AUGUST 18, 2009
MEETING AGENDA

Members

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

George Kostas
Glenn T. Yost
Wilma J. Zigmond
Debbie Dingess
Kimberly Irick
George Morrison

Joanne Jaeger Tomblin
President
SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 18, 2009
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 ............ Mr. Sam Litteral
   Notary

3. Classified Staff Council Presentation .......................... Ms. Kim Maynard
   Classified Staff Council Chair

4. Board of Governors and Administration Self-Evaluation ............ Ms. Beth Walker
   Bowles Rice McDavid Graff & Love

5. President’s Report ........................................... President Joanne Jaeger Tomblin

6. Financial Report ........................................... Mr. Sam Litteral
   Chief Financial Officer

7. Academic Affairs Report
   1. Title III Grant ....................................... Ms. Cathy Smith-Cox
   2. New Career and Technical Programs ................... Ms. Pamela Alderman
   3. Dual Credit Courses and Pre-professional Programs ........... Dr. Cindy McCoy

8. Action Items .................................................... pp. 1-22
   1. Approval of June 23, 2009 Minutes ............................... pp. 1-10
   2. Approval of Policies for 30-day Comment
      1. SCP-3214, College Board Advanced Placement Credit ........... pp. 11-14
      2. SCP-4634, Student Activities ................................ pp. 15-17
      3. SCP-7680, Reports for External Use .......................... pp. 18-19
      4. SCP-7688, Reports for Internal Use ........................... pp. 20-22

9. Informational Items .............................................. pp. 23-51
   1. SCP-1500, Philosophy, Vision and Mission of
      Southern WV Community and Technical College ............... pp. 24-26
   2. Institutional Rulemaking Report ................................. pp. 27-49
   3. Southern’s Cosmetology/Salon Management Program
      Receives a Makeover, Logan Banner Article ....................... p. 50
   4. Southern Announces a New Mine Management
      Associate Degree Program, Logan Banner Article ............... p. 51

10. Adjournment ...................................................... Chair Fowler
Southern West Virginia Community and Technical College
Board of Governors Meeting of June 23, 2009
Center for Allied Health and Technology - Room 428
2900 Dempsey Branch Road, Mount Gay, WV DRAFT

Board Members Present: Kevin Fowler, George Kostas, Terry Sammons, Glenn Yost, Tom Heywood, Shelley Huffman, Jada Hunter, Mike Baldwin, George Morrison

Board Members Absent: Linda Akers, Robert Jude, Wilma Zigmond

Administrative Staff: President Joanne Jaeger Tomblin, Sam Litteral, Allyn Sue Barker, Ron Hamilton, Cindy Crigger, Patricia Clay, Pamela Alderman, Cindy McCoy, Cathy Smith-Cox, Darrell Taylor, Prudence Barker, Debbie Dingess, Martha Maynard, Chris Gray, Emma Baisden

Guests: Kent Wilson (Intern), Kimberly Irick (Appalachian Leadership Academy)

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

2. Special Presentation:
Chair Fowler honored outgoing Board of Governors members Michael Baldwin and Robert Jude with resolutions thanking them for their faithful service to the Southern West Virginia Community and Technical College Board of Governors (Addendums 1 and 2).

3. President’s Report:
   1. Southern conducted its annual Allied Health Pinning and Commencement Ceremonies at the Coalfield Jamboree Theater in downtown Logan May 15 and 16 respectively. Standing-room only crowds attended these events.
   2. The State of West Virginia Board of Professional Surveyors approved Southern’s Survey Technology program at its May 19, 2009 meeting. Southern’s program graduates are now entitled to take the examination to become licensed surveyors in West Virginia. Pamela Alderman, Katie Smith-Cox, Carol Howerton and Steve Birurakis are to be commended as this has been a two-year process in meeting the requirements of the Board.
   3. Beginning Fall 2009, Southern will offer a new A.A.S. degree program in Forensic Psychology and Investigation.
   4. President Tomblin held her annual Administrative Planning Retreat on May 21, 2009 at the Logan Convention Center with senior and mid-level management to review Vision 2020 accomplishments and concerns, and to discuss Vision 2020 priorities 2010-2020.
   5. The President’s Annual Administrative Retreat with senior management was held June 3-5, 2009, at the Inn at Christmas Place in Pigeon Forge, TN. The group reviewed and discussed Vision 2020 accomplishments, concerns, and future priorities. We plan to refine our current Vision Statement for the Board’s review at its October 2009 meeting.
6. As a cost-saving measure, our Cosmetology/Salon Management program will be moved during the summer from a rented facility in Boone County to the Logan Campus.

7. Southern will receive a 2.85% budget cut for fiscal year 2010. Governor Manchin plans to use stimulus funds to backfill institutional budget cuts. Stimulus funds are expected by September.

8. Southern will receive $6,000,000 in bold funds to build a new facility at Williamson. We are planning a groundbreaking ceremony for late Spring 2010. Construction of the facility will take approximately two years.

9. The West Virginia Council for Community and Technical College Education approved Technical Program Development grant awards totaling $970,000 for Southern for Central Sterile Supply Technician ($220,000) and Vehicle Maintenance ($750,000) program’s at its May 8, 2009 meeting.

10. According to the provisions of Senate Bill 373, the High Education Policy Commission (HEPC) and Community and Technical College System (CTC) are to coordinate training opportunities for its members and members of Boards of Governors. All members are to receive training except ex officio and student members. Members are to complete three hours of training in the first six months of service. Members must complete six hours of training within two years of starting service and six hours every two years thereafter. Chairs must certify hours of training annually by July 31. If adequate hours of training are not received, the HEPC or CTC are to notify the Secretary of State that a member is disqualified from further service and ask the Governor or appointing entity to appoint a new member. The HEPC and CTC must report training to LOCEA by September 30 of each year and include in the report card.

11. President Tomblin provided the Board with the statistics of the 2008 high school graduates in Southern’s service district attending college.

Chief Financial Officer, Sam Litteral, provided the financial report dated May 31, 2009 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals.

5. Action Items:
1. Approval of April 21, 2009, Minutes
   MOTION: Shelley Huffman moved to accept the meeting minutes as presented.
   ACTION: George Kostas seconded the motion. The motion carried unanimously.

2. Nominating Committee Report and Election of Officers
   Mr. Glenn Yost, Nominating Committee Chair, presented the committee’s report and proposed recommendation of officers for fiscal year 2009-2010. Chair Fowler
opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, Shelley Huffman moved to close nominations. Jada Hunter seconded the motion. Chair Fowler declared nominations closed.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board officers for fiscal year 2009-2010 as proposed by the Nominating Committee: Kevin Fowler, Chair; Terry Sammons, Vice Chair; and Tom Heywood, Secretary.

**ACTION:** Shelley Huffman seconded the motion. The motion carried unanimously.

3. **Approval of 2009-2010 Board Meeting Schedule**

**MOTION:** Jada Hunter moved the adoption of the following resolution with the understanding that additional meetings may be necessary for emergency or time-sensitive issues:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2009-2010 as presented.

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

5. **Approval of Fiscal Year 2009-2010 Budget**

**MOTION:** Shelley Huffman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the filing of the budget for fiscal year 2009-2010, beginning July 1, 2009, with a modification to the format to show federal stimulus funds as a separate line item for tracking purposes.

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

6. **Modification of Expenditures and Capital Projects for 2010-2011**

Mr. Samuel Litteral, Chief Financial Officer, presented a prioritized list of capital projects with related costs for FY 2010-2011 to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, Capital Project Management, 3.2.2.1, annually, each institution through its Governing Board is to submit a capital budget plan to the West Virginia Higher Education Policy Commission. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Policy Commission reports and priorities. Listing a project in the annual capital budget plan establishes an institution’s intent

Chief Financial Officer, Samuel Litteral, presented a prioritized list of capital projects with related costs for a five-year period to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.1.1, each institution through its Governing Board is to submit to the West Virginia Higher Education Policy Commission for approval its five-year capital implementation plan identifying the projects it intends to undertake during this five-year period. This plan is based on the long term development objectives and recommendations in its approved campus development plan.

