of meeting
- Notice for emergency meetings filed anytime prior to meeting but circumstances of emergency must be detailed

Agendas

- Agendas must be available to public at least 3 calendar days before meeting
- May be amended prior to meeting if an emergency occurs
- Agenda items must be specific enough for public to be aware of the issues to be discussed
- Vague headings on agenda to be avoided



Actual Meeting

- Quorum must be obtained
- Only items on the agenda may be acted upon
- Items not on the agenda but raised at the meeting may be discussed to the extent necessary to determine whether future action needs to be considered
- Members may question staff or audience on issues raised

Actual Meeting

- *Governing Body not required to allow members of the public to speak*
- *Reasonable rules may be adopted to regulate the meeting*
- *Disruptive individuals may be removed from meeting*
- *If members of public allowed to speak they may not be required to sign up to speak more than 15 minutes prior to the meeting*
- *No secret ballots or proxy votes allowed*



Actual Meeting

- Members may attend telephonically but they must be audible to members of the public and media
- Votes may not be taken by reference to a letter, number or other designation rendering it difficult for the public to know what action is being taken unless an agenda or other materials are available for inspection by the public detailing the action



Executive Session

- Only authorized by majority vote of governing body
- Statutory exemption or generic description must be set out in the motion to go into executive session
- No votes taken in executive session
- May only discuss items in executive session consistent with the motion and vote taken



Executive Session Exceptions

- Acts of war or civil insurrection
- Personnel matters—but not general personnel policy issues
- Student discipline
- Issuance or revocation of a license
- Physical or mental health of a person
- Material the disclosure of which would constitute an unwarranted invasion of an individual's privacy



Executive Session Exceptions

- Official investigations relating to law enforcement
- Security personnel or devices
- Matters involving purchases of property, investment of funds, or commercial competition which if made public might adversely affect the state's financial interest
- To avoid the premature disclosure of a honorary degree, prize, or similar award
- Attorney-client privileged communications

Minutes

- Must be available to public within reasonable time
- Reflect date, time and place of meeting and which members were present and absent
- Contain all motions and their disposition
- If an emergency meeting, or emergency agenda item added, facts and circumstances constituting emergency

Failure to Comply

- Circuit Court actions may be filed up to 120 days after complained of action taken to enforce compliance or annul a decision
- Willful and knowing violations are a misdemeanor with a fine of not more than \$500
- Subsequent offenses are fines of no less than \$100 nor more than \$1000

GOVERNING BOARD

POWERS, DUTIES AND RESPONSIBILITIES

➤ GOVERNANCE

- Determine, control, supervise and manage the financial, business and education policies and affairs of the institution.
- Develop a master plan for the institution, outlining missions, degree offerings, resource requirements, physical plant needs, personnel needs, enrollment levels, etc.
- Update and meet goals of the institutional compact.
- Utilize faculty, students, and classified employees in planning and decision making when those groups are affected.

- Administer management of a personnel system, subject to Council rules, including classification, compensation, and discipline.
- Solicit and utilize or expend voluntary support.
- Appoint and compensate the President, with Council approval.
- Discipline or terminate the President.
- Conduct written performance evaluations of the President consistent with state code and rules.
- Submit to the Council by a certain date each year an annual report on the institution's performance in relation to master plan and compact.

- Delegate, with prescribed standards and limitations, its powers to the President when the delegation is deemed necessary and prudent and notify the Council of the delegation.

- Submit to the Commission and Council all data requested for Report Card.

- Adopt rules and policies governing institution and as required by certain statutory provisions.
 - Textbook/bookstore
 - Parking
 - Credit card solicitation
 - Purchasing
 - Etc

➤ FINANCE

- Direct the preparation of budget requests for submission to the Council and Commission.
- Enter into contracts on behalf of the institution.
- Purchase or acquire all materials, supplies, equipment and printing required.
- Adopt salary increase policies.
- Issue revenue bonds.
- Approve institutional operating and capital budgets.

➤ **ACADEMIC**

- Periodically review, at least every five years, all academic programs at the institution and address the viability, adequacy and necessity of each program in relation to the master plan and compact.
- Conduct periodic studies of its graduates and their employers to determine placement patterns and effectiveness of the education experience.
- Ensure that the sequence and availability of academic programs and courses are such that students may complete programs in a normal time frame.

Is This A Meeting?

Board members make a number of phone calls among themselves trying to agree on an acceptable percentage increase in tuition

YES!

This constitutes a meeting that should be noticed with the Secretary of State's Office, because the Board is deliberating towards making a decision.

The President calls a number of Board members to get their advice on a coach he is thinking about hiring

NO!

This does not constitute a meeting, because the President will be making the decision, not the Board.

Board members visit together to take a tour of the ongoing construction of the college's new library

NO!

According to the Open Governmental Proceedings Act W.Va. Code 6-9A-2(4)(B), this does not constitute a meeting. See text below.

(4) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means. The term meeting does not include:

(B) Any on-site inspection of any project or program;

The Executive Committee of the Board meets to decide on a recommendation to the full Board on an increase in the President's salary

YES!

This constitutes a meeting that should be noticed with the Secretary of State's Office, because it is a committee of the Board. All committees that are comprised of a majority of Board members must notice meetings.

The Secretary of the Board calls each Board member to determine whether to reschedule the next meeting

NO!

According to the Open Governmental Proceedings Act 6-9A-2(4)(E), this does not constitute a meeting. See text below.

(4) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means. The term meeting does not include:

(E) Discussions by members of a governing body on logistical and procedural methods to schedule and regulate a meeting.

The Board has a retreat to listen to a consultant speak on future issues facing higher education

NO!

(as long as they don't deliberate towards a decision)

According to the Open Governmental Proceedings Act W.Va. Code 6-9A-2(4)(D), this does not constitute a meeting. See text below.

(4) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means. The term meeting does not include:

(D) General discussions among members of a governing body on issues of interest to the public when held in a planned or unplanned social, educational, training, informal, ceremonial or similar setting, without intent to conduct public business even if a quorum is present and public business is discussed but there is no intention for the discussion to lead to an official action

The Board has a cocktail party the night before a meeting and discuss among themselves pending legislation, the gubernatorial election and similar other public issues

NO!

According to the Open Governmental Proceedings Act W.Va. Code 6-9A-2(4)(D), this does not constitute a meeting. See text below.

(4) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means. The term meeting does not include:

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An ad hoc committee appointed by the Board, consisting of three Board members and seven local citizens, makes recommendations to the Board on accessibility issues in the community

YES!

At one time a committee that had less than a majority of its members coming from the Board would not constitute a meeting, but the Ethics Commission has now ruled that a committee with two or more members of the Board and making a recommendation to the Board falls under the Act.

Four Board members visit the President to talk about future goals the Board might want to address

NO!

This does not constitute a meeting, because there is not a quorum present and no decisions are being made.

Full Board interviews with presidential candidates

YES!

This constitutes a meeting that should be noticed with the Secretary of State's Office, because the Board is deliberating towards making a decision.

The Board visits Charleston to attend a training session conducted by the HEPC

NO!

According to the Open Governmental Proceedings Act W.Va. Code 6-9A-2(4)(D), this does not constitute a meeting. See text below.

(4) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means. The term meeting does not include:

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A Board member sends an e-mail to the President with questions regarding an issue on the next agenda and copies all other Board Members. The President replies to all Board Members.

