Board of Governors

AUGUST 17, 2010
MEETING AGENDA

Members

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

Jada C. Hunter
George Kostas
Glenn T. Yost
Debbie Dingess
Kimberly Irick
George Morrison

Joanne Jaeger Tomblin
President
AGENDA

1. Welcome and Call to Order ............................... Mr. Terry Sammons
   Board Chair

2. President’s Report ................................. President Joanne Tomblin

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

4. Action Items ........................................... pp. 2-42
   1. Approval of June 22, 2010 Minutes ......................... pp. 2-8
   2. Final Approval of Proposed Policies
      1. SCP-5066, Third-Party Tuition and Fee Waivers ........ pp. 9-12
      2. SCP-5074, Selection, Adoption, Use and Sale of Textbooks
         and Other Course Materials ....................... pp. 13-18
   3. Approval of Policies for 30-day Comment
      1. SCP-1010, Use of Alcoholic Beverages on Campus ....... pp. 19-22
      2. SCP-1160, Diversity Philosophy ....................... pp. 23-27
      3. SCP-2202, Personnel Assessment Philosophy and Practice pp. 28-31
      4. SCP-3188, College-level Examination Program (CLEP) .... pp. 32-35
      5. SCP-3227, Credit Based on Experience ................ pp. 36-42

5. Informational Items ...................................... pp. 43-74
   1. Institutional Rulemaking Report ......................... pp. 43-66
   2. 2010 Graduate Survey ................................... pp. 67-70
   3. Five-year Alumni Survey, Class of 2005 ................ pp. 71-74

6. Executive Session pursuant to West Virginia Code §6-9A-4(2)(A)
   to discuss personnel and management issues ................ Chair Sammons
   1. 2010-2011 Presidential Goals

7. Adjournment ........................................... Chair Sammons
Southern West Virginia Community and Technical College Board of Governors
Board Conference Room, 428, Building C
2900 Dempsey Branch Road, Mount Gay, WV
Meeting of June 22, 2010

Board Members Present: Kevin Fowler, Terry Sammons, Tom Heywood, George Kostas, Linda Akers, Jada Hunter, Glenn Yost, Wilma Zigmond, Debbie Dingess, George Morrison, Shelley Huffman

Board Members Absent: Kimberly Irick

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Ron Lemon, Cindy Crigger, Allyn Sue Barker, Pam Alderman, Cindy McCoy, Prudence Barker, Darrell Taylor, Cindy Powers, Patricia Miller, Chris Gray, Emma Baisden

Guests: Elizabeth Walker, Ken Witting, Mike Mendelsohn

1. Call to Order:
   Board of Governors Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:15 p.m.

2. Board Member Duties and Responsibilities Training
   Ms. Elizabeth Walker, partner with the law firm of Bowles Rice McDavid Graff and Love LLP, gave a presentation on Board Member Duties and Responsibilities to members of the Southern West Virginia Community and Technical College Board of Governors. The goal of the presentation was to present an overview of the issues and recent developments, provide guidance, and help to meet their responsibilities as Board members. Ms. Walker reviewed basic Board duties and specific fiduciary duties and responsibilities. A question and answer session was provided at the conclusion of the presentation.

3. Special Presentation
   Chair Fowler honored retiring Executive Vice President, Merle Dempsey, with a resolution applauding his exemplary service to Southern West Virginia Community and Technical College and its Board of Governors (Addendum 1).

4. Technology
   As a follow-up to Southern’s Technology Report by Joanne Chabot from the League for Innovation, representatives of SunGard Higher Education, experts in the technology field, conducted interviews with numerous Southern employees April 28-29, 2010 at the Logan Campus. SunGard Higher Education representatives, Mike Mendelsohn and Ken Witting, provided Board members with a summary of findings and recommendations to address the College’s technology needs. The College’s current technology will not take the institution where it needs to be due to many technology issues. The team found barriers to student services, teaching and learning, and administrative operations. Mr. Witting discussed key steps to improving the College’s technology processes and proposed actions by priority groups. Bringing Southern’s technology up to par will be a multi-year process.
5. **President’s Report:**

1. President Tomblin spoke to the need of hiring an outside firm to manage Southern’s technology services. The current RFP closes June 29, 2010.

2. Beginning Fall 2010, the College will purchase laptops for all faculty so they will be able to conduct work remotely.

3. A 2+2 program meeting was held in Morgantown on May 3 between officials from West Virginia University and Southern West Virginia Community and Technical College in an attempt to provide as many opportunities for students as possible.

4. The Boone County Joint Administrative Board will hold its first meeting on July 14, 2010 at the Boone Campus. The Board’s first project will be to work on bringing the College’s Nursing program from Kanawha County to the Boone Campus.

5. The President’s Administrative Retreats were held May 20 at Chief Logan Convention Center and June 1-3, 2010 at Stonewall Resort and Conference Center.

6. Phase Two of the Major Gifts Campaign was launched January 2010 with a second goal of $7,000,000 by 2015.

7. The West Virginia Council for Community and Technical College Education is getting ready to release a new Master Plan. The major focus across the country is to increase college completion rates.

8. The Joint Review Committee on Education in Radiologic Technology (JRCERT) evaluated Southern’s associate degree radiography program in February 2010. The program was evaluated according to the Standards for an Accredited Educational Program in Radiologic Sciences (2002) and was awarded accreditation for a period of eight (8) years by JRCERT. This is the maximum duration that may be awarded by JRCERT. If the accreditation award is maintained, the next site visit is tentatively scheduled for the First Quarter of 2018.

9. President Tomblin thanked Linda Akers for bringing Board Greetings for Commencement exercises held on Saturday, May 15, and Terry Sammons for providing Board Greetings at the Allied Health Pinning ceremony held on May 14. Both events were conducted at the Coalfield Jamboree in downtown Logan.

10. President Tomblin, Sam Litteral, Merle Dempsey and Rita Roberson will soon meet with Rich Donovan at the WV Higher Education Policy Commission to select an architect for the new Williamson facility.

11. The Legislature may release new bonds in January 2011.

The Board unanimously accepted the President’s Report upon a motion by Shelley Huffman and a second by Glenn Yost.