**MOTION:** Jada Hunter moved the adoption of 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 2011-FY 2015 as reported in the priority list.

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

8. Approval of Technology Fee

**MOTION:** Shelley Huffman moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve a non-refundable technology fee of $50.00 per semester. The technology fee applies to each student registered for greater than half-time (7 credit hours or more) per semester for the fiscal year beginning July 1, 2009.

**ACTION:** Tom Heywood seconded the motion. The motion carried unanimously.

9. Final Approval of Proposed Policies:

1. **SCP-1091, Classified Staff Council Constitution**

   **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 policy following a 30-day public comment period.

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

2. SCP-2686, Promotion-in-Rank and Tenure Policy

MOTION: George Morrison 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 policy following a 30-day public comment period.

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

6. Discussion Items:

1. Tuition Committee Presentation to the WV Council for Community and Technical College Education
Mr. Tom Heywood, Chair of the Tuition and Fee Committee, briefed Board members on the tuition and fee increase request presentation given to the West Virginia Council for Community and Technical College Education at its May 7 meeting. Southern’s Board of Governors was well represented. No action was taken at that time. On May 8, 2009, the Council approved individual resolutions for the adoption of proposed increases in tuition at West Virginia’s community and technical colleges. Southern was granted a tuition increase of $182 per student, but no technology assessment fee. Mr. Heywood commended the institution for its work on this endeavor and believes this to be a huge milestone for free-standing community and technical colleges.

2. Bond Funds
Southern West Virginia Community and Technical College will receive $6,000,000 in bond funds for construction of a technology facility in Williamson.

3. 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 by July 1, 2009 for compilation. The results will be presented to the Board at its August 18 meeting.

4. Board of Governors Retreat Agenda
Southern’s Board of Governors will hold its annual planning retreat on October 16, 2009, at Stonewall Resort and Conference Center in Roanoke, West Virginia. President Tomblin asked Board members to send her topics of interest which would be beneficial to everyone. The Board will also need to review Southern’s Mission and Vision Statements during the retreat.
5. **Vision 2020 Revision and Update**
The Major Gifts Campaign is moving into its next phase and priorities need to be revised to reflect accomplishments since July 1, 2004. Because of the economic downturn, raising funds will become more difficult.

7. **Informational Items**
   1. **WVCCTCE Institution Tuition Increase**
      President Tomblin provided information regarding the tuition increases approved by the West Virginia Community and Technical College Education Council for West Virginia’s community and technical college’s.
   2. **Needs Agenda Technology Acquisition Plan**
      This plan was first presented to the Board of Governors at its June 18, 2008 meeting. The Chief Technology Officer provided an update to the Board on the progress of implementing the plan.
   3. **Report of Awarding of Undergraduate Tuition and Fee Waivers**
      In compliance with Southern College Policy (SCP) 5065, Awarding of Undergraduate Tuition and Fee Waivers, 7.2, the Chief Financial Officer presented the 2008-2009 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers is entered into the minutes of the Governing Board.
   4. **Programs Added in the Statewide Degree Inventory**
      President Tomblin shared a copy of the acknowledgment letter from Dr. Mark Stotler, Assistant Director of Academic Affairs for the Community and Technical College System, regarding the implementation of the A.A.S. in Forensic Psychology and Investigation and the Certificate in Forensic Psychology and Investigation. These programs will be reflected in the statewide degree inventory.

8. **Executive Session**
   Glenn Yost moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Jada Hunter seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Glenn Yost moved and George Kostas seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session.

**Further Action:**
Based upon discussions in the executive session, the Board reconvened in an open session and the following action was taken:

1. **Approval of Annual Presidential Evaluation**
   
   **MOTION:** Shelley Huffman moved the adoption of the following resolution:
RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the submission of the written annual presidential evaluation for the President of Southern West Virginia Community and Technical College for the 2008-2009 review period to the Chancellor of the West Virginia Council for Community and Technical College Education.

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

2. Approval of 2009-2010 Presidential Goals

MOTION: Shelley Huffman moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as amended for 2009-2010.

ACTION: George Kostas seconded the motion. The motion carried unanimously. The goals are attached and made a part of the minutes (Addendum 3).

9. Adjournment:
There being no further business, Chair Fowler declared the meeting adjourned at 8:25 p.m. The next Board meeting is scheduled for August 18, 2009.

_______________________________
Kevin N. Fowler, Chair

_______________________________
Emma L. Baisden
Assistant to the Board of Governors
Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
R. Michael Baldwin  

WHEREAS, R. Michael Baldwin has served with dedication as the classified staff representative first on the Southern West Virginia Community and Technical College Board of Advisors from July 1, 2000 to June 30, 2001, and then on the Southern West Virginia Community and Technical College Board of Governors from July 1, 2001 to June 30, 2009; and  

WHEREAS, During this period he consistently represented the interests and concerns of his constituents with enthusiasm and commitment to the Southern West Virginia Community and Technical College Board of Governors;  

THEREFORE, BE IT RESOLVED,  
That the Southern West Virginia Community and Technical College Board of Governors honor R. Michael Baldwin for his record of faithful service and dedication to the Board of Governors, expresses to him its sincere gratitude, and wishes him success in future endeavors; and, be it  

FURTHER RESOLVED, That this resolution be inscribed upon the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 23rd day of June in the year of 2009.
ADDENDUM 2

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

WHEREAS, Robert Jude has served as the student representative to the Southern West Virginia Community and Technical College Board of Governors from July 1, 2008 to June 30, 2009; 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; 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 Robert Jude for his service to Board and wish him success in future endeavors; and, be it

FURTHER RESOLVED, That this resolution be inscribed upon the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 23rd day of June in the year of 2009.
ADDENDUM 3

Joanne Jaeger Tomblin  
President  
Southern West Virginia Community and Technical College  
Goals for 2009-2010

1. Develop plans for the programming and construction of the new Williamson Campus Technology Center in collaboration with stakeholders and oversee successful execution of the plans.

2. Continue leadership development of the College’s administration through the President’s Leadership Academy, and implement the first year of the President’s Future Leaders Academy.

3. Conduct a series of round table meetings to include all full-time employees throughout the academic year, focusing on the future of the College and its mission and vision by placing more emphasis on communication and sharing in planning and decision making.

4. Continue meetings with the Chief Finance Officer and Executive Vice President on a monthly basis as a monitoring system for the College’s budget.

5. Review and revise the “Vision 2020 Major Gifts Campaign” goals, and submit the revised plan to the Southern West Virginia Community College Foundation and the Southern West Virginia Community and Technical College Board of Governors for approval by December 2009.

6. Continue current recruitment and retention efforts and develop new strategies and plans to increase student enrollment for both traditional and non-traditional students.
ITEM: SCP-3214, College Board Advanced Placement Credit

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3214, College Board Advanced Placement Credit, to Southern’s constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Cathy L. Smith-Cox

BACKGROUND:

Academic Affairs has been charged with the review of several academic policies for the 2009-2010 academic year. The first of these, SCP-3214, has been reviewed and no substantive changes made. Minor revisions were made to reflect current course titles, numbering and to add references. The policy was reviewed by the Academic Affairs Management Council and the Executive Council.

Based on the deliberations and recommendations of the aforementioned bodies, Academic Affairs asks that SCP 3214, College Board Advanced Placement Credit, be issued for a 30-day public comment.
SUBJECT: College Board Advanced Placement Credit

REFERENCE: Title 133, Legislative Rule, West Virginia Council for Community and Technical College Education, Series 15, Acceptance of Advanced Placement Credit.

ORIGINATION: September 13, 1993

EFFECTIVE: September 13, 1993

REVIEWED: July 1, 2009

SECTION 1. PURPOSE

1.1 To establish college policy for granting of credit through the College Board of Advanced Placement Program.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to the granting of all credit through the College Board Advanced Placement Program for all college locations.