YES!

This would constitute a meeting pursuant to recent Ethics Committee opinions. When the President replies, he or she should only do so to the person who sent the e-mail rather than replying to all.

Meeting Scenarios

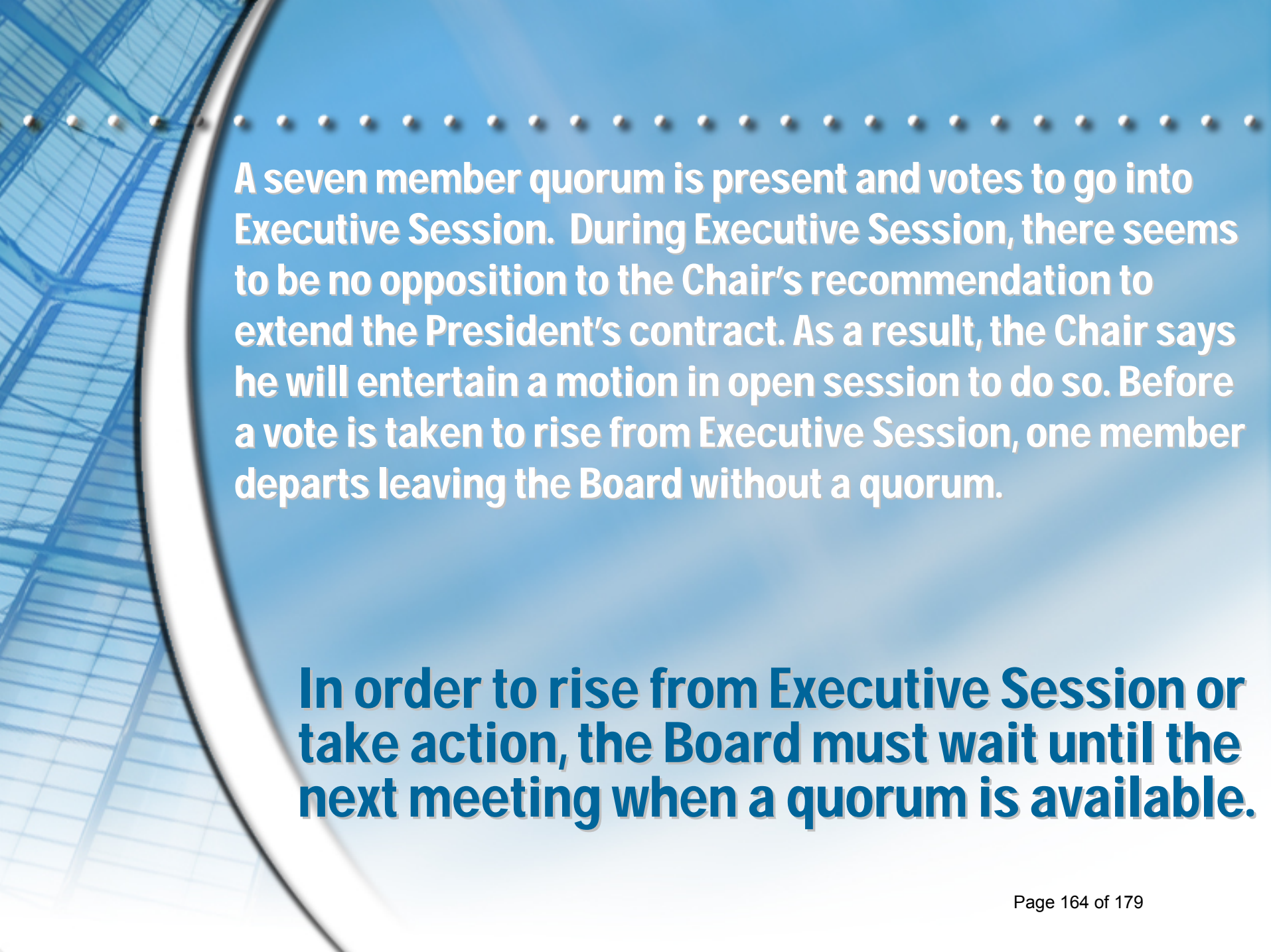
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Consider the following situations...

- **What action should be taken?**
- **What are the ramifications?**

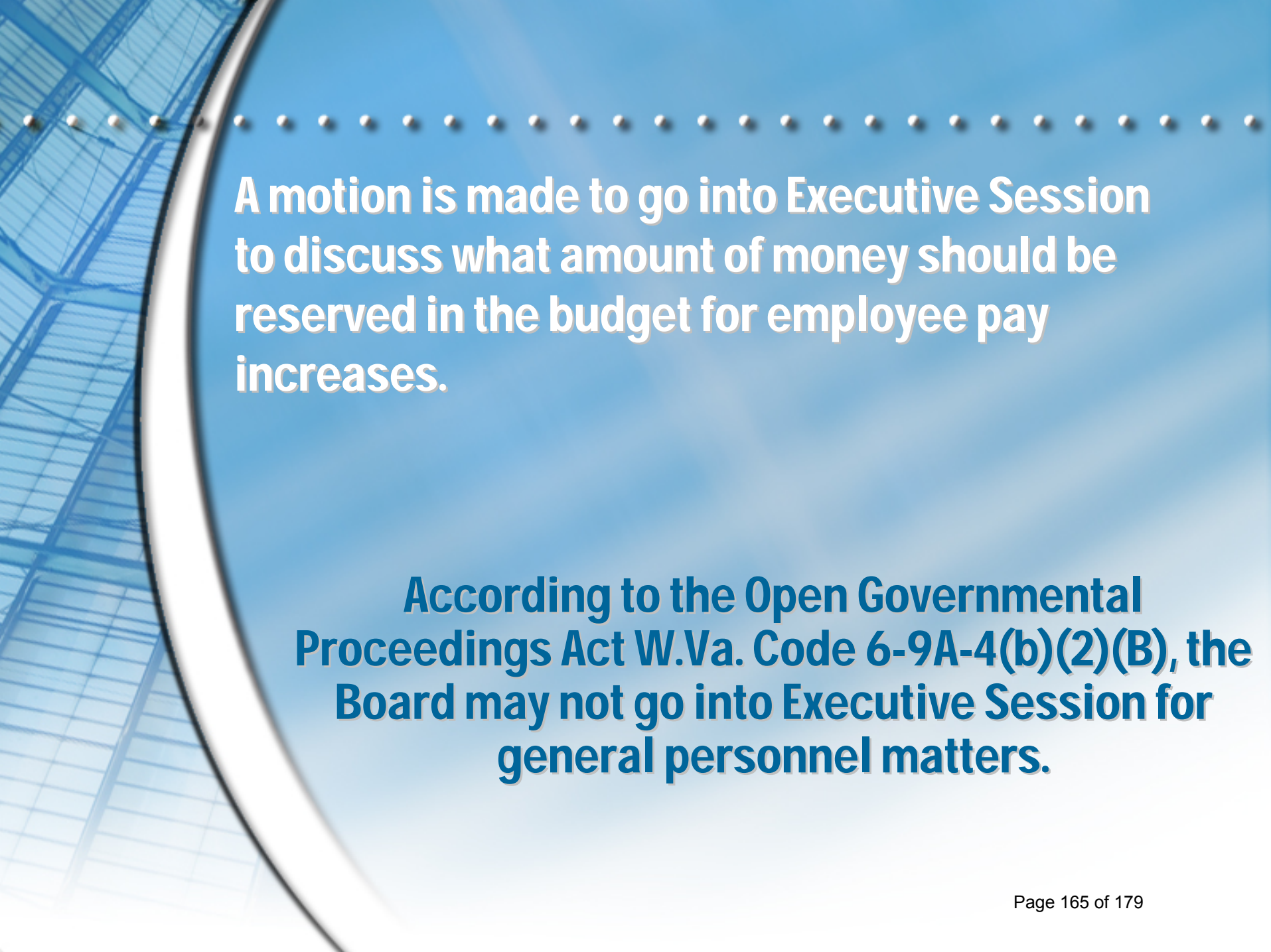
Only six Board members show up for the 9:00 a.m. meeting of the Board and the quorum requirement is seven. One other Board member sends word that he will be available by phone for 15 minutes at 10:00 a.m.