6. **Financial Report**

Chief Financial Officer, Sam Litteral, provided the financial report dated May 30, 2010 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals. The Board requested that Mr. Litteral provide details, at the August Board meeting, factors which caused the Auxiliary Non-personnel Costs Line Item to exceed its approved budget. The Board unanimously accepted the Financial Report upon a motion by Glenn Yost and a second by Shelley Huffman.
4. Action Items:

1. Approval of April 27, 2010, Board Meeting Minutes
   MOTION: Glenn Yost moved to accept the meeting minutes as presented.
   ACTION: Linda Akers seconded the motion. The motion carried unanimously.

2. Nominating Committee Report and Election of Officers for 2010-2011
   Mr. Glenn Yost, Nominating Committee Chair, presented the committee’s report and proposed recommendation of officers for fiscal year 2010-2011. 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 2010-2011 as proposed by the Nominating Committee: Terry Sammons, Chair; Tom Heywood, Vice Chair; Wilma Zigmond, Secretary.
   ACTION: Jada Hunter seconded the motion. The motion carried unanimously.

3. Approval of 2010-2011 Board of Governors Meeting Schedule
   MOTION: Tom Heywood 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 2010-2011 as presented.
   ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

4. Approval of Appointment to the Boone County Joint Administrative Board
   MOTION: Jada Hunter moved the adoption of the following resolution:
   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors appoint Allyn Sue Barker as a replacement for Cathy Smith-Cox to represent the Board of Governors on the Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Boone County Board of Education; and
   FURTHER RESOLVED, Allyn Sue Barker will serve a one (1) year term.
   ACTION: Linda Akers seconded the motion. The motion carried unanimously.

5. Approval of Capital Projects and Expenditures for FY 2011-2012
   Mr. Samuel Litteral, Chief Financial Officer, presented a prioritized list of capital projects with related costs for FY 2011-2012 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 for the upcoming year, 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 to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year.

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 modification amounts and the priorities of FY 2012 Capital Projects as reported in the listing.

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

6. Approval of Modification of Capital Project Priorities and Expenditures for 2012-2016

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:  Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the expenditures and priorities of FY 2012-FY 2016 Capital Projects.

ACTION:  Wilma Zigmond seconded the motion. The motion carried unanimously.

7. Final Approval of Proposed Documents

1. SCP-4786, Transfer Student Requirements and Credit Evaluation

MOTION:  Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for SCP-4786, Transfer Student Requirements and Credit Evaluation, following the 30-day public comment period.

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

2. Institutional Mission Statement

MOTION:  Wilma Zigmond moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the adoption of the proposed Mission Statement following the 30-day public comment period.
ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

8. Approval of Items for 30-day Public Comment Period

1. SCP-5066, Third-Party Tuition and Fee Waiver Policy
   MOTION: Tom Heywood moved the adoption of the following resolution:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the proposed Third-Party Tuition and Fee Waiver Policy to Southern’s constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

2. SCP-5074, Selection, Adoption and Sale of Textbooks and Other Course Materials
   MOTION: Jada Hunter moved the adoption of the following resolution:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned policy to Southern’s constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

9. Discussion Items:

1. Annual Board and Administrator Self-Evaluation
   In July, the annual self-assessment instrument will be distributed to the Board of Governors and administrators electronically to complete and return to Board Counsel for compilation. The results will be presented to the Board at either its August 17 or October 14 meeting.

2. Board of Governors Retreat Agenda Topics and Speaker
   Southern’s Board of Governors will hold its annual planning retreat on October 15, 2010, 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 Master Plan and data compilation during the retreat. Dr. Randy Smith, Executive Director of the Rural Community College Alliance, will serve as guest speaker.

10. Informational Items:

1. Suttle & Stalnaker 2010 Audit
   The accounting firm of Suttle and Stalnaker, PLLC, sent a letter to Southern’s Board of Governors indicating its planned scope and timing of their audit of Southern West Virginia Community and Technical College’s financial statements and compliance for the year ended June 30, 2010. The final fieldwork is scheduled for August 2010. Suttle and Stalnaker representative, Chris Deweese, will continue to be responsible for coordination of the audit and other services to the College. Kelly Shafer will be on the on-site supervisor
during the audit. The letter is intended solely for the information and use of the College’s Governing Board and is not intended to be and should not be used by anyone other than these specified parties.

2. **Series 51, Bookstores and Textbooks**
   Series 51, Bookstores and Textbooks, a rule of the Council for Community and Technical College Education, is being provided to Board members as a reference tool for SCP-5074, Selection, Adoption and Sale of Textbooks and Other Course Materials. The Council’s procedure rule established the process and guidelines for institutions to adopt rules governing the selection, adoption, use and sale of textbooks and other course materials.

3. **Report on 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 2009-2010 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. **Chancellor Approves Institutional Policies**
   Pursuant to Series 4 of the Council rules, Chancellor Skidmore approved the following policies previously adopted by the Board of Governors.
   1. SCP-1215 Use of Institutional Facilities
   2. SCP-3625 University Transfer Evaluation Model
   3. SCP-3736 Student Standards of Academic Progress
   4. SCP-5830 Use of Southern West Virginia Community and Technical College Vehicles

5. **A Guide to the WV Open Governmental Proceedings Act**

6. **A Guide to the WV Ethics Act**

7. **Community College Can Be Economic Spark Plug, Charleston Gazette Article**

8. **Southern’s Trimester, The Mountain Citizen Article**

11. **Executive Session:**
   Glenn Yost moved that the Board of Governors enters an Executive Session pursuant to West Virginia Code §6-9A-4-2a to discuss personnel and management issues. Shelley Huffman seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Glenn Yost moved and Jada Hunter 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 2009-2010 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. 2010-2011 Presidential Goals
The Board tabled action on the approval of the 2010-2011 Presidential Goals. The group recommended the goals be revised to include measurable outcomes and bring back to the Board for review and approval at its August meeting.

12. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 9:00PM.