SECTION 3. DEFINITIONS

3.1 Advanced Placement is a program of college level courses and exams through which students can acquire college credit while still in high school.

SECTION 4. POLICY

4.1 Southern West Virginia Community and Technical College recognizes the examinations of the College Board Advanced Placement Program. A high school student who participates in the Advanced Placement Program and wishes to have his/her examination scores evaluated for credit should have his/her official examination results sent to the Office of Admissions and Records.

4.2 Advanced Placement exams are prepared by the College Board and are graded by readers of the Educational Testing Service, Princeton, New Jersey 08540.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.
SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The college requires a minimum score of three (3) for granting of credit through the Advanced Placement Program. The Advanced Placement tests, required score, course equivalent and credit hours granted are listed below. No credit is granted for scores below 3. Southern grants credit for Advanced Placement examinations as follows:

<table>
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<tr>
<th>AP Test</th>
<th>Score Required</th>
<th>Southern Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Art (Studio) Drawing</td>
<td>3</td>
<td>Art 101</td>
<td>3</td>
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<tr>
<td>General Portfolio</td>
<td>3</td>
<td>Art 102</td>
<td>3</td>
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<td>Art 275</td>
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<td>3</td>
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<td>Classics</td>
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<tr>
<td>Latin: Virgil</td>
<td>3</td>
<td>Humanities Elective</td>
<td>3</td>
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<tr>
<td>Latin: Catullus/Horace</td>
<td>3</td>
<td>Humanities Elective</td>
<td>3</td>
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<tr>
<td>Computer Science</td>
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<tr>
<td>Computer Science A</td>
<td>3</td>
<td>Computer Science Elective</td>
<td>3</td>
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<tr>
<td>Computer Science AB</td>
<td>3</td>
<td>Computer Science Elective</td>
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<td>(6 unit maximum for both tests)</td>
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<td>Economics</td>
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<td>Economics 242</td>
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<td>Economic 241</td>
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<td>English Composition and</td>
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<td>English 101</td>
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<td>Literature</td>
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<tr>
<td>English Language and</td>
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<td>English Elective</td>
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<td>Composition</td>
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<td>French Language</td>
<td>3</td>
<td>French 101 &amp; 102</td>
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<td>French Literature</td>
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<td>French 275</td>
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<td>German Language</td>
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<td>Government and Politics</td>
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<td>Political Science 275</td>
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History
United States 3 History 230 & 231 6
European 3 History 275 6

Mathematics
Calculus AB 3 Math 229 5
Calculus BC 3 Math 230 4

Music
Theory 3 Music 275 3

Physics
Physics B 3 Physics 200 4
Physics C Mechanics 3 Physics 275 4
Physics C Elec and Mag 3 Physics 275 4

Psychology
Intro to Psychology 3 Psychology 201 3

7.2 Courses for which credit is granted shall be listed on the official transcript with (AP) following the official course title. Grades for these courses shall be listed as “CR” and shall not be calculated when determining grade point average. There is no fee for recording of Advanced Placement Credit.

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

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<th>Board of Governors Chair</th>
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<th>President</th>
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Attachments: None

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

Revision Notes: July 2009 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in course titles.
ITEM: SCP-4634, Student Activities

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4634 to Southern’s constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

STAFF MEMBER: Darrell Taylor

BACKGROUND:

Executive Vice President, Merle Dempsey, charged the Student Development and Special Services Unit with review of SCP-4634, Student Activities, and asked they consider its appropriateness as a policy. The policy was reviewed by the Student Development and Special Services Unit in July 2009, and discussed during the Executive Council meeting on August 4, 2009. As a result of this review, the Student Development and Special Services Unit proposes the policy be rescinded and reconstructed as a procedure in the Unit’s Procedures Manual. Therefore, the staff recommends this policy for advancement for a 30-day public comment period.
SUBJECT: Student Activities

REFERENCE:

1. PURPOSE

To establish procedure for planning of student activities.

2. SCOPE AND APPLICABILITY

All students and employees

3. DEFINITIONS

4. POLICY

Student Activities are a vital part of the college program at Southern West Virginia Community and Technical College. The Student Activities personnel at the campuses and centers strive to involve students in various activities that promote wholesome social growth in the ecological environment of the college.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. When a club or a student government association desires to sponsor an event on campus at Southern, the following steps will be followed:

1. A student activities form stating all pertinent information relating to the activity must be submitted to the campus Counselor twenty (20) days prior to the activity. The campus Counselor will then notify the Vice President for Student Services as to the circumstances relating to the event.

2. The sponsoring group will need to check with the Director of Purchasing to ascertain if the person or activity is registered to do business with the State of West Virginia. This is necessary if payment by Southern is required.

3. If an off-campus facility is to be used for the activity, a rental agreement for the use of the facility must be submitted to the campus Counselor three (3) weeks prior to the date of the event. A space rental form must then be completed and submitted to the Director of Purchasing to assure payment for the facility. The group renting and using the off-campus facility must assume
responsibility for any damages that may result from the performance of the activity.

4. If an event is to be held on campus or at a center, the campus Counselor will assume the responsibility for scheduling the event with the Campus Manager.

B. Any supplies or equipment to be purchased in connection with a student activity must be purchased according to proper procedures as outlined by the College. Proper approval of the purchase must be obtained in advance of the purchase. The following steps should be followed in making a purchase:

1. SGA Treasurer will submit a completed purchase requisition and contract, if required, to the Counselor.

2. The campus Counselor will submit a purchase request and contract, if required, to the Vice President for Student Services for approval.

3. The purchase requisition will be submitted to the Director of Purchasing for processing.

4. After approval has been received from the Vice President for Finance, the item/s may be obtained or ordered.

8. CANCELLATION

9. SIGNATURE

President 

Date

Attachments

Distribution

Revision Date

September 1, 2000
ITEM: SCP-7680, Reports for External Use

RECOMMENDED RESOLUTION: RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-7680 to Southern’s constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

STAFF MEMBER: Ron Hamilton

BACKGROUND:

Mr. Merle Dempsey, Executive Vice President, and members of the Executive Council charged the Technology Unit with review of SCP-7680, Reports for External Use, and to consider its appropriateness as a policy. The policy was distributed for review by the Executive Council on July 22, 2009, and by the Technology Unit in June 2009. As a result of these reviews, the Technology Unit proposes that this policy be rescinded and reconstructed as a procedure in the newly developed Procedures Manual. Therefore, we recommend this policy for advancement for a 30-day comment period.
SUBJECT: Reports for External Use

1. PURPOSE

To establish procedures and guidelines related to the generation of reports for external use.

2. SCOPE AND APPLICABILITY

This policy applies to any employee requesting information from any of Southern’s databases for use in reports to external agencies.

3. DEFINITIONS

4. POLICY

A. The Technology Office shall maintain a data base in order to provide reports to appropriate external bodies.

B. The Technology Office shall either complete and submit the reports or aid other departments to do so when such reports must necessarily come from the institutional data base.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

When it is determined that the Technology Office is responsible for completing or coordinating a report for external use, the request and/or report form should be forwarded immediately to the Chief Technology Officer.

8. CANCELLATION

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

9. SIGNATURE

President                                                   Date

Attachments

Distribution

Revision Date
July 27, 2000
ITEM: SCP-7688, Reports for Internal Use

RECOMMENDED RESOLUTION: RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-7688 to Southern’s constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

STAFF MEMBER: Ron Hamilton

BACKGROUND:

Mr. Merle Dempsey, Executive Vice President, and members of the Executive Council charged the Technology Unit with review of SCP-7688, Reports for Internal Use, and to consider its appropriateness as a policy. The policy was distributed for review by the Executive Council on July 22, 2009, and by the Technology Unit in June 2009. As a result of these reviews, the Technology Unit proposes that this policy be rescinded and reconstructed as a procedure in the newly developed Procedures Manual. Therefore, we recommend this policy for advancement for a 30-day comment period.
SUBJECT: Reports for Internal Use

1. PURPOSE

To establish procedures for generating reports for internal use.