All action items should be moved to a time when a quorum is available.



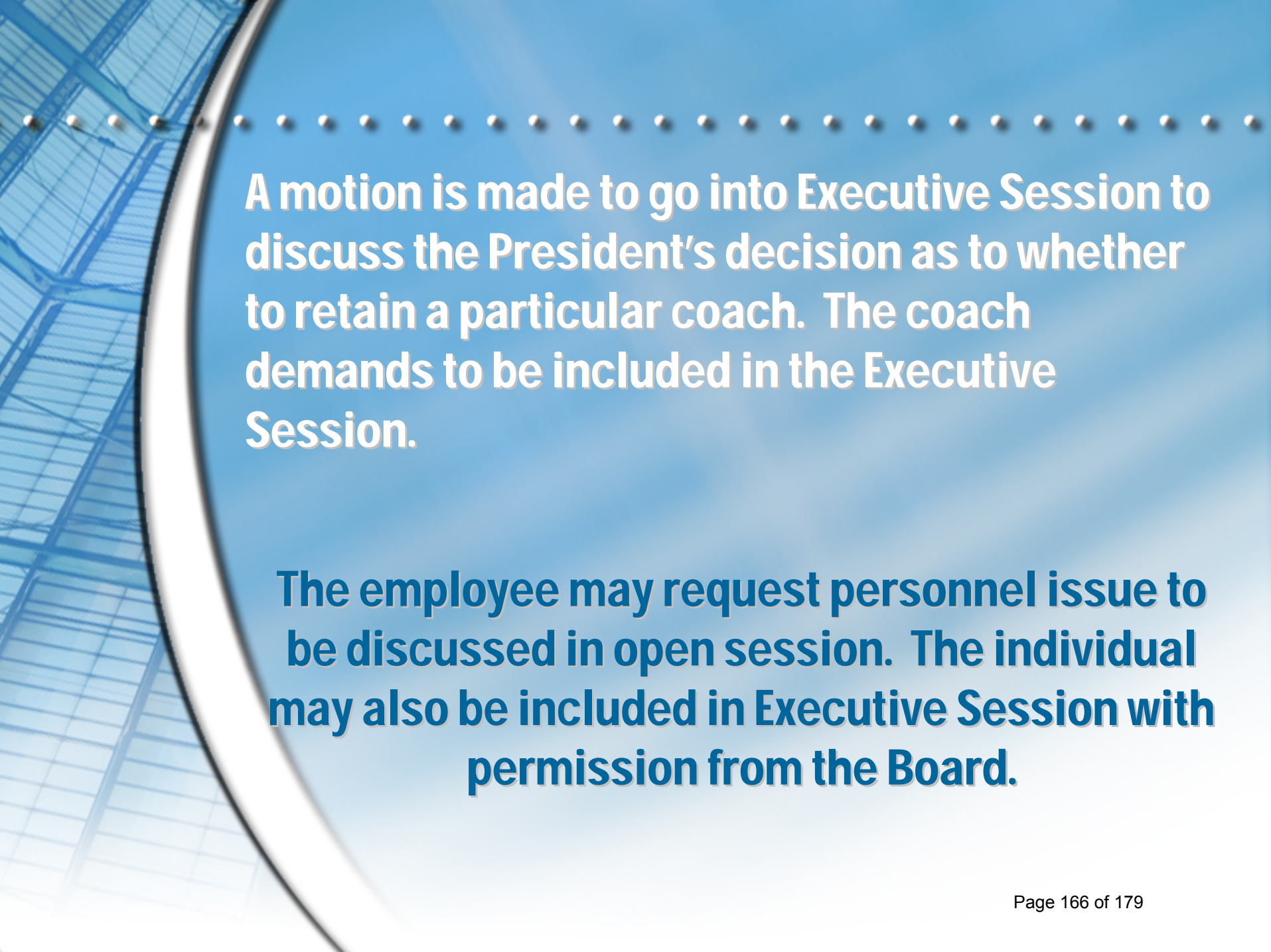
A seven member quorum is present and votes to go into Executive Session. During Executive Session, there seems to be no opposition to the Chair's recommendation to extend the President's contract. As a result, the Chair says he will entertain a motion in open session to do so. Before a vote is taken to rise from Executive Session, one member departs leaving the Board without a quorum.

In order to rise from Executive Session or take action, the Board must wait until the next meeting when a quorum is available.



A motion is made to go into Executive Session to discuss what amount of money should be reserved in the budget for employee pay increases.

According to the Open Governmental Proceedings Act W.Va. Code 6-9A-4(b)(2)(B), the Board may not go into Executive Session for general personnel matters.