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Kevin N. Fowler, Chair

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Emma L. Baisden, Governing Board Assistant

DRAFT
ADDENDUM 1

Southern West Virginia Community
and Technical College
Board of Governors Proclamation

WHEREAS, Dr. Merle Dempsey, Executive Vice President, has served Southern West Virginia Community and Technical College since March 23, 1987; and

WHEREAS, Dr. Merle Dempsey is an enthusiastic, influential, and articulate advocate of Southern West Virginia Community and Technical College, giving freely of his time, energy, and dedication to the Southern West Virginia Community and Technical College Board of Governors; and

WHEREAS, Dr. Merle Dempsey holds the College, the Board of Governors, and himself accountable to high standards of quality, integrity, and loyalty; and

WHEREAS, Dr. Merle Dempsey supports the vision and mission of Southern West Virginia Community and Technical College as a model of educational excellence;

THEREFORE, BE IT RESOLVED THAT
the Southern West Virginia Community and Technical College Board of Governors do hereby commend and honor Dr. Merle Dempsey for his exemplary dedication and service to the Board of Governors and to Southern West Virginia Community and Technical College; and

FURTHER, BE IT RESOLVED THAT, this resolution be inscribed upon the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 22nd day of June, 2010.
ITEM: SCP-5066, Third-Party Tuition and Fee Waivers

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5066, Third-Party Tuition and Fee Waivers, following a 30-day public comment period.

STAFF MEMBER: President Tomblin

BACKGROUND:

Based on West Virginia State Code §18B-10-9, the governing boards of institutions of higher education have the authority to waive the collection of required tuition and other fees for any institute, workshop, special course or other educational program which is wholly financed by a grant from any federal, state or local agency or through any foundation, corporation or other association or person. All tuition and fees, with the exception of indirect costs of administration and other overhead expenses, may be waived in such instances.

Prior to the creation of local boards for community and technical colleges, a systemwide policy regarding Third-Party Tuition and Fee Waivers (Series 40) was administered through the West Virginia Board of Directors of the State College System. When local boards were created, the system policy was eliminated and authority for policy in this area was transferred to the boards of governors.

The policy presented for consideration by the Southern West Virginia Community and Technical College Board of Governors establishes institutional policy regarding the approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College.

At its June 22, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-5066, Third-Party Tuition and Fee Waivers, for a 30-day public comment period that expired July 22, 2010. No comments were received. Therefore, the staff recommends the Board of Governors grant final approval of SCP-5066, Third-Party Tuition and Fee Waivers, as presented.
SUBJECT: Third-Party Tuition and Fee Waivers

REFERENCE: West Virginia Code §18B-10-9

ORIGINATION: March 2010

EFFECTIVE: (Upon approval by the Board of Governors)

REVIEWED: (New Policy)

SECTION 1. PURPOSE

1.1 To establish institutional policy regarding the approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College (College).

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to any course, institute, workshop, special course, or other educational program offered for academic credits that are subject to the payment of regular tuition and/or fees by participants for which a third-party sponsor has requested a waiver of such payment of tuition and/or fees.

SECTION 3. DEFINITIONS

3.1 For purposes of this policy, the following terms are defined as:

3.1.1 Third-Party Sponsor means any federal, state or local agency or any foundation, corporation or other association or person wholly financing the cost of an academic, credit-based course, institute, workshop, special course, or other educational program.

3.1.2 Tuition and/or Fee Waiver means the relinquishment of payment of the standard tuition and/or fees normally charged for enrollment, registration, and participation in an academic, credit-based course, institute, workshop, special course, or other educational program financed by a Third-Party Sponsor.

SECTION 4. POLICY

4.1 Pursuant to West Virginia Code §18B-10-9, Southern West Virginia Community and Technical College may enter into agreements whereby a third-party may sponsor and wholly finance a course, institute, workshop, special course, or other educational program offered by the College for academic credit and individual students enrolled in such third-party-sponsored offerings shall be excused from the payment of regular, standard tuition and/or other associated fees for such course, institute, workshop, special course, or other educational offering.
SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 This policy replaces the former Title 133 Interpretive Rule, Series 40, of the State College System of West Virginia Board of Directors which was abolished by the West Virginia Higher Education Policy Commission with the authority to enter into such agreements transferred to the institutional Board of Governors.

5.2 This policy does not apply to non-academic credit-based courses, institutes, workshops, or training programs under the auspices of the Economic, Workforce and Community Development Unit of the College.

SECTION 6. GENERAL PROVISIONS

6.1 Under the terms of third-party tuition and/or fee waiver agreements, all participants enrolled shall be excused from the payment of the regular, standard tuition and/or fees normally associated with participation in such course, institute, workshop, special course, or other educational program offered by the College for academic credit.

6.2 All third-party waiver agreements shall clearly state all costs to be financed by the third-party sponsor. Costs for third-party waiver agreements shall include, but are not limited to, any direct costs for instruction and instructional materials, such as textbooks, and other indirect costs for administration and overhead expenses.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Procedures for requesting tuition and/or fee waivers by third-party sponsors shall be established by the Chief Financial Officer and Chief Academic Officer. Such procedures shall be made available to the general public and posted on the College’s official web site.

7.2 All third-party tuition and/or fee waiver agreements shall be documented through completion of the required College form and shall be signed by the responsible representative(s) of the third-party and College official(s).

7.3 The President or her/his designee shall be responsible for approving all third-party tuition and/or fee waiver agreements on behalf of the College.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.
SECTION 10. SIGNATURES

Board of Governors Chair       Date

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President                        Date

Attachments:                    None.

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

Revision Notes:                 June 2010 - This is a new policy which addresses approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College.
ITEM: SCP-5074, Selection, Adoption and Sale of Textbooks and Other Course Materials

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5074, Selection, Adoption and Sale of Textbooks and Other Course Materials, following a 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

During its April 15, 2010 meeting, the West Virginia Council for Community and Technical College Education approved Series 51, Bookstores and Textbooks. This rule, effective May 22, 2010, was the outcome of the Statewide Task Force on Textbook Affordability appointed by the two Chancellors in 2008. The Task Force held public hearings across the state, met with textbook publishers and examined research and studies on this topic generated in other states. In Fall 2009, the Task Force issued its report; one of the recommendations was for the Council for Community and Technical College Education and the Higher Education Policy Commission to promulgate a rule addressing those issues.