2. SCOPE AND APPLICABILITY

This policy applies to any employee requesting a computer generated report for internal use.

3. DEFINITIONS

4. POLICY

The Technology Office, specifically Computer Services, shall maintain databases of specified information to meet the record keeping and reporting requirements of the institution.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. It is the responsibility of the Technology Office to report data that is significant and relevant to the appropriate person(s) within the institution. Information reports may be generated as a matter of routine or at the request of a College employee who needs the information.

B. The Technology Office staff routinely provide reports concerning registration to all who need such information.

C. Reports not routinely provided may be requested by filling out a “Data Information Request Form” (available from Computer Services) and forwarding the form to the Chief Technology Officer (CTO).

D. It is desirable that a two-week prior notice be given so that the programming task can be scheduled appropriately.
E. The Chief Technology Officer (CTO) shall keep copies of all reports submitted from the Technology Office for a reasonable period of time.

F. CANCELLATION

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

G. SIGNATURE

__________________________  __________________________
President                        Date

Attachments

Distribution

Revision Date
September 1, 2000
Southern West Virginia Community and Technical College
Board of Governors Meeting of June 23, 2009
Agenda Items for Information

Informational Items .................................................... pp. 23-51

1. SCP-1500, Philosophy, Vision and Mission of
   Southern WV Community and Technical College ............... pp. 24-26

2. Institutional Rulemaking Report ............................... pp. 27-49

3. Southern’s Cosmetology/Salon Management Program
   Receives a Makeover, Logan Banner Article ..................... p. 50

4. Southern Announces a New Mine Management
   Associate Degree Program, Logan Banner Article .............. p. 51

Page 23 of 51
SUBJECT: Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College

REFERENCE: Strategic Plan; Higher Education Policy Commission, Procedure #25 “Mission and Implementation of Mission”

1. PURPOSE

To formally establish and communicate the philosophy, vision, and mission of the institution.

2. SCOPE AND APPLICABILITY

All college constituencies.

3. DEFINITIONS

4. POLICY

The philosophy and mission of Southern WV Community & Technical College is generally consistent with similar institutions. However, the philosophy and mission statement is reviewed and revised from time to time; therefore, it reflects the hopes and aspirations of the citizens in the service area as well as College constituents. The College Board of Advisors/Governors and members of program advisory committees as well as College faculty, students, staff, and administration have all contributed to defining the philosophy and mission of the College. Southern’s Strategic Planning Committee implemented the following vision and mission statement in 1998.

A. Vision Statement

Southern WV Community & Technical College will be the higher education leader in WV and the region. Southern will provide the leadership necessary to help WV grow and prosper into the twenty-first century.

Southern will be the hub around which all education and training/retraining efforts will turn. The College will act as the catalyst for economic development and change in the region. Southern will establish pro-active partnerships which include education, business, industry, labor, government, and community and cultural organizations, as well as other leaders to achieve regional goals.

Southern will become a model of academic excellence, scholarship, creativity, innovation, and cooperation impacting the educational opportunities and economic growth of the region.
B. Mission Statement

Southern WV Community & Technical College is a comprehensive community college located in a rural environment. The College strives to fulfill current and future higher educational and vocational/technical needs of Southern WV, its service area, and beyond. Our College emphasizes student-oriented, transferable learning, enabling students to achieve work, career, and personal success.

Our College provides high quality, affordable, student-friendly, and easily accessible educational services. We are highly effective and flexible in responding to state and community demands, and in adapting to a global socio-economic system.

5. BACKGROUND OR EXCLUSIONS

Philosophy Statement:

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. The emphasis of the college is upon people. We believe in people – in their dignity, in their worth as individuals, and in their development.

All students in the College are encouraged to take pride in their heritage and, at the same time, to develop an awareness and appreciation of differences that result from our complex society. What distinguishes today’s society from previous history is that constant and rapid change is the rule rather than the exception; and because of changing social and economic conditions, we are committed to the comprehensive approach to higher education, which emphasizes the changing of programs and services to assist our students in living effective and satisfying lives.

Southern is deeply committed to providing quality and accessible educational services throughout the area and will, within the resources available, attempt to carry out the mission as effectively as possible.

6. GENERAL PROVISIONS

Vision and mission statements were developed by the strategic planning committee which comprises membership from across the institution representing every college constituency. As part of the College’s Strategic Plan, the statements are reviewed and approved by the institutional Board of Advisors/Governors, the WV Higher Education Policy Commission, and the Legislative Oversight Committee on Education Accountability.

7. RESPONSIBILITIES AND PROCEDURES

Employees are expected to understand the philosophy and support the vision and mission of the College. The vision and mission statements will be reviewed annually by the Strategic Planning Committee.
8. CANCELLATION


9. SIGNATURE

Attachments

Distribution

All Employees

Revision Date
August 21, 2000
July 8, 2009

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 West Virginia Code § 18B-1-6, that the attached list contains all of 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

[Signature]
Kevin N. Fowler, Chair
July 8, 2009
Southern West Virginia Community and Technical College Board of Governors

Attachment: 2009 Institutional Rulemaking Report

cc: Joanne Jaeger Tomblin, President
Merle Dempsey, Executive Vice President
<table>
<thead>
<tr>
<th>SCP Number</th>
<th>Policy Name</th>
<th>Effective Date</th>
<th>Date of Latest Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>GENERAL</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>1000.A</td>
<td>Attachment A — Classification Table</td>
<td>04/06/99</td>
<td>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.</td>
</tr>
<tr>
<td>1000.B</td>
<td>Attachment B — Format for Southern College Policy (SCP)</td>
<td>04/06/99</td>
<td>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.</td>
</tr>
<tr>
<td>1000.C</td>
<td>Attachment C — Format for Southern Administrative Announcements (SAA)</td>
<td>04/06/99</td>
<td>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.</td>
</tr>
<tr>
<td>1000.D</td>
<td>Attachment D — Format for Southern Administrative Manuals (SAMs)</td>
<td>04/06/99</td>
<td>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.</td>
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<tr>
<td>1010</td>
<td>Use of Alcoholic Beverages on Campus</td>
<td>02/21/03</td>
<td>Reviewed 09/20/2005</td>
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</tbody>
</table>

Southern West Virginia Community and Technical College
Board of Governors
Institutional Rulemaking Report
Southern College Policies (SCP) Effective as of July 1, 2009