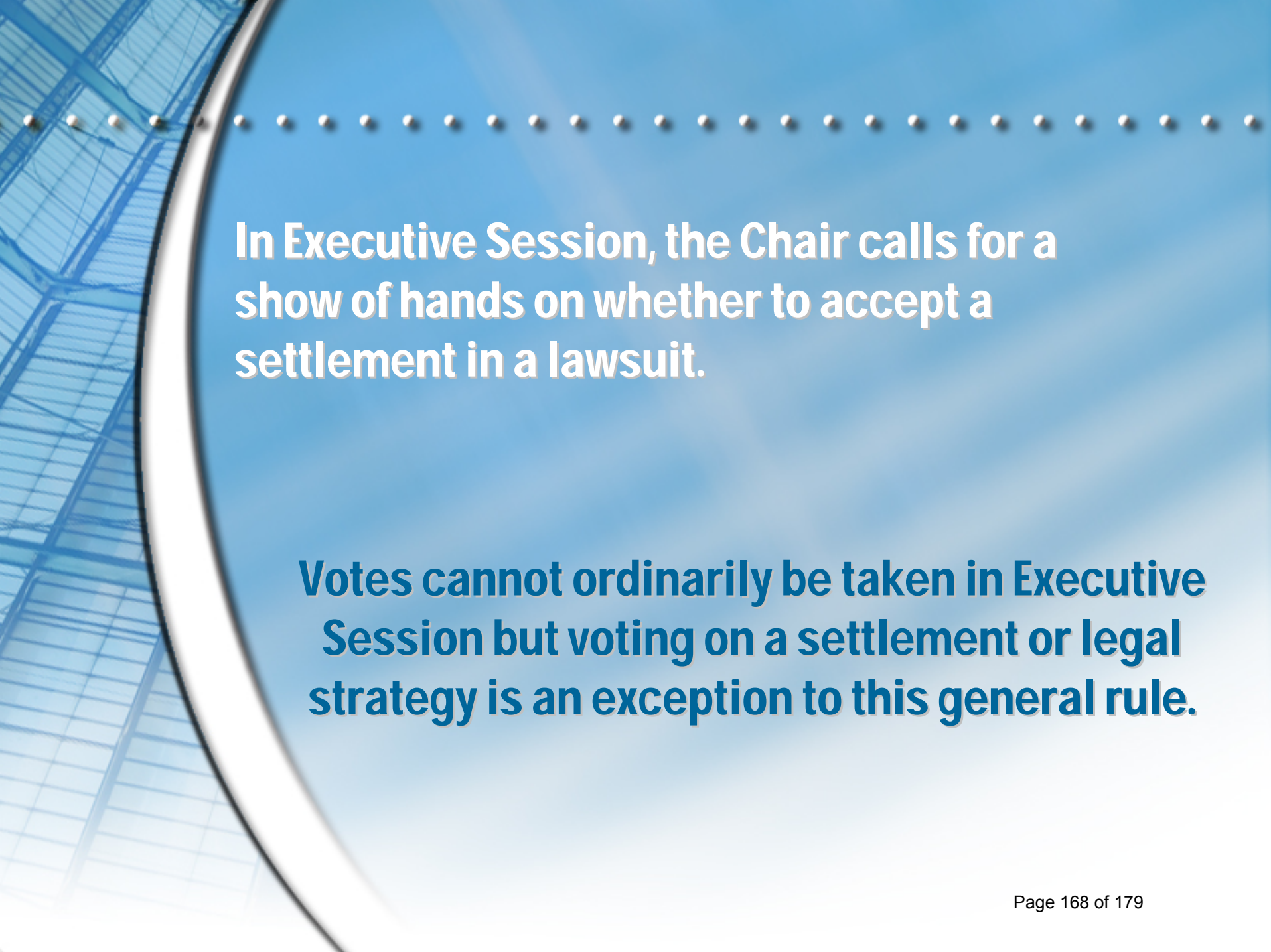
A motion is made to go into Executive Session to discuss the President's decision as to whether to retain a particular coach. The coach demands to be included in the Executive Session.

The employee may request personnel issue to be discussed in open session. The individual may also be included in Executive Session with permission from the Board.



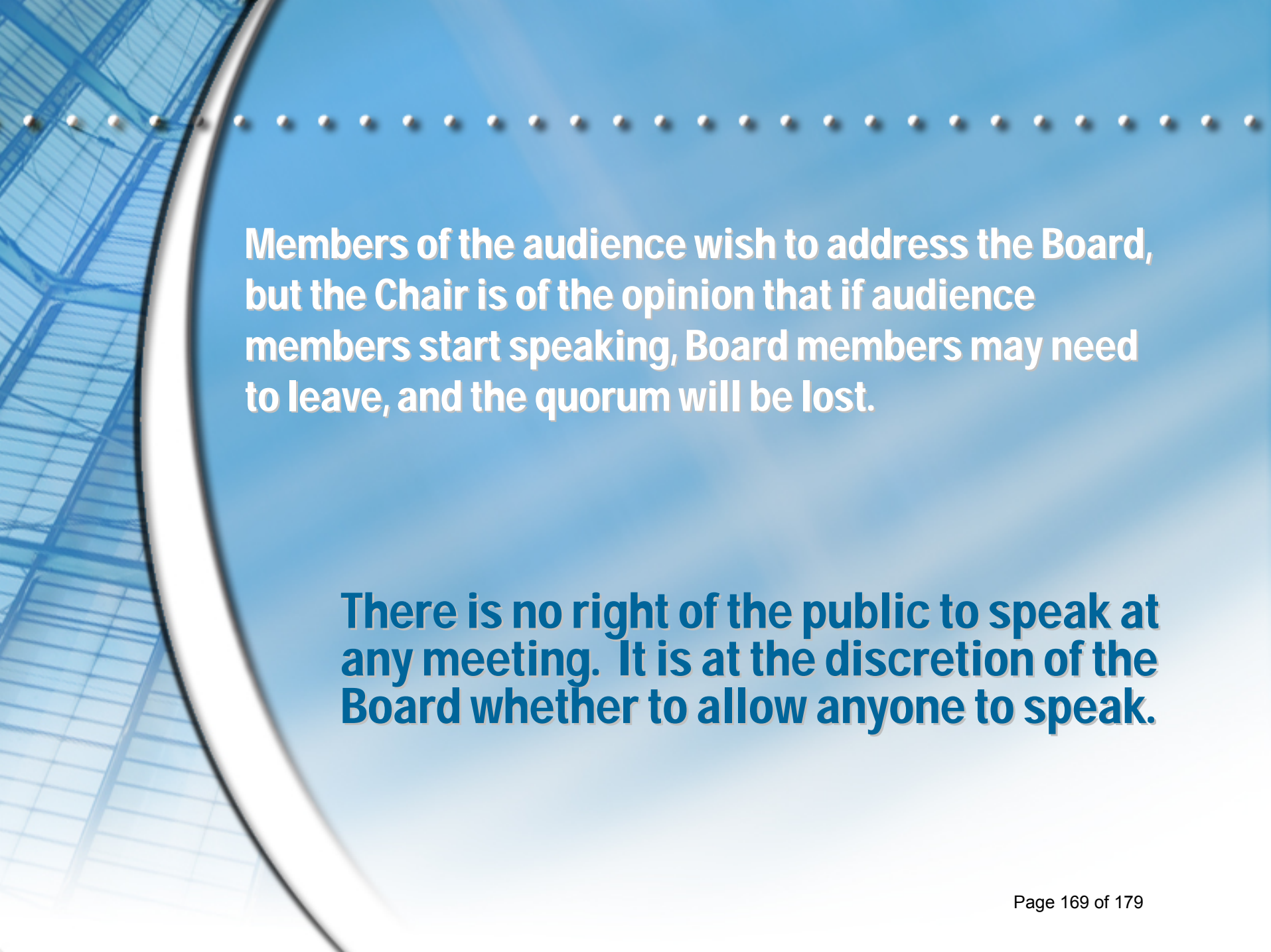
The Board votes to adopt a certain policy and a copy of that policy is attached to the minutes. Later those minutes are approved. Sometime later, staff discovers that the wrong draft of the policy was attached to the approved minutes.

The minutes need to be amended and approved at the next meeting.



In Executive Session, the Chair calls for a show of hands on whether to accept a settlement in a lawsuit.

Votes cannot ordinarily be taken in Executive Session but voting on a settlement or legal strategy is an exception to this general rule.