W.Va. Code §18B-10-14 mandates each governing board shall adopt rules governing bookstores and the selection of textbooks and other course materials. Series 51 is intended to guide governing boards in their adoption of rules mandated by W.Va. Code § 18B-10-14. As a result, the Finance Unit in conjunction with the Executive Vice President, developed SCP-5074, Selection, Adoption and Sale of Textbooks and Other Course Materials, to comply with Series 51.

At its June 22, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-5074, Selection, Adoption and Sale of Textbooks and Other Course Materials, for a 30-day comment period that expired July 22, 2010. One comment pertaining to grammar was received. The suggested correction was made in the final policy. Having received no additional comments, the staff recommends the Board of Governors grant final approval of SCP-5074, Selection, Adoption and Sale of Textbooks and Other Course Materials, as presented.
SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish and communicate the rule of Southern West Virginia Community and Technical College regarding the selection, adoption, use and sale of textbooks and other course materials for all credit-based College courses and programs in compliance with state and federal requirements.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to the selection, adoption, use of textbooks and other course materials by faculty in all academic units, departments, programs and/or courses, and addresses the sale of the adopted textbooks and materials by bookstores operated and/or contracted by Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 It is the policy of Southern West Virginia Community and Technical College (College) to comply with the mandates of Series 51 of the Rules and Administrative procedures of the West Virginia Council for Community and Technical College Education (Council) and the requirements of the Higher Education Opportunity Act (HEOA) regarding the selection, adoption, use and sale of textbooks and other course materials as well as the regulations pertaining to the operation of bookstores.

4.2 Employees of the College will comply with the above cited mandates and the institutional procedures established in respect to the selection, adoption and use of textbooks and other course materials for all academic credit-based courses offered by the College at all campuses, instructional sites and course locations.

4.3 Employees of the College, or those employed by contractors for purposes of operating College bookstores, shall comply with the above cited mandates and the institutional procedures established in respect to the sale of textbooks and other course materials.
SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Series 51 requires the Board of Governors to promulgate a rule that fully and adequately addresses the mandates in West Virginia Code §18B-10-14 regarding the actions of employees of the institution in the selection and adoption of textbooks and course materials. These mandates include:

5.1.1 Faculty must commit, to the maximum percent practicable, to a selection procedure that will ensure certain basic textbooks will be utilized for a reasonable number of consecutive years without new editions being adopted unless earlier editions are not easily utilized in the courses.

5.1.2 Faculty or any employee are prohibited from receiving any payment, loan, subscription, advance, deposit, or money, service, benefit or thing of value, present or promised, as an inducement for requiring students to purchase a specific textbook or supplemental course material.

5.1.3 Faculty or any employee may receive royalties or other compensation from such sales that include the faculty member or other employee’s own writing or work.

5.1.4 Faculty or any employee may receive free sample copies, instructor’s copies, and instructional materials for review, but shall not resell those items and retain the proceeds.

5.1.5 Faculty or any other employee are prohibited from requiring for any course a textbook that includes his or her own writing or workbook if the textbook or workbook incorporates either detachable worksheets or workbook-style pages intended to be written on or removed from the book.

5.2 In addition, Series 51 requires the institutional rule to address the mandates of West Virginia Code §18B-10-14 related to the actions of employees and bookstores operated or contracted by the College regarding the sale of textbooks and course materials. These mandates require that the institution:

5.2.1 Provide specific mechanisms to minimize the costs to students for textbooks and course materials.

5.2.2 Commit to, the maximum percent practicable, the number of used books the bookstore will repurchase from students at the end of each semester.

5.2.3 Commit to, the maximum percent practicable, a range of percentage of repurchase prices based on the new textbook price.

5.3 Series 51 also requires that institutional policy comply with the mandates of Public Law 110-315, the Higher Education Opportunity Act enacted on August 14, 2008 in the selection, adoption, and use of textbooks and course materials. This law requires that:

5.3.1 Prior to considering a specific textbook for selection, adoption, and/or use, faculty may require that textbook publishers provide, in writing:

5.3.1.1 The price of the textbook and/or supplemental course materials to be considered;

5.3.1.2 The copyright dates of the three previous editions, if any;

5.3.1.3 A description of substantial content revisions from previous editions;

5.3.1.4 Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;
5.3.1.5 The price of textbooks unbundled from supplemental materials; and

5.3.1.6 The same information, to the extent practicable, for custom textbooks.

5.3.2 No employee shall select or assign a textbook or supplemental course material if the publisher has not supplied the required information in Section 5.3.1, if requested, in writing.

SECTION 6. GENERAL PROVISIONS

6.1 Institutional procedures for the selection, adoption and use of textbooks and/or supplemental course materials shall be developed through an inclusive process under the direction of the Chief Academic Officer. Such procedures shall include the following:

6.1.1 Firm deadlines for faculty to be assigned to courses;

6.1.2 Firm deadlines for the selection, adoption and placement of orders with the College bookstore for textbooks and supplemental course materials to be used in each course;

6.1.3 For deadlines not met, to the maximum extent practicable, there shall be a mechanism in place reasonably calculated to ensure that used textbooks, if available, can be located and purchased by the time of enrollment each semester. This mechanism should include, but is not limited to, such measures as default selection of certain textbooks, continuing to use the previous textbook, or having the Department Chair or Division Dean select the textbook. Any such textbook default selection must be strictly enforced and faculty not be allowed to change the selection.

6.1.4 Guidelines to be used by faculty in the selection, adoption and use of textbooks and supplementary course materials include the following:

6.1.4.1 Faculty must consider more than one textbook publisher;

6.1.4.2 Faculty must compare prices for textbooks and supplemental course materials in their consideration for selection and adoption;

6.1.4.3 A simple form stating that the required information as stated in section 5.3.1 was or was not provided by the publisher must be submitted to the Division Dean in support of the adoption of any textbook or supplemental course material; and,

6.1.4.4 Procedures for textbook selection and adoption must include a requirement that a textbook be used for a minimum of three academic years before any change is considered, to the extent practicable.

6.1.4.5 Textbooks and supplemental course materials from publishers who refuse to submit the required, written information by established deadlines shall not be considered for future selection, adoption, and/or use for a minimum of three academic years from the date of such failure.