Revised: 06/30/2009
Page 1 of 22

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<table>
<thead>
<tr>
<th>SCP Number</th>
<th>Policy Name</th>
<th>Effective Date</th>
<th>Date of Latest Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1040</td>
<td>Use of College Bulletin Boards, Directories, and Information Dispensing Equipment</td>
<td>02/01/05</td>
<td>12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 07/27/00 - Policy amended.</td>
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<tr>
<td>1091</td>
<td>Classified Staff Council Constitution</td>
<td>11/18/03</td>
<td>06/23/2009 - BOG granted final approval. 05/22/2009 - Received no comments. 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009. 03/04/2009 - Revisions clarify membership representation with no substantial changes in procedures. 12/13/2006 - Technical revisions. 11/28/2003 - Originated to supercede SCI 1672 and SCI 1672.01.</td>
</tr>
<tr>
<td>1153</td>
<td>Consumer Complaint Procedures</td>
<td>04/03/95</td>
<td>12/09/08 - BOG granted final approval. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. Amended 08/08 - Revisions reflect no substantial changes in procedure or reporting requirements. The policy and attachment were revised to reflect the institution’s current organizational structure. 09/01/2000 - Amended.</td>
</tr>
<tr>
<td>1153.A</td>
<td>Consumer Complaint Form</td>
<td>04/03/95</td>
<td>12/09/08 - BOG granted final approval. 10/10/08- Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/08 Amended - Revisions reflect the institution’s current organizational structure. 09/01/2000 - Amended.</td>
</tr>
<tr>
<td>1160</td>
<td>Diversity Philosophy</td>
<td>08/20/98</td>
<td>Amended 09/01/00</td>
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<tr>
<td>1167</td>
<td>Emergency Procedures</td>
<td>01/01/85</td>
<td>02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure. 01/120/09 - Received no comments. 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.</td>
</tr>
<tr>
<td>SCP Number</td>
<td>Policy Name</td>
<td>Effective Date</td>
<td>Date of Latest Action</td>
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<td>1180</td>
<td>Equipment Loans</td>
<td>07/01/84</td>
<td>12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.</td>
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<tr>
<td>1180.A</td>
<td>Contract of Equipment Loan</td>
<td>07/01/84</td>
<td>12/09/08 - Form repealed with rescission of SCP-1180.</td>
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<tr>
<td>1215</td>
<td>Use of Institutional Facilities</td>
<td>05/01/85</td>
<td>Amended 09/01/00</td>
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<td>1233</td>
<td>First Aid</td>
<td>03/01/85</td>
<td>02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure. 01/120/09 - Received no comments. 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.</td>
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<tr>
<td>1375</td>
<td>Reports of Accidents/Incidents</td>
<td>01/28/91</td>
<td>02/17/09 - BOG granted final approval. 01/120/09 - Received no comments. 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. Amended 09/01/00</td>
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<td>1375.A</td>
<td>Accident / Incident Report Form</td>
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<td>02/17/09 - Amended. 09/01/00 - Amended.</td>
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<tr>
<td>1435</td>
<td>Inclement Weather and Emergency Situations</td>
<td>01/21/03</td>
<td>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.</td>
</tr>
<tr>
<td>1435.A</td>
<td>Attachment A — Media Notification List</td>
<td>01/21/03</td>
<td>04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. Amended 02/08 Amended 11/02</td>
</tr>
<tr>
<td>SCP Number</td>
<td>Policy Name</td>
<td>Effective Date</td>
<td>Date of Latest Action</td>
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<td>1467</td>
<td>MAP Development System</td>
<td>06/24/02</td>
<td>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</td>
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<tr>
<td>1481</td>
<td>Naming of Facilities or Organizational Units</td>
<td>02/15/05</td>
<td>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. 12/09/04: Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.</td>
</tr>
<tr>
<td>1500</td>
<td>Philosophy, Vision and Mission of Southern West Virginia Community and Technical College</td>
<td>07/01/84</td>
<td>07/27/00 - Policy amended. Repealed Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 07/01/84</td>
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<tr>
<td>1625</td>
<td>Publications and Productions</td>
<td>07/01/84</td>
<td>12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/05/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.</td>
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<tr>
<td>1725</td>
<td>Private Scholarships</td>
<td>07/01/84</td>
<td>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</td>
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<tr>
<td>1735</td>
<td>Solicitation Policy</td>
<td>06/15/04</td>
<td>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</td>
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<td>1735.A</td>
<td>On Campus Solicitation Request Form</td>
<td>04/24/2007</td>
<td>Originated 01/02/2007</td>
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<td>1750</td>
<td>Tobacco Usage</td>
<td>01/01/88</td>
<td>Amended 09/01/00 Repealed SCI-1375</td>
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<td>SCP Number</td>
<td>Policy Name</td>
<td>Effective Date</td>
<td>Date of Latest Action</td>
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<tr>
<td>2000</td>
<td>HUMAN RESOURCES</td>
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<td>2005</td>
<td>Catastrophic Leave</td>
<td>04/19/05</td>
<td>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</td>
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<tr>
<td>2005.A</td>
<td>Catastrophic Leave Request Form</td>
<td>04/19/05</td>
<td>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</td>
</tr>
<tr>
<td>2005.B</td>
<td>Catastrophic Leave Donation Form</td>
<td>04/19/05</td>
<td>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</td>
</tr>
<tr>
<td>2125</td>
<td>College-wide Employee/Personnel Policy</td>
<td>07/01/84 Amended 09/01/00</td>
<td></td>
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<tr>
<td>2156</td>
<td>Drugs and Alcohol Policy</td>
<td>03/31/1989</td>
<td>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 &amp; 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</td>
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<tr>
<td>2156.A</td>
<td>Employee Drug Awareness Clarification Form</td>
<td>03/31/1989 Amended 09/01/00</td>
<td>02/19/2008 - BOG granted final approval. Amended 09/01/00</td>
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<tr>
<td>SCP Number</td>
<td>Policy Name</td>
<td>Effective Date</td>
<td>Date of Latest Action</td>
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<td>2165</td>
<td>Educational Release Time Policy</td>
<td>02/17/04</td>
<td>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. 2nd 30-day comment period expired 11/22/03</td>
</tr>
<tr>
<td>2165.A</td>
<td>Educational Release Time Request</td>
<td>02/17/04</td>
<td>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. 2nd 30-day Comment Period Expired 11/22/03</td>
</tr>
<tr>
<td>2171</td>
<td>Professional and Educational Requirements for Faculty</td>
<td>12/09/04</td>
<td>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</td>
</tr>
<tr>
<td>2171.A</td>
<td>Faculty Credentials Certification Form</td>
<td>12/09/04</td>
<td>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</td>
</tr>
<tr>
<td>2202</td>
<td>Personnel Assessment, Philosophy, and Practice Statement</td>
<td>07/01/87</td>
<td>Amended 08/21/00</td>
</tr>
<tr>
<td>2218</td>
<td>Evaluation Process for Full-Time Faculty</td>
<td>08/17/84</td>
<td>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</td>
</tr>
<tr>
<td>2218.A</td>
<td>Supervisor’s Evaluation of Faculty Member</td>
<td>08/17/84</td>
<td>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</td>
</tr>
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<td>Date of Latest Action</td>
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</tr>
</tbody>
</table>
| 2220       | Course Feedback Policy              | 06/17/03       | 12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure.  
10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided.  
09/09/08 - Board released for 30-day public comment period expiring 10/10/08.  
08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure.  
04/03 - Policy amended. |
| 2220.A     | Course Feedback Form                | 06/17/03       | 12/09/08 - Form repealed with rescission of SCP-2220.  
04/03 - Form amended. |
| 2226       | Faculty Incentive Pay Plan          | 10/16/01       | 12/09/08 - BOG granted final approval.  
11/19/08 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment.  
11/11/08 - Technical revisions made to this policy. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08.  
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  | 10/16/01       | 12/09/08 - BOG granted final approval.  
10/16/08 - Board released for 30-day public comment period expiring 11/19/08.  
09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01.  
Originated 08/01 |
|            | and Application Deadline            |                | |
| 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 |
<table>
<thead>
<tr>
<th>SCP Number</th>
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<th>Effective Date</th>
<th>Date of Latest Action</th>
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</table>
| 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 |
| 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       | External Professional Activities of Faculty and Other Professional Staff | 11/01/84 | 12/09/08 - BOG granted final approval.  
10/10/08 - Received no comments.  
09/09/08 - Board released for 30-day public comment period expiring 10/10/08.  
09/08 - Revisions reflect no substantial changes in procedure or documentation requirements. Coverage was expanded to include full-time exempt professional employees. Definitions were revised to provide clarity.  