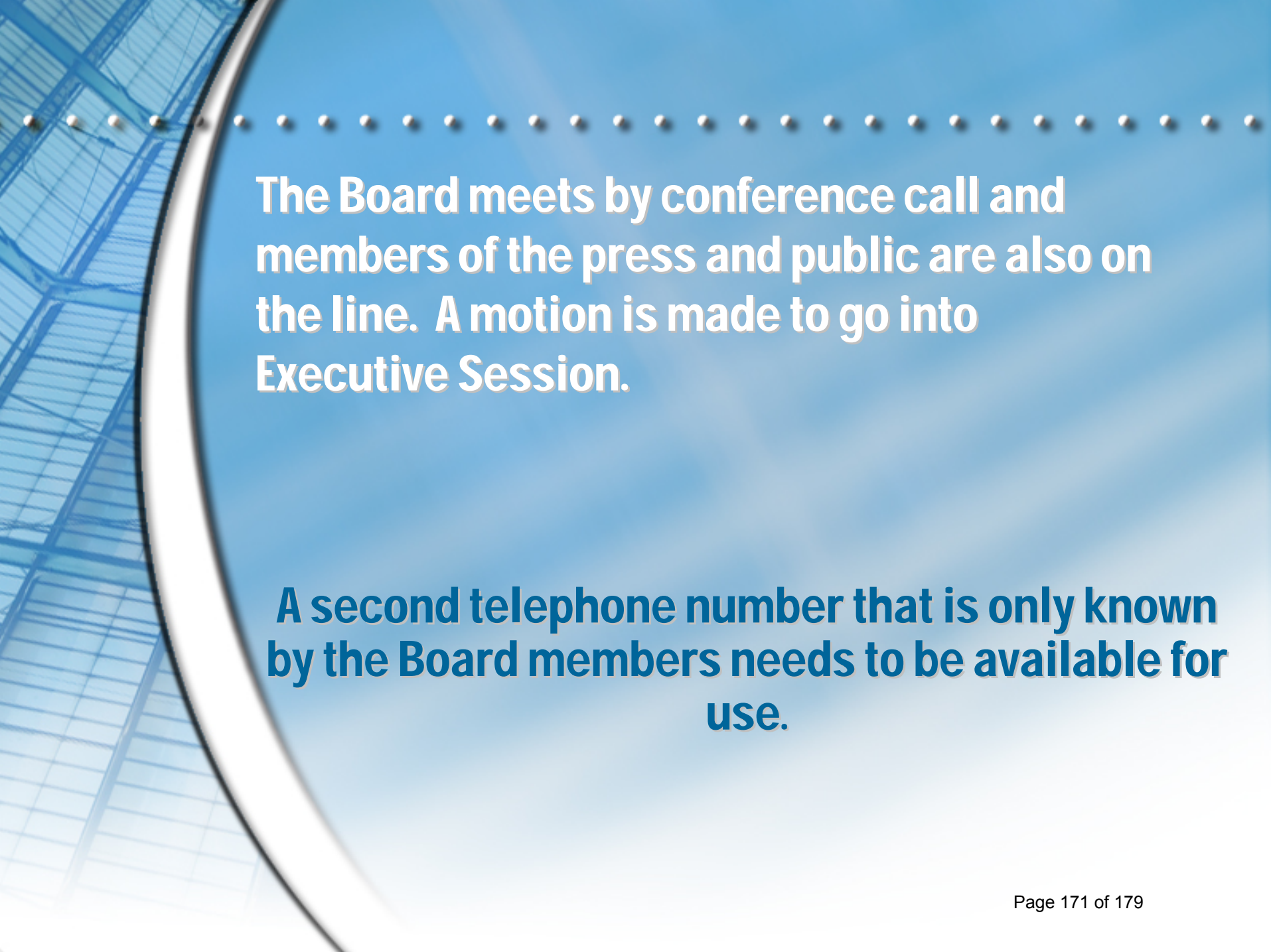
Members of the audience wish to address the Board, but the Chair is of the opinion that if audience members start speaking, Board members may need to leave, and the quorum will be lost.

There is no right of the public to speak at any meeting. It is at the discretion of the Board whether to allow anyone to speak.



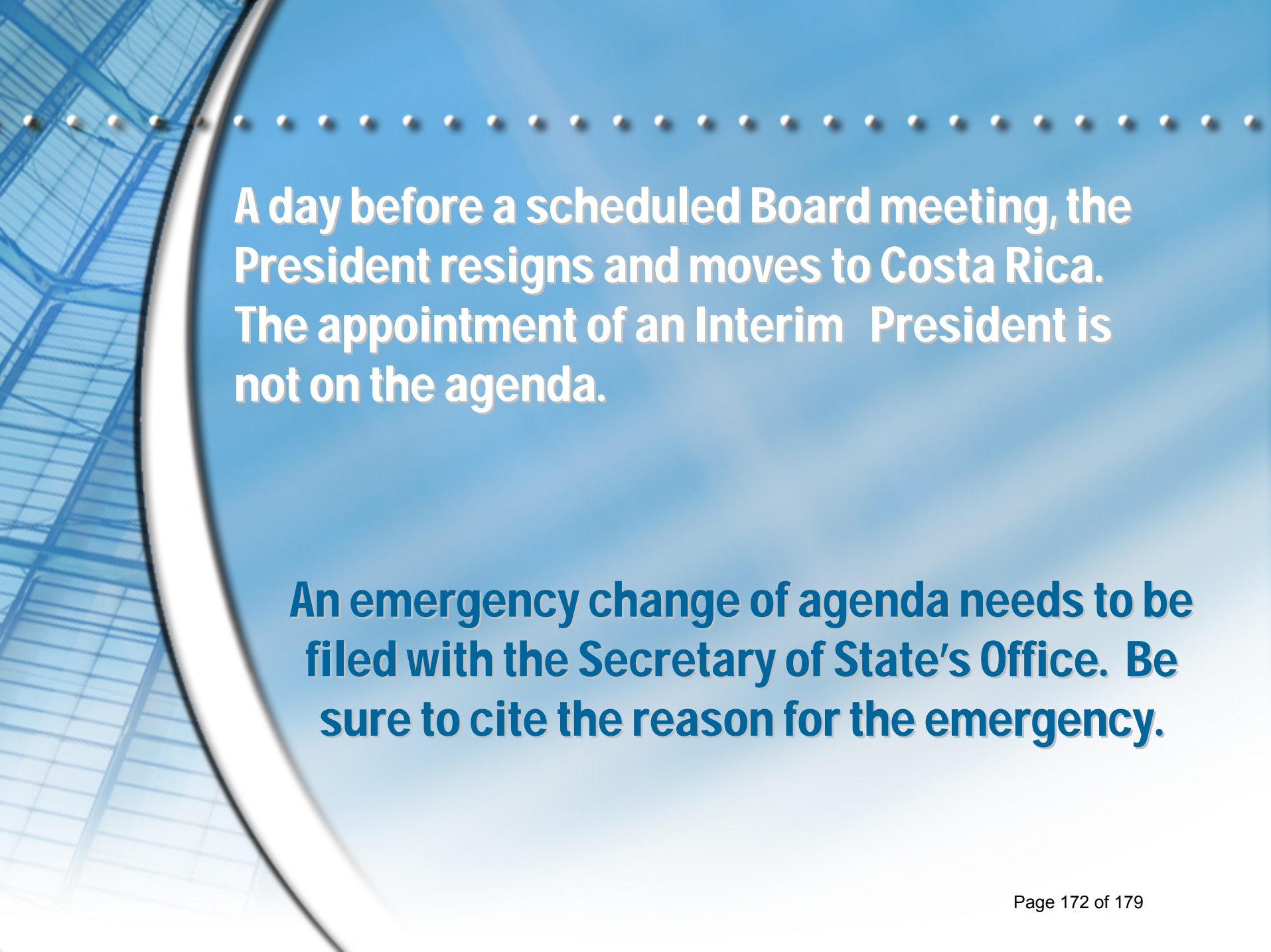
A member of the audience who was recognized by the Chair to speak becomes belligerent.