6.1.4.6 Discourage the selection and adoption of textbooks in which less than 50 percent of the content will be used in the course unless the same textbook will be used in subsequent courses;
6.1.4.7 Encourage the use of textbooks that have low cost alternative editions available;

6.1.4.8 Encourage the selection of textbooks it is believed will not be revised by the publisher within the next 3 years;

6.1.4.9 Encourage the use of consortia which make available open source textbooks or course materials to faculty and students free or at low cost; and,

6.1.4.10 Encourage the use of various technology innovations for the provision of textbooks and course materials such as electronic textbooks, on-line textbooks, print-on-demand services, open source materials, and institutionally produced materials.

6.2 Institutional procedures for sharing of information with currently admitted and potential students regarding all required and/or recommended textbooks and supplemental course materials shall be developed through an inclusive process under the direction of the Chief Financial Officer. Such procedures shall include the following:

6.2.1 Information on all required or recommended textbooks and supplemental materials shall be prominently posted in a central location on each campus, in every campus bookstore, and on the institution’s website prior to the designated registration period for each semester.

6.2.2 The information provided shall include the International Standard Book Number (ISBN) and retail price.

6.2.3 If the ISBN is not available, then the author, title, publisher and copyright date shall be provided.

6.2.4 If the required information cited in 6.2.2 and 6.2.3 to be disclosed is not available, then the designation “To be Determined” shall be used.

6.3 The College shall include a link on its institutional website for any provisions for rental of textbooks, purchase of used textbooks, textbook repurchase or buyback and any alternative content delivery programs available.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The Chief Academic Officer, through a collaborative and inclusive process, shall be responsible for developing academic unit, division, department, and/or program procedures and assigning responsibilities for the implementation of all sections of this policy applicable to faculty and other employees under the direction of the Academic Affairs Unit.

7.2 In addition to the requirements set forth in previous sections of this policy, the Chief Academic Officer shall:

7.2.1 Include training for all faculty, at the time of hire and periodically thereafter, on textbook selection and strategies that guarantee high quality course materials at the most affordable cost;

7.2.2 Designate the Division Deans to serve as liaisons with textbook publishers and to be responsible for dissemination of relevant information to their respective division faculty on textbook strategies and education and training opportunities regarding textbook selection; and,

7.2.3 Enforce the policies of the Board of Governors concerning textbook selection, adoption, and use.
7.3 The Chief Financial Officer, through a collaborative and inclusive process, shall be responsible for developing procedures and assigning responsibilities for the implementation of the sections of this policy applicable to the bookstore and other employees under the direction of the Finance Unit.

7.4 In addition to the requirements set forth in previous sections of this policy, the Chief Financial Officer shall:

7.4.1 Direct an examination of the feasibility of operating a textbook rental program;

7.4.2 Establish a permanent Textbook Affordability Committee consisting of a representative from the faculty, students, administration and bookstore. The Textbook Affordability Committee shall:

7.4.2.1 Meet periodically, but at least annually;

7.4.2.2 Advise the Faculty Senate, Student Government Association(s), Administration, and Board of Governors on affordability issues and initiatives, textbook selection guidelines and procedures, and educational opportunities;

7.4.2.3 Meet annually with the Board of Governors to make recommendations and provide reports it may have generated with copies to be forwarded to the Chancellor.

SECTION 8. CANCELLATION

8.1 SCP-3780, Textbook Selection Policy, and SCP-5075, Bookstore Textbook Procedures

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis to comply with any future federal mandates with a time frame for review to be determined by the President or the President’s designee.

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: None

Distribution: Board of Governors (12 members)

www.southernwv.edu

Revision Notes: June 2010 - This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures.
ITEM: SCP-1010, Use of Alcoholic Beverages on Campus

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1010, Use of Alcoholic Beverages on Campus, to Southern’s constituents and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Darrell Taylor

BACKGROUND:

The Student Development and Special Services Unit in conjunction with the Finance Unit were charged by the President to review SCP-1010, Use of Alcoholic Beverages on Campus. This policy governs the possession and consumption of alcoholic beverages on property owned, leased, or rented by Southern West Virginia Community and Technical College.

As a result of this review, minor revisions were made to provide clarity and to add references. Revisions reflect no substantial changes in procedure or documentation requirements.

Based on the deliberations and recommendations of the aforementioned bodies, the staff recommends SCP-1010, Use of Alcoholic Beverages on Campus, be advanced to Southern’s constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.
SECTION 1. PURPOSE

1.1 Southern West Virginia Community and Technical College has a genuine interest in providing an environment that strives to protect the health and welfare of its students, employees, alumni, and visitors. The College recognizes that inappropriate and irresponsible marketing and promotion of alcoholic beverages on campus can contribute to the problems of alcohol abuse. Therefore, the College, in its concern for the campus community, has adopted this policy prohibiting the possession or consumption of alcoholic beverages on campus.

SECTION 2. SCOPE AND APPLICABILITY

2.1 The scope of this policy shall extend to every student currently enrolled for course work at Southern West Virginia Community and Technical College, to currently employed faculty and staff members, and to visitors. It shall also extend to properties owned by the College or leased by the College for the College’s use. Faculty, staff and student participation in off-campus activities or events, conducted under the auspices of Southern West Virginia Community and Technical College, may be subject to restrictions upon the possession or consumption of alcoholic beverages. Such restrictions shall be separately published along with other rules of conduct pertinent to such off-campus activities or events.

SECTION 3. DEFINITIONS

3.1 *Alcoholic Beverage* - Any beverage that includes ethyl alcohol, whatever its origin, and shall include synthetic ethyl alcohol but not denatured alcohol.

SECTION 4. POLICY

4.1 Students, faculty and staff will be encouraged to participate in all activities which promote alcohol and drug-free experiences. Abstinence will be encouraged and seen as a legitimate and socially acceptable choice for any member of the College Community. The use or possession of alcoholic beverages during off-campus activities or events held under the auspices of the College is prohibited when expressly proscribed by event or activity rules of conduct.

SECTION 5. BACKGROUND OR EXCLUSIONS
5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Restrictions – Possession and consumption of alcoholic beverages are prohibited for all persons while on campus.

6.2 Off-Campus Activities – Possession and consumption of alcoholic beverages during off-campus activities or events held under the auspices of the College shall be prohibited when proscribed by the rules of conduct published for such activities or events.