Amended 03/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities.  
Amended 09/01/00 |
| 2562.A     | External Professional Activities for Pay Report Form | 11/01/84 | 09/08 - Modified to indicate the specific outside employment activity.  
Amended 09/01/00 |
<table>
<thead>
<tr>
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<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>2575</td>
<td>Overtime and Compensatory Time</td>
<td>02/17/04</td>
<td>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. 02/17/2004 - BOG grants final approval of policy. 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. 10/16/2003 – Comments were received and responses provided for each issue raised. 09/16/2003 – BOG released for 30-day public comment period expiring 10/16/2003. Originated 09/2003.</td>
</tr>
<tr>
<td>2575.A</td>
<td>Request to Work Additional Hours</td>
<td>02/17/04</td>
<td>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. 02/17/2004 - BOG grants final approval. Originated 09/2003.</td>
</tr>
<tr>
<td>2580</td>
<td>Part-time Employees: Classified Staff and Adjunct Faculty</td>
<td>06/15/04</td>
<td>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.</td>
</tr>
<tr>
<td>2593</td>
<td>Payments to Employees for Contracted Services (Other Than Regular Employment)</td>
<td>04/22/98</td>
<td>Amended 09/01/00</td>
</tr>
<tr>
<td>2593.A</td>
<td>Payments for Services Form</td>
<td>04/22/98</td>
<td>Amended 09/01/00</td>
</tr>
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<td>SCP Number</td>
<td>Policy Name</td>
<td>Effective Date</td>
<td>Date of Latest Action</td>
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</tbody>
</table>
| 2624       | Employee Development                      | 01/28/1991     | 12/09/08 - BOG granted final approval.  
09/09/08 - Board released for 30-day public comment period expiring 10/10/08.  
08/2008 - Substantial changes were made to this policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for employee development. The policy title was changed from “Professional Development” to “Employee Development.”  
09/01/00 Amended and placed in new SCP format.  
Repealed SCI-1623, Personnel Development, Effective 01/28/91 |
| 2624.A     | Funding Request Form (Staff)              | 01/28/1991     | 12/09/08 - Form repealed with passage of SCP-2624, Employee Development.  
09/01/00 - Policy amended.                                                                 |
09/01/00 - Policy amended.                                                                 |
| 2624.C     | Funding Request Form (Faculty)            | 01/28/1991     | 12/09/08 - Form repealed with passage of SCP-2624, Employee Development.  
09/01/00 - Policy amended.                                                                 |
05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.  
04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.  
02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.  
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.  
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 |
<table>
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</table>
             |                                                  |                | 05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.  
             |                                                  |                | 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.  
             |                                                  |                | 02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.  
|            |                                                 |                | 11/20/2007 – Board granted final approval.  
             |                                                 |                | 07/31/2007 AAMC and Faculty Senate streamlined the form. Amended 10/01/2001; Repealed SCI-2321 |
| 2700       | Reduction in Workforce—Classified Personnel      | 04/20/2004     | 02/19/2008 - BOG granted final approval.  
             |                                                  |                | 01/04/2008 - No comments received.  
             |                                                  |                | 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.  
             |                                                  |                | Originated 10/21/2003 |
| 2701       | Reduction in Workforce—Faculty Personnel         | 04/20/2004     | 02/19/2008 - BOG granted final approval.  
             |                                                  |                | 01/04/2008 - No comments received.  
             |                                                  |                | 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.  
<pre><code>         |                                                  |                | Originated 10/21/2003 |
</code></pre>
<table>
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<tr>
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<tbody>
<tr>
<td>2748</td>
<td>Request for Release Time for Full-time Faculty</td>
<td>12/09/04</td>
<td>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</td>
</tr>
<tr>
<td>2748.A</td>
<td>Release Time Request Form for Full-time Faculty</td>
<td>12/09/04</td>
<td>Form streamlined 06/2006 Amended 04/2004</td>
</tr>
<tr>
<td>2810</td>
<td>Sabbatical Leave for Full-Time Faculty</td>
<td>10/15/02</td>
<td>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</td>
</tr>
<tr>
<td>2810.A</td>
<td>Sabbatical Leave Request Form</td>
<td>10/15/02</td>
<td>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</td>
</tr>
<tr>
<td>2810.B</td>
<td>Sabbatical Leave Promissory Note</td>
<td>10/15/02</td>
<td>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</td>
</tr>
<tr>
<td>2825</td>
<td>Salary Administration</td>
<td>04/19/05</td>
<td>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</td>
</tr>
<tr>
<td>SCP Number</td>
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<tr>
<td>2843</td>
<td>Sexual Harassment Policy</td>
<td>09/12/02</td>
<td>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.</td>
</tr>
<tr>
<td>2875</td>
<td>Workload Requirements for Full-time Faculty</td>
<td>01/28/1991</td>
<td>Amended 09/01/00</td>
</tr>
<tr>
<td>2875.A</td>
<td>Class Load Formula Matrix (Summer)</td>
<td>01/28/1991</td>
<td>Amended 09/01/00</td>
</tr>
<tr>
<td>2875.B</td>
<td>Class Load Formula Matrix (Fall and Spring)</td>
<td>01/28/1991</td>
<td>Amended 09/01/00</td>
</tr>
<tr>
<td>3000</td>
<td>ACADEMIC AFFAIRS</td>
<td></td>
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</tr>
<tr>
<td>3100</td>
<td>Faculty Responsibilities for Academic Advising of Students</td>
<td>04/18/1985</td>
<td>01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. 10/21/2004 – Policy amended.</td>
</tr>
<tr>
<td>3160</td>
<td>Course Syllabus</td>
<td>07/01/84</td>
<td>12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 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.</td>
</tr>
<tr>
<td>3160.A</td>
<td>Course Syllabus Format</td>
<td>07/01/84</td>
<td>12/09/08 - Form repealed with the rescission of SCP-3160. 09/20/05 - Form amended.</td>
</tr>
<tr>
<td>3165</td>
<td>Adding Courses to the Curriculum and Revising Existing Courses</td>
<td>07/01/84</td>
<td>12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended. Repealed WV Administrative Regulations, SWVCTC, Chapter 29A-2, Series I, Revising Courses, Effective 07/01/84.</td>
</tr>
<tr>
<td>SCP Number</td>
<td>Policy Name</td>
<td>Effective Date</td>
<td>Date of Latest Action</td>
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<tr>
<td>3170</td>
<td>Deleting Courses from the Curriculum</td>
<td>07/01/84</td>
<td>12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.</td>
</tr>
<tr>
<td>3188</td>
<td>College Level Exam Program (CLEP)</td>
<td>11/01/85</td>
<td>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.</td>
</tr>
<tr>
<td>3201</td>
<td>Challenging a Course/Credit by Examination</td>
<td>02/15/05</td>
<td>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.</td>
</tr>
<tr>
<td>3214</td>
<td>College Board Advanced Placement Credit</td>
<td>09/13/93</td>
<td>Amended 09/01/00</td>
</tr>
<tr>
<td>3227</td>
<td>Credit Based on Experience</td>
<td>01/01/85</td>
<td>11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Comment Period Expired 09/20/05 - Amended policy</td>
</tr>
<tr>
<td>3227.A</td>
<td>Portfolio Evaluation Form</td>
<td>01/01/85</td>
<td>09/20/05 - Reviewed</td>
</tr>
<tr>
<td>3240</td>
<td>Assignment of Credit/Non-Credit Courses</td>
<td>07/01/86</td>
<td>12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.</td>
</tr>
<tr>
<td>3245</td>
<td>Faculty and Administrative Productivity</td>
<td>02/21/06</td>
<td>Originated 10/20/05</td>
</tr>
<tr>
<td>SCP Number</td>
<td>Policy Name</td>
<td>Effective Date</td>
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</table>
| 3250       | Final Examinations           | 07/01/84       | 12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure.  
10/10/08 - Received no comments.  
09/09/08 - Board released for 30-day public comment period expiring 10/10/08.  
08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure.  
09/01/00 - Policy amended.|
| 3401       | Independent Study            | 07/01/84       | 12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure.  
10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided.  
09/09/08 - Board released for 30-day public comment period expiring 10/10/08.  
08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure.  
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| 07/01/84      | 12/09/08 - Repealed with the rescission of SCP-3401.  
08/2007 - Revisions reflect changes in management responsibilities. |
| 3401.B     | Independent Study Contract   | 07/01/84       | 12/09/08 - Repealed with the rescission of SCP-3401.  
08/2007 - Revised 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 |
<p>| 3600       | Faculty Office and Class Schedule | 07/01/84   | Amended 09/01/00 |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>3600.A</td>
<td>Faculty Office and Class Schedule Form</td>
<td>07/01/84</td>
<td>Amended 09/01/00</td>
</tr>
</tbody>
</table>
11/19/08 - Received no comments.  
10/16/08 - Board released for 30-day public comment period expiring 11/19/08.  
09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.  
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.  