The Chair should ask the person to stop. Then, ask the person to leave. If the person continues to act belligerent, the Chair may recess the meeting and have that person removed from the meeting. According to the Open Governmental Proceedings Act W.Va. Code 6-9A-3, members of the public, who are disrupting the meeting, can be removed.



The Board meets by conference call and members of the press and public are also on the line. A motion is made to go into Executive Session.

A second telephone number that is only known by the Board members needs to be available for use.



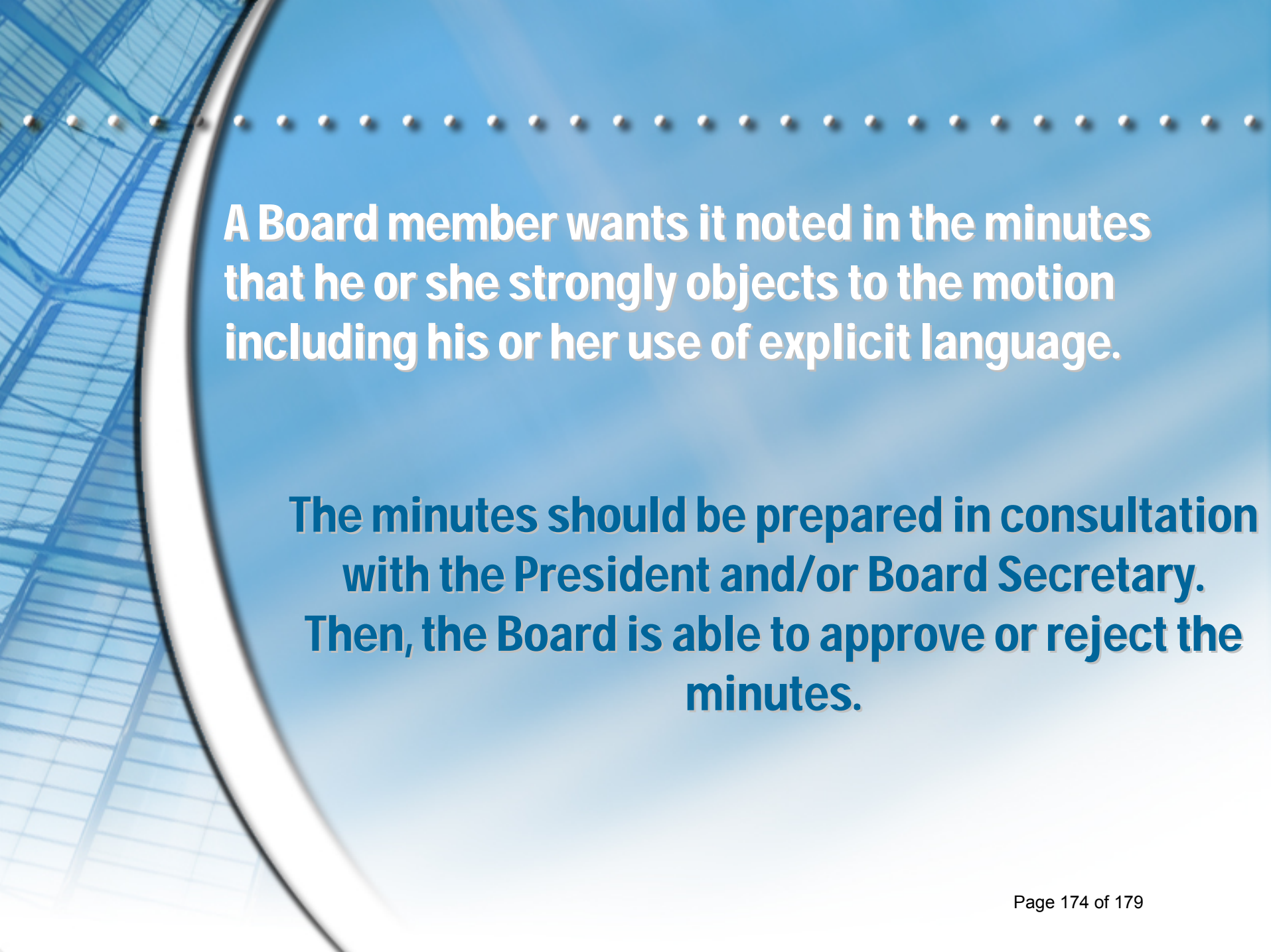
A day before a scheduled Board meeting, the President resigns and moves to Costa Rica. The appointment of an Interim President is not on the agenda.

An emergency change of agenda needs to be filed with the Secretary of State's Office. Be sure to cite the reason for the emergency.



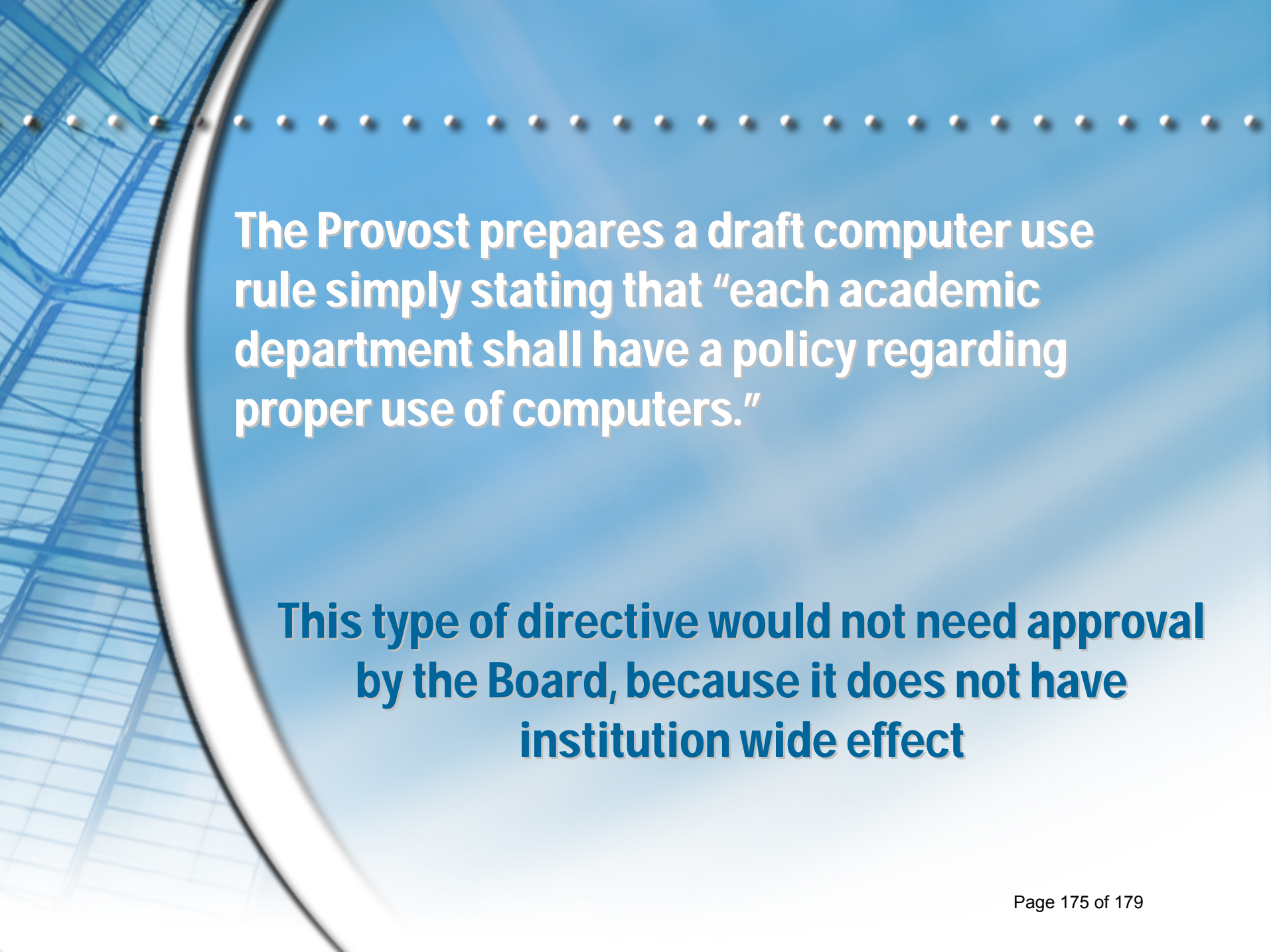
Board members meet without noticing the meeting to the Secretary of State or the public and reach a consensus on hiring a new President.