6.3 Violations of Policy – Any student, or staff member, any employee who violates the terms of this policy by possessing or consuming alcoholic beverages shall be subject to disciplinary action. Visitors who violate terms of this policy by possessing or consuming alcoholic beverages on campus shall be requested to vacate the premises by the responsible staff member and may be reported to appropriate law enforcement agencies if circumstances warrant.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The President or the President’s designee shall cause the terms of this policy to be observed.

SECTION 8. CANCELLATION

8.1 None. SCP-1010, Alcoholic Beverages at College Sponsored Activities, August 20, 2000. This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair  Date

President  Date

Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu
Revision Notes:  July 2010 - Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity. This policy was reformatted using the latest policy template. The name of the policy was changed from “Alcoholic Beverages at College Sponsored Activities to Use of Alcoholic Beverages on Campus”, August 20, 2000.
ITEM: SCP-1160, Diversity Philosophy

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern’s constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Sam Litteral

BACKGROUND:

This policy was originally created in August 1998. The policy was reformatted when the current MAP system was implemented in September 2000.

SCP-1160 is Southern’s affirmation of support for the American Association of Community Colleges Statement on Inclusion in community colleges. The policy revisions reflect the current AACC Position Statement on Inclusion. The revisions include institutional support for systematic reporting of hate crimes and the resulting programs developed to promote awareness and intervention strategies.

The revised policy was reviewed by Executive Council. Therefore, the staff recommends that the Board of Governors advance this policy to Southern’s constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.
SECTION 1. PURPOSE

1.1 To communicate support for, and adaption of, the Association of Community Colleges’ (AACC) “Statement of Inclusion.”

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to all programs, processes, employees, departments, units, committees, councils, and boards associated with Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

3.1 Diversity is a commitment to valuing and promoting differences, similarities, and characteristics that make groups and individuals unique in an atmosphere that promotes and celebrates individual and collective achievement. Examples of these characteristics are: age; cognitive style; culture; disability (mental, learning, or physical); economic background; education; ethnicity; gender identity; geographic background; language(s) spoken; marital/partnered status; physical appearance; political affiliation; race; religious beliefs; and sexual orientation.

3.2 Inclusion involves empowering and leveraging diversity in the workforce and student body by enabling individuals to contribute to their fullest potential through individual development, retention, and pluralistic work and educational processes.

3.3 Pluralistic work and educational processes are work/education methods practiced in participation, consideration, and respect for members of diverse ethnic, racial, religious, or social groups.

SECTION 4. POLICY

4.1 The Association of Community Colleges (AACC) believes that community colleges provide access to a broad spectrum of quality educational opportunities and life experiences. The colleges value diversity as an enhancement of those experiences in their classrooms, administrative offices, and board rooms. They are committed to policies that promote fairness and inclusion for all in the life of the college. As a reflection of AACC commitment, Southern West Virginia Community and Technical College strives to promote fairness and inclusion in its own policies and practices.
SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None

SECTION 6. GENERAL PROVISIONS

6.1 Southern West Virginia Community and Technical College strongly endorses the continued use of admissions guidelines and employment practices that promote board diversity in community colleges.

6.1.1 AACC and Southern believe that colleges should be free to pursue standards and guidelines which allow them to fulfill their diversity missions and visions. The students they educate will help provide tomorrow’s leaders, and their college experience must demonstrate the richness and substance of our diverse, multi-cultural and global environment. The college environment should promote understanding and appreciation of others, while encouraging students to grow as individuals.

6.2 Southern West Virginia Community and Technical College reaffirms its commitment to diversity.

6.2.1 In accord with this philosophy, Southern strives to continually evaluate its hiring, admissions, and financial aid policies to ensure diversity and equal access within the institution. The college strives to ensure that the results of these evaluations conform to the concept of open access - the cornerstone of the community college mission.

6.3 Southern West Virginia Community and Technical College believes that diversity is crucial to a democratic society.

6.3.1 AACC and Southern believe that community colleges are, in effect, microcosms of our greater society. As such, they should encourage and enhance the fullest understanding of human rights and responsibilities and should teach the skills that allow their students to effectively participate in a democratic society. The colleges should be responsible for shaping an environment that mirrors the general culture and creates opportunities for all within the college community to interact with understanding, tolerance, and respect for others. In this way, diversity in education not only serves as a model for the world at large, but it also helps perpetuate social harmony for the future.

6.4 AACC and Southern strongly endorse the adoption of policies and procedures designed to counteract and prevent hate crimes.

6.4.1 Hate crimes are defined herein as crimes that manifest evidence of prejudice based on race, religion, sexual orientation, gender, or ethnicity, including where appropriate, the crimes of murder, non-negligent manslaughter, forcible rape, aggravated assault, simple assault, intimidation, arson, and destruction, damage or vandalism of property. AACC and Southern, furthermore, endorse the systematic reporting of hate crimes by institutions, in order to encourage the implementation of effective intervention measures that will serve to address these challenges on college campuses. Community awareness and education strategies are additional byproducts of all these efforts.

B. Southern West Virginia Community and Technical College hereby endorses the following statement on the importance of diversity in higher education as published by the American Association of Community College in February 1999.

On the importance of Diversity in Higher Education:

America’s colleges and universities differ in many ways. Some are public, others are independent; some are
large urban universities, some are two-year community colleges, others undergraduate education. Each of
our more than 3,000 colleges and universities has its own strengths of America’s higher education system,
and has helped make it the best in the world. Preserving that diversity is essential if we hope to serve the
needs of our democratic society.

6.5 Similarly, many colleges and universities share a common belief, born of experience, that diversity in their
student bodies, faculties, and staff is important for them to fulfill their primary mission: providing a quality
education. The public is entitled to know why these institutions believe so strongly that racial and ethnic
diversity should be one factor among the many considered in admissions and hiring. The reasons include:

6.5.1 Diversity in the institution’s student body and workforce enriches the educational experience. We
learn from those whose experiences, beliefs, and perspectives are different from our own, and these
lessons can be taught best in a richly diverse intellectual and social environment.

6.5.2 Diversity in the institution’s student body and workforce promotes personal growth -- and a healthy
society. Diversity challenges stereotyped preconceptions; it encourages critical thinking; and it helps
students and employees learn to communicate effectively with people of varied backgrounds.