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 |
<p>| 3736       | Student Standards of Academic Progress          | 11/01/84       | 09/01/00              |</p>
<table>
<thead>
<tr>
<th>SCP Number</th>
<th>Policy Name</th>
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<tbody>
<tr>
<td>3780</td>
<td>Textbook Selection Policy</td>
<td>06/24/02</td>
<td>Amended 11/16/02 Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.</td>
</tr>
<tr>
<td>4000</td>
<td>STUDENT SERVICES</td>
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<tr>
<td>4110</td>
<td>Institutional Policy Regarding ACT Requirements</td>
<td>12/01/84</td>
<td>09/01/00</td>
</tr>
<tr>
<td>4151</td>
<td>Academic Expectations from Students</td>
<td>07/01/97</td>
<td>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</td>
</tr>
<tr>
<td>4233</td>
<td>Deans’s List of Students; Graduation with Honors Status</td>
<td>07/01/85</td>
<td>Revised 09/01/2000</td>
</tr>
<tr>
<td>4274</td>
<td>Standards of Progress for Federal Financial Aid Recipients</td>
<td>01/01/84</td>
<td>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</td>
</tr>
<tr>
<td>4356</td>
<td>Financial Aid Recipient - Change in Enrollment Status</td>
<td>01/01/85</td>
<td>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</td>
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<tr>
<td>SCP Number</td>
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<tr>
<td>4385</td>
<td>Reduced Tuition and Fee Program for State Residents Age 65 and Older</td>
<td>02/15/05</td>
<td>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</td>
</tr>
<tr>
<td>4398</td>
<td>Student Grades and Grade Point Average Requirements for Graduation</td>
<td>01/21/03</td>
<td>12/09/08 - BOG granted final approval. 11/19/08 - Received no comments. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. 10/21/05 - Comment Period Expired 09/20/05 - Amended and repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00 and 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.</td>
</tr>
<tr>
<td>4558</td>
<td>Administration of Credit Course Registration Procedures</td>
<td>11/01/84</td>
<td>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</td>
</tr>
<tr>
<td>4634</td>
<td>Student Activities</td>
<td>07/01/84</td>
<td>09/01/2000</td>
</tr>
<tr>
<td>4672</td>
<td>Student Class Attendance</td>
<td>07/01/84</td>
<td>09/01/2000</td>
</tr>
<tr>
<td>4710</td>
<td>Academic Dishonesty</td>
<td>07/01/84</td>
<td>05/06 Technical Revision 09/01/2000</td>
</tr>
<tr>
<td>4748</td>
<td>Southern West Virginia Community and Technical College Student Government Constitution</td>
<td>07/01/85</td>
<td>09/01/2000</td>
</tr>
<tr>
<td>4770</td>
<td>Student Rights and Responsibilities</td>
<td>04/16/02</td>
<td>Reviewed 09/20/05</td>
</tr>
<tr>
<td>4786</td>
<td>Transcript Evaluation</td>
<td>07/01/84</td>
<td>09/01/2000</td>
</tr>
<tr>
<td>4825</td>
<td>Transfer of Student Credit Hours from Another Institution</td>
<td>03/01/85</td>
<td>Comment Period Expired 10/21/05 Amended 09/20/05 to include additional language in Sections 3 and 6 of this policy.</td>
</tr>
<tr>
<td>SCP Number</td>
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<tr>
<td>5000</td>
<td>FINANCE</td>
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<tr>
<td>5050</td>
<td>Assessment, Payment and Refund of Fees</td>
<td>02/19/02</td>
<td>Comment Period Expired 02/15/02 Originated 01/02</td>
</tr>
<tr>
<td>5051</td>
<td>Reduced Tuition and Fee Program for State Residents Age 65 and Older</td>
<td>02/15/05</td>
<td>12/09/08 - BOG granted final approval.  10/10/08 - Received no comments.  09/09/08 - Board released for 30-day public comment period expiring 10/10/08.  08/08 - Reviewed by the Executive Council and recommended its continuation without revision.  12/09/05 - Policy amended.  02/21/05 - 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</td>
</tr>
<tr>
<td>5065</td>
<td>Awarding of Undergraduate Tuition and Fee Waivers</td>
<td>02/19/02</td>
<td>12/09/08 - BOG granted final approval.  10/10/08 - Received one comment correcting the specific section of the WV State Code cited in the definitions section.  09/09/08 - Board released for 30-day public comment period expiring 10/10/08.  Amended 08/08 - Revisions reflect significant changes in state code pertaining to undergraduate tuition and fee waivers.  09/01/2000 - Amended.  02/21/06. Revised policy to comply with WV Code §18B-10-5, - 7, 7b.  Comment Period Expired 02/15/02 Originated 01/02</td>
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<tr>
<td>5075</td>
<td>Bookstore Textbook Procedures</td>
<td>07/01/84</td>
<td>09/01/00</td>
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<td>Replaced Textbook Policy Procedures, Effective 01/17/97</td>
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<tr>
<td>5100</td>
<td>Disposition of Sale of Surplus/Excess Property</td>
<td>04/19/05</td>
<td>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</td>
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<td>5260</td>
<td>Meeting Financial Exigencies</td>
<td>02/17/04</td>
<td>11/06 Policy Reviewed-No changes were made.  Comment Period Expired 11/22/03  Amended 10/03  Originated 05/27/88</td>
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<td>5525</td>
<td>Maintenance Work Order Request System</td>
<td>07/01/84</td>
<td>Amended 09/01/00&lt;br&gt;Replaced the Maintenance Work Order Request System, Effective 07/01/84, in Chapter 29A-2, Series I of Southern’s Administrative Regulations</td>
</tr>
<tr>
<td>5620</td>
<td>Parking Regulations</td>
<td>02/01/89</td>
<td>Amended 09/01/00&lt;br&gt;Replaced Parking Policy, Effective 02/01/89 and Parking Policy, Effective 09/02/97.</td>
</tr>
<tr>
<td>5620.A</td>
<td>Parking Decal Log</td>
<td>02/01/89</td>
<td>Amended 09/01/00</td>
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<tr>
<td>5780</td>
<td>Travel Regulations Policy</td>
<td>10/15/02</td>
<td>Amended 02/25/04&lt;br&gt;Comment Period Expired 05/20/04&lt;br&gt;Comment Period Expired 05/20/04&lt;br&gt;Originated 09/02</td>
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<tr>
<td>5830</td>
<td>Use of Southern West Virginia Community and Technical College System Vehicles</td>
<td>01/28/91</td>
<td>Amended 09/01/00&lt;br&gt;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.</td>
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<tr>
<td>6000</td>
<td>ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT</td>
<td></td>
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<tr>
<td>6125</td>
<td>Contractual Training for Workforce Development</td>
<td>07/01/99</td>
<td>12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure.&lt;br&gt;11/19/08 - Received no comments.&lt;br&gt;10/16/08 - Board released for 30-day public comment period expiring 11/19/08.&lt;br&gt;08/08 - Policy was reviewed by the Executive Council and Workforce Development Unit. Both groups recommended its cancellation and reconstruction as a procedure.&lt;br&gt;07/01 - Policy amended.</td>
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<tr>
<td>7000</td>
<td>TECHNOLOGY</td>
<td></td>
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<tr>
<td>7125</td>
<td>Information Technology Acceptable Usage</td>
<td>07/07/97</td>
<td>04/21/09 - BOG granted final approval.&lt;br&gt;03/19/09 - Received no comments.&lt;br&gt;02/17/09 - Board released for 30-day public comment period expiring 03/19/2009.&lt;br&gt;02/2009 - Revised to reflect up-to-date terms and current acceptable usage.&lt;br&gt;Amended 09/01/00</td>
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<tr>
<td>7680</td>
<td>Reports for External Use</td>
<td>05/01/85</td>
<td>Amended 07/27/00</td>
</tr>
<tr>
<td>7688</td>
<td>Reports for Internal Use</td>
<td>05/01/85</td>
<td>Amended 07/27/00</td>
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| 7712       | Requests for Media Service and Television Agreements | 05/01/85       | 12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure.  
10/10/08 - Received no comments.  
09/09/08 - Board released for 30-day public comment period expiring 10/10/08.  
08/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended its cancellation and reconstruction as a procedure.  
09/01/00 - Policy amended.                                                                                                       |
| 7720       | Security of Management Information Technology   | 05/01/88       | 04/21/09 - BOG granted final approval.  
03/19/09 - Received no comments.  
02/17/09 - Board released for 30-day public comment period expiring 03/19/2009.  
02/2009 - Revised to include all forms of technology and to meet the standards of the payment card industry.  
Amended 09/01/00                                                                                                                                                                                                                     |
| 8000       | BOARD OF GOVERNORS                               |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8600       | Board of Governors Operational Guidelines Policy | 08/21/01       | 11/20/2007 – Board granted final approval of revised policy and operational guidelines.  
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.  
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.  
09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.  
09/2007 – Reviewed and revised policy to remove reference to the Institutional Compact.  
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. |
<table>
<thead>
<tr>
<th>SCP Number</th>
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<th>Date of Latest Action</th>
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</thead>
</table>
| 8600.A     | Board of Governors Operational  | 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.  
02/08 - Amended Section 4.3.1 to include past BOG chair and one lay member to the Agenda Committee membership  
11/20/2007 – Board granted final approval of revised policy and operational guidelines.  
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.  
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.  
09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.  
09/2007 – Reviewed and revised guidelines to remove reference to the Institutional Compact.  
06/10/02 Amended guidelines. |
Southern's Cosmetology/Salon Management Program receives a makeover