This is an illegal meeting. This action can be cured by calling another meeting with at least three days notice. At the meeting, public comment should be allowed. An audio recording of the meeting should be made and retained for six months. More about this type of scenario can be found in the advisory opinions of the Ethics Commission.



A Board member wants it noted in the minutes that he or she strongly objects to the motion including his or her use of explicit language.

The minutes should be prepared in consultation with the President and/or Board Secretary. Then, the Board is able to approve or reject the minutes.

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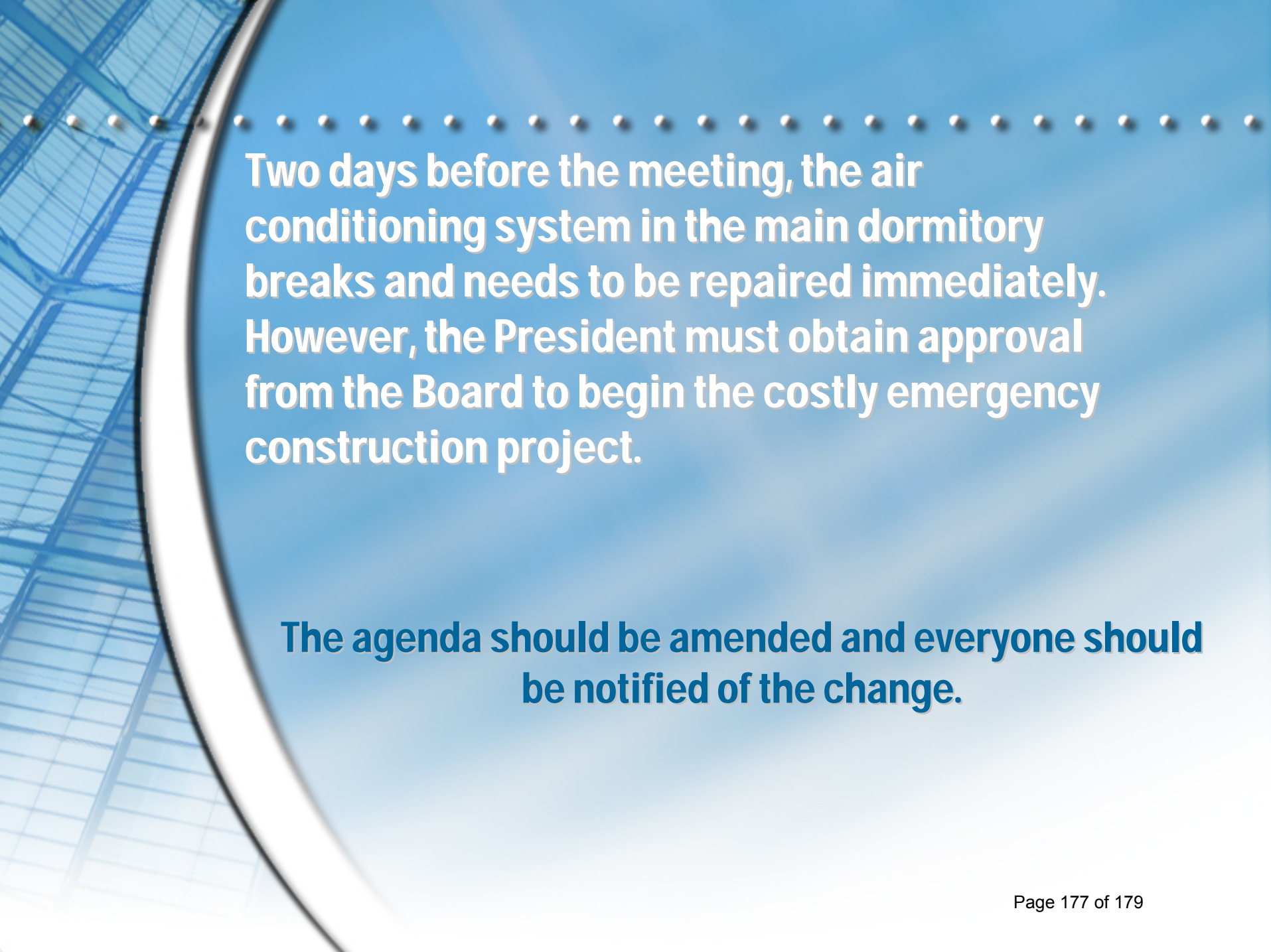
The Provost prepares a draft computer use rule simply stating that “each academic department shall have a policy regarding proper use of computers.”

This type of directive would not need approval by the Board, because it does not have institution wide effect

Your President gives you the following meeting agenda to distribute.