6.5.3 Diversity in the student body and workforce strengthens communities and the workplace. 
Education within a diverse setting prepares students to become good citizens in an increasingly
complex, pluralistic society; it fosters mutual respect and teamwork; and it helps build communities
whose members are judged by the quality of their character and their contributions.

6.5.4 Diversity in the student body and workforce enhances America’s economic competitiveness. 
Sustaining the Nation’s prosperity in the 21st century will require us to make effective use of the
talents and abilities of all our citizens, in work settings that bring together individuals from diverse
backgrounds and cultures.

American colleges and universities traditionally have enjoyed significant latitude in fulfilling their missions.
Americans have understood that there is no single model of a good college, and that no single standard can
predict with certainty the lifetime contribution of a teacher or a student. Yet, the freedom to determine who
shall teach and be taught has been restricted in a number of places, and come under attack in others. As a
result, some schools have experienced precipitous declines in the enrollment of African-American and
Hispanic students, reversing decades of progress in the effort to assure that all groups in American society
have an equal opportunity for access to higher education.

6.6 Achieving diversity on college campuses does not require quotas. Nor does diversity warrant admission of
unqualified applicants. However, the diversity we seek, and the future of the nation, does require that
colleges and universities continue to be able to reach out and make a conscious effort to build healthy and
diverse learning environments appropriate for their missions. The success of higher education and the
strength of our democracy depend on it.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 All employees, supervisors, committees, councils, and boards making recommendations or decisions for the
institution are responsible for supporting and promoting this diversity philosophy.

SECTION 8. CANCELLATION

8.1 None.
SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: None.

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

Revision Notes: Reformatted to MAP system in September 2000. August 2010, revised to reflect current AACC Statement on Inclusion.
ITEM: SCP-2202, Personnel Assessment Philosophy and Practice Statement

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern’s constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Sam Litteral

BACKGROUND:

This policy was originally created in July 1987. The policy was reformatted when the current MAP system was implemented in August 2000.

Policy of the Council for West Virginia Community and Technical College Education requires annual evaluation of institutional faculty. WV Code requires a fair and equitable program of employee evaluation prior to any consideration for implementation of a merit pay program. Recent personnel studies by the West Virginia Higher Education Policy Commission required by the West Virginia Legislature’s Joint Committee on Government and Finance, report that a program of performance management provides a process to identify, encourage, measure, evaluate, improve, and reward employee performance. An appropriate performance management program links organizational strategy to results.

This policy has undergone major revision. The policy was revised to communicate the philosophical support for and necessity of employee performance appraisals. Appraisal, feedback, and appropriate employee development are necessary to maintain a workforce ready to meet the demands of the future.

This policy was revised to be compliant with West Virginia Code and rules of the West Virginia Council for Community and Technical College Education. The staff recommends that the Board of Governors advance this policy to Southern’s constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.
SUBJECT: Personnel Assessment Philosophy and Practice Statement


ORIGINATION: July 1, 1987

EFFECTIVE: July 1, 1987

REVIEWED: July 13, 2010

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish a philosophy of continuous personnel assessment and improvement. Regular assessment and feedback allow employees the opportunity to progress to their full potential, meet organizational needs, and attain individual development goals. To communicate institutional philosophy regarding assessment and evaluation of personnel.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is applicable to all College classified, non-classified and faculty employees.

SECTION 3. DEFINITIONS

3.1 The terms evaluation, assessment, and appraisal are used interchangeably in this policy and are defined as the act of determining the significance or condition of performance by careful study and analysis of an employee’s work behaviors and outcomes, compared to established job responsibilities and standards of performance.

SECTION 4. POLICY

4.1 Each classified, non-classified, and faculty employee will receive a yearly written evaluation of performance directly related to duties and responsibilities of the employee’s position and upon reasonable performance standards.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None. It is not uncommon in most organizations to ask “What are we doing?” and “How well are we doing it?” Certainly, in academia these questions should constantly be addressed as they relate to our practices and performance. There are two purposes for evaluating personnel within an institution. They are:

Evaluation for personnel decision making; and
SECTION 6. GENERAL PROVISIONS

6.1 Philosophy Statement: It has been said that we cannot improve ourselves without improving others. As strengths are shared and weaknesses are remedied, we will of necessity contribute to the development and improvement of others. The entire organization is enhanced and improved as each individual receives feedback, helping them to perform better.

6.2 The days of benign neglect and seat-of-the-pants evaluations are fast disappearing. Just as public expectations for more rigorous evaluation of student performance are rapidly increasing, so are the expectations for institutional accountability and professional performance. As educators, we believe that our “espoused theory” should be matched with our “theory in use.” Thus, we welcome an evaluation process that will promote professional growth and quality education.

6.3 With these statements in mind the following observations are in order:

6.3.1 Students possess useful perceptions related to the effectiveness of the instruction they receive and should be fully enfranchised in the faculty evaluation process.

6.3.2 Written records of all evaluations by both students and employed personnel should be maintained to assist in arriving at informed judgements in personnel.

6.3.3 When merit salary programs for employed personnel are mandated by external bodies or adopted within the College community, merit raises may only be granted pursuant to fair and equitable performance appraisals based upon reasonable performance standards. Evaluation results are useful in merit salary considerations.

6.4 Performance appraisal programs used by the College shall incorporate the current industry best practices and include the following components: employee pre-assessment input, performance rating, evaluation of prior goals/objectives/expectations, professional development needs, comments by the employee, and future goal establishment.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Supervisors have the responsibility to evaluate the performance of those who report to them. Policies and procedures found under separate cover will be utilized in administering the evaluation program for each category of personnel designated in this policy.

7.2 The President or President’s designee is responsible for development of a faculty evaluation program to ensure annual evaluations of the faculty in compliance with the rules of the West Virginia Council for Community and Technical Education.