Banner Staff Report

MUD FORK — The Cosmetology and Salon Management program at Southern West Virginia Community and Technical College received its own makeover when the cosmetology school moved to its new location at the Logan Campus.

The program, which was launched two years ago in Boone County, was designed with flexibility in mind, allowing Southern to provide training in other areas of its service region, including Logan and Mingo counties. The first class of 10 cosmetology students graduated in May 2009.

Southern's program is the only one in the state of West Virginia where graduates can earn an associate’s degree while also receiving business management training. The program curriculum includes training in the art, science and business of cosmetology. Applications are currently being accepted for the upcoming fall semester.

The cosmetology program's new location offers a salon atmosphere where students will perform services under the supervision of a licensed cosmetology instructor. Being located at the college's Logan Campus, will provide students with increased opportunities to serve customers in state-of-the-art lab areas while observing instructors during lessons.

"Our new location is very professional," said Joan Thompson, instructor/coordinator of Southern's Cosmetology/Salon Management program. "It looks more like an upscale beauty salon than a school. Another benefit is our busier location will help prepare our students to work in the faster-paced environment they will experience when they begin their careers as cosmetologists."

The Cosmetology program teaches students the art of hair, skin and nail care through traditional classroom instruction and hands-on training. Students are taught in a full-service, salon-like environment where they practice hair care and styling, nail care and skincare techniques. Students practice on mannequins, but also have the opportunity to practice their skills on real clients. Salon services are provided at a very reasonable cost.

Southern’s President Joanne Jaeger Tomblin said, "Southern's program is the best kept secret and the services are very affordable. Our cosmetology students graduate with critical thinking skills and job opportunities, plus they receive exceptional training in the process."

President Tomblin is a strong advocate for education focused on career technical training, and says "even with a downturn in the economy, Cosmetology is a stable field with a high demand. Our program is excellent and attracts students of various ages and backgrounds. We are proud of our quality program and our commitment to students."

The cosmetology program is perfect for people looking for a career makeover during challenging economic times. According to the U.S. Bureau of Labor Statistics, the job outlook for personal appearance workers is expected to grow by 14 percent from 2006 to 2016, with some specialties seeing even more growth. Employment of manicurists and pedicurists is expected to grow 28 percent and the need for skin care specialists is expected to grow 34 percent.

For a Cosmetology/Salon Management program application or more information, contact Joan Thompson at 304-896-7372 or email her at joant@southern.wvnet.edu.

Business Administration, Criminal Justice, Information Technology, Mine Management, Survey Technology and many more. Southern operates four campuses and two sites located in Boone, Logan, Lincoln, Mingo, Raleigh and Wyoming counties. Kentucky students residing in Pike, Martin, Boyd and Lawrence counties are eligible for in-state tuition rates. The college’s website is www.southern-wv.edu and the toll free number is 1-866-798-2821.

Chapmanville Summer Fest

July 24-25

Friday-Saturday

- CHAPMANVILLE — The Town of Chapmanville will host Summerfest at the municipal building from 10 a.m.-dusk and the Second Annual Kevin Ball ballgame at the CRHS ballfield at 1 p.m. Vendors who want a booth can call Sally Stollings at 304-855-8855.

Photo/Submitted

Student works on hair styling at the newly remodeled Southern Cosmetology/Salon at Mud Fork.
Southern announces new Mine Management associate degree program

Assistant Professor Bill Alderman, coordinator for the Mine Management program at Southern West Virginia Community and Technical College, is pictured inside an electrical engineering classroom based at the Logan campus.

Banner Staff Report

MUD FORK — Southern West Virginia Community and Technical College has announced a new associate degree in Mine Management for Fall 2009. This program is designed to educate individuals who will be employed as mid-level managers in the coal industry, both surface and underground. A degree in Mine Management will provide graduates with a diverse range of opportunities which include a high salary, career progression, and the ability to be employed in a global profession.

Mining of coal encompasses a wide range of activities involving technology, people, equipment, financial resources, community, and state and local governments. According to Southern's Coordinator for the Mine Management program, Bill Alderman, theoretical principles and practical methodologies associated with mine management, planning, finance, evaluation and law are incorporated throughout the program. The implementation of an associate degree program was developed in response to the mining industry's future employment needs.

"With the need to replace retiring workers and existing personnel through attrition, the industry has a promising future with a better than average employment growth," Alderman said. "Only fourteen post secondary level mining programs exist in the United States.

Alderman explained that students will be able to take classes in various modes of delivery, including online classes, pod-cast, web enhanced (web-cam), a combination of web-cam/live meetings, and finally, weekend courses. Weekend courses generally are offered Friday evenings from 5 p.m. to 9 p.m. and Saturday from 9 a.m. to 5 p.m. The class is completed in only four weekends.

Admission criteria includes being eligible to enter college level English and math. Students enrolled in the Mine Management degree program will be required to successfully complete the following courses:

- Communications in Business
- Computer Literacy
- World Economics and the Energy Sector
- English Composition I
- Finance for The Non-Financial Manager
- Geology
- History Of Mining
- Technical Math
- Introduction To College
- General Psychology
- Principles Of Management
- Human Resource Management
- Supervision
- Project Management
- Labor Relations
- Industrial Leadership
- Organizational Behavior and Communications
- Project Evaluation
- Mine Law And Safety
- Introduction To Mine Management
- Environmental Aspects Of Mining
- Advanced Mine Management And Planning
- Introduction To Surveying

Southern's new Mine Management degree program curriculum focuses on the business operations of the mining industry and upon course study completion, graduates will receive an academic associate degree.

For more information contact Coordinator Bill Alderman at 304-896-7381 or email him at billa@southern.wvnet.edu. His office is located at the Logan campus.

Southern West Virginia Community and Technical College offers several degree and certificate programs, including Allied Health, Business Administration, Criminal Justice, Information Technology, Mine Management, Survey Technology and many more. Southern operates four campuses and two sites located in Boone, Logan, Lincoln, Mingo, Raleigh and Wyoming counties. Kentucky students residing in Pike, Martin, Boyd and Lawrence counties are eligible for in-state tuition rates. The college's website is www.southern-wv.edu and the toll free number is 1-866-798-2821.