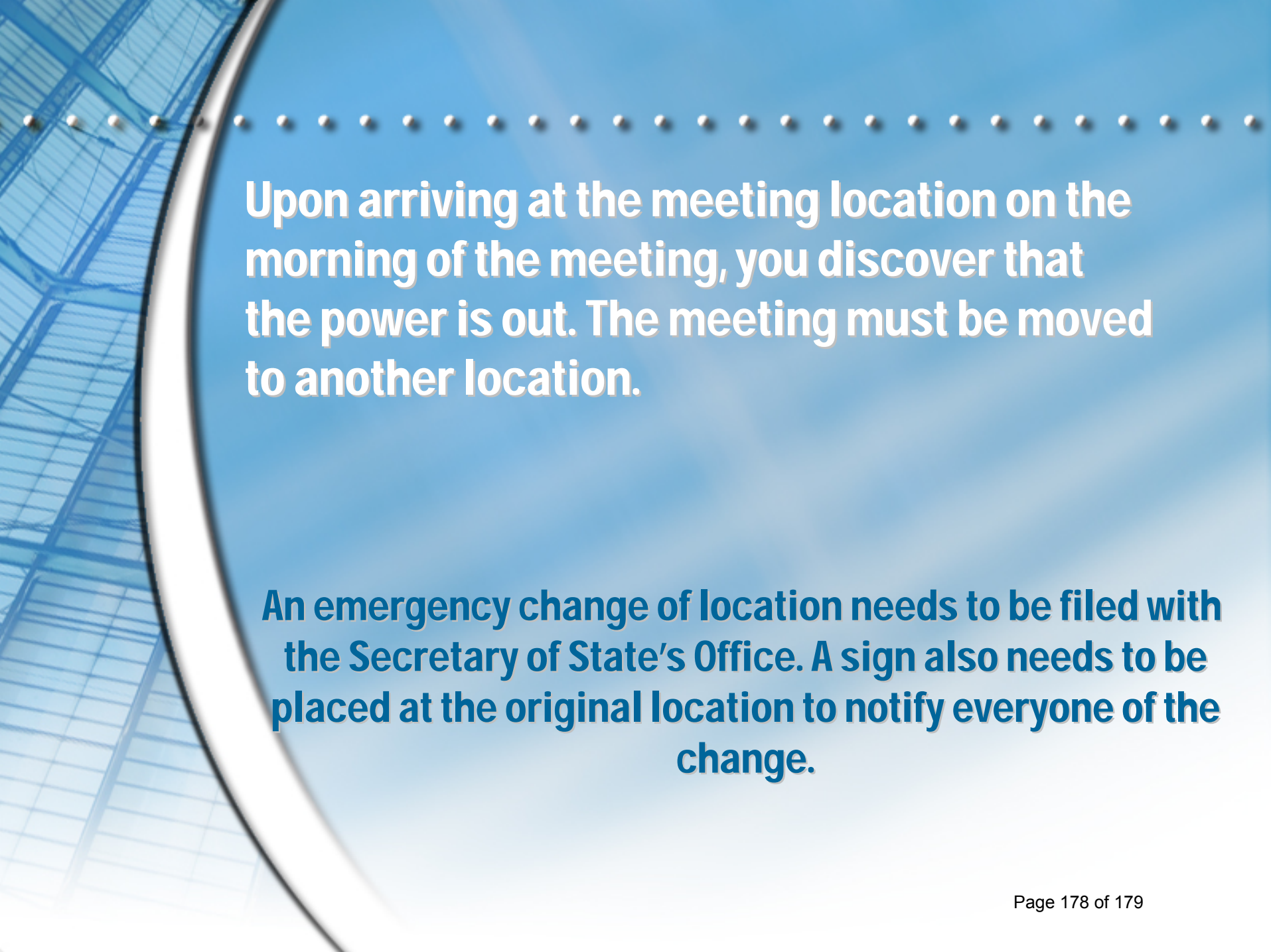
- A. Call to Order
- B. Finance Committee Report
- C. Academic Committee Report
- D. Approval of Emergency Policy
- E. Executive Session

This agenda is not specific enough. Items considered could be overturned by a court. Please review the ethics opinions located in the manual.



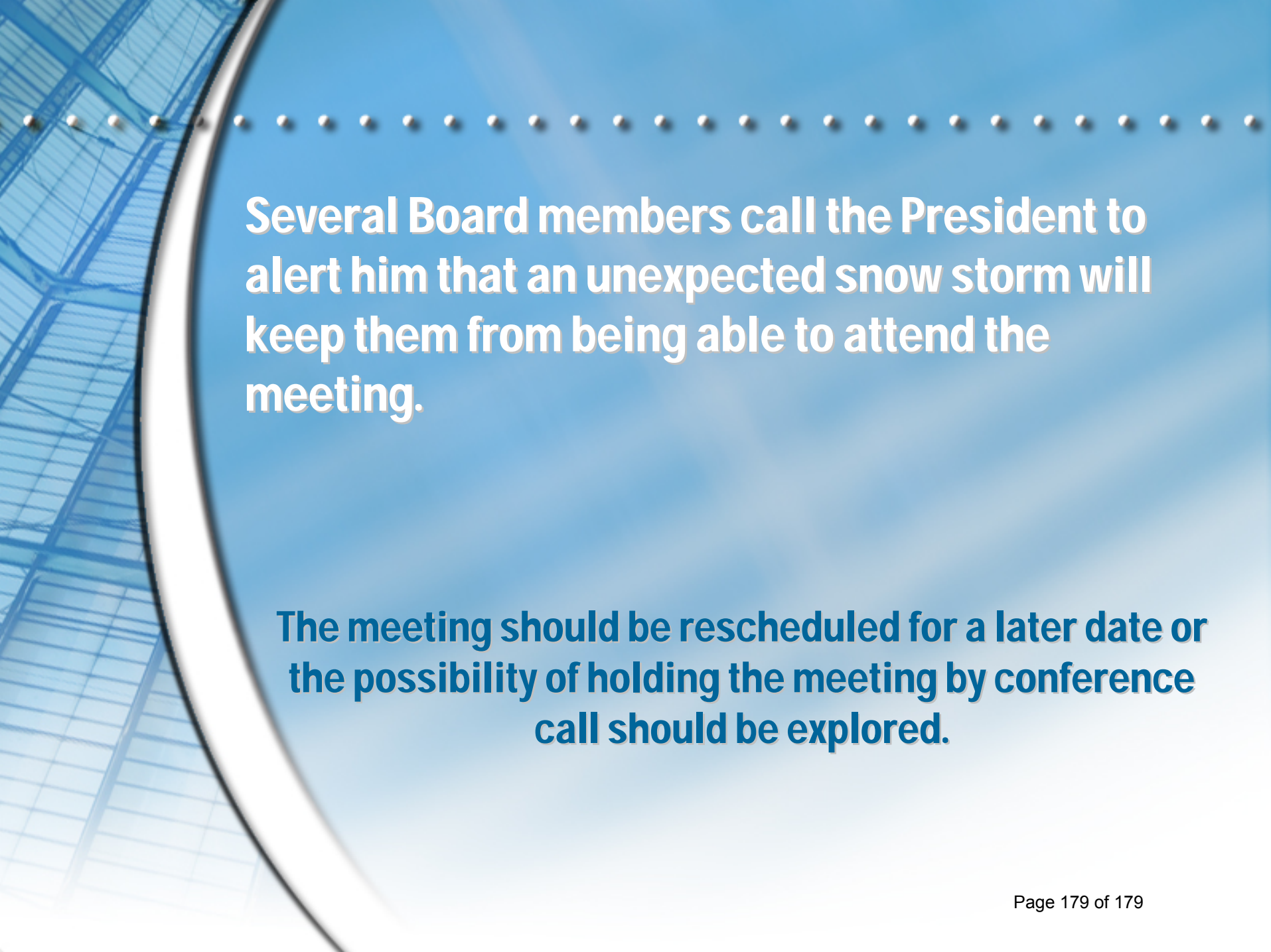
Two days before the meeting, the air conditioning system in the main dormitory breaks and needs to be repaired immediately. However, the President must obtain approval from the Board to begin the costly emergency construction project.

The agenda should be amended and everyone should be notified of the change.



Upon arriving at the meeting location on the morning of the meeting, you discover that the power is out. The meeting must be moved to another location.

An emergency change of location needs to be filed with the Secretary of State's Office. A sign also needs to be placed at the original location to notify everyone of the change.



Several Board members call the President to alert him that an unexpected snow storm will keep them from being able to attend the meeting.

The meeting should be rescheduled for a later date or the possibility of holding the meeting by conference call should be explored.