7.3 The President or President’s designee is responsible for developing performance evaluation programs for all non-faculty employee categories.
SECTION 8. CANCELLATION

8.1 None. Policy in MAP format 8/21/00.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

________________________________________________________________________
Board of Governors Chair         Date

________________________________________________________________________
President                        Date

Attachments: None

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

Revision Notes: August 21, 2000 - Policy converted to MAP format. August 2010 policy revised to include requirements of Council’s Procedural Rule Series 9 and WV Code §18B-9-5(a).
ITEM: SCP-3188, College-Level Examination Program (CLEP)

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3188, College-Level Examination Program (CLEP), to Southern’s constituents 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: Pamela L. Alderman

BACKGROUND:

The Academic Affairs Unit has been charged with the review of several academic policies for the 2010-2011 academic year. The Academic Deans reviewed SCP-3188 in July 2010. As a result of this review, they determined that the contents of the policy reflect a procedure rather than a policy. They propose the policy be rescinded and reconstructed as a procedure in the Academic Affairs Procedures Manual.

Based on the recommendation of the Academic Deans, staff recommends SCP-3188, College-Level Examination Program (CLEP), be advanced to Southern’s constituents 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 a unit procedure.
SUBJECT: College Level Examination Program (CLEP)

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 16, College-Level Examination Program

1. PURPOSE

To communicate college policy and procedure regarding College Level Examination program (CLEP).

2. SCOPE AND APPLICABILITY

All employees and students.

3. DEFINITIONS

The College Level Examination Program (CLEP) provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. CLEP examinations cover material that most students take as requirements in the first two years of college. CLEP examinations are College Board tests.

4. POLICY

Southern West Virginia Community and Technical College accepts/awards credit through participation in the College Level Examination Program (CLEP). CLEP allows for the awarding of credit hours to students who have acquired knowledge through correspondence and extension courses, educational television, adult education programs, on-the-job training, independent study, and/or other non-traditional experiences.

5. BACKGROUND OR EXCLUSIONS

Credit shall be awarded only once to recognize mastery of course content. Credit shall not be awarded for equivalent courses in which students have already earned such credit through course work, CLEP, institutional challenge examinations, life experience, or other mechanisms.

6. GENERAL PROVISIONS

A. CLEP Examinations:

   1. CLEP Subject Area and General examinations are administered by the College’s Student Services Unit.
2. A fee per exam is assessed by and payable to CLEP. A processing/proctoring fee will also be assessed and payable to Southern West Virginia Community and Technical College.

3. Subject Examinations — Students may be awarded credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the recommended score of the Commission on Educational Credit and Credentials of the American Council on Education for CLEP Exams current at the time the exam was taken. Credit shall be awarded in an amount not exceeding the number of semesters for which the examination was designed. A grade shall not be assigned, and the credit will not be included in the computation of the student’s grade-point average. The institution shall equate the CLEP credit earned with existing course offerings. If no equivalent course is offered by the institution, the credit earned by CLEP examination shall be considered elective credit. Students shall not receive CLEP Subject Examination for credit equivalent courses in which they already earned credit.

4. General Examinations — Southern may award credits within the limits specified in West Virginia Higher Education Policy Commission Policy 135-16, College-Level Examination Program.

5. A research component is required for all English tests. This component will be graded by a senior member or other faculty member of the English Department as assigned by the Division Chairperson for approval or non-approval; authorization also will appear by the signature of the Chairperson of the Humanities Division.

6. With the exception of students enrolled in the Board of Governors Associate in Applied Science Adult Degree Completion Program, students may CLEP no more than 50% of the total credits needed for graduation.

7. **RESPONSIBILITIES AND PROCEDURES**

   Students interested in the CLEP examinations should contact the College’s Student Services Unit.

8. **CANCELLATION**

   None.
9. SIGNATURE

__________________________________________
Board Chairman Date

__________________________________________
President Date

Attachments: None

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

Revision Note: Additions and deletions were made to this policy September 20, 2005.
ITEM: SCP-3227, Credit Based on Experience
SCP-3227.A, Portfolio Evaluation Form

RECOMMENDED RESOLUTION: RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3227, Credit Based on Experience, and SCP-3227.A, Portfolio Evaluation Form, to Southern’s constituents 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: Cindy L. McCoy

BACKGROUND:

The Academic Affairs Unit has been charged with the review of several academic policies for the 2010-2011 academic year. The Academic Deans reviewed SCP-3227 and its attachment in July 2010. As a result of this review, they determined that the contents of the policy reflect a procedure rather than a policy. They propose the policy and its attachment be rescinded and reconstructed as a procedure in the Academic Affairs Procedures Manual.

Based on the recommendation of the Academic Deans, staff recommends SCP-3227, Credit Based on Experience, and SCP-3227.A, Portfolio Evaluation Form, be advanced to Southern’s constituents 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 a unit procedure.
SUBJECT: Credit Based on Experience

REFERENCE: Board of Governors, Associate in Applied Science Degree Completion Program Guidelines (Revised December 2004)

LEAP Credit Process

1. PURPOSE

To establish procedures for awarding of college credit based on life experience.

2. SCOPE AND APPLICABILITY

All employees and students.

3. DEFINITIONS

The term “life experience” is given only for those experiences that produce learning and skills comparable to the outcomes of courses or training at post-secondary levels. As a general principle, if colleges and universities award credits for the acquisition of certain kinds of knowledge and skills by standard course work, then comparable competence acquired in other ways will be credited through this experience assessment process. The basic intent of the program is to make college degree programs reasonably available to adults with work and family responsibilities.

4. POLICY

Under certain conditions a person may receive credit for past experiences, provided that those experiences are related to material content normally covered in a course or courses offered by Southern. An experience does not necessarily have to be work experience to be considered.

5. BACKGROUND OR EXCLUSIONS

Assessment of experience for credit is conducted only for students who have been admitted to Southern West Virginia Community and Technical College. Advisory assessments are not made. There is no manual or guide that may be consulted to obtain probable estimates about awards of credit.

6. GENERAL PROVISIONS

The evaluation of student competence is made by teaching faculty. College faculty make judgments about the quality and value of the work their students regularly submit. These same faculty members are asked to review the statements and documentation of a student seeking credit equivalency, and where appropriate, to interview the student, and then to make a recommendation for an award of credit only in those areas in which the faculty member has been trained and regularly teaches.
The quality of evaluation of a student’s work should be quite comparable to that of traditional or standard programs, since the same academic personnel make the judgements in this program as in standard course and/or program offerings. The faculty making the evaluation may be as demanding or as lenient as they feel appropriate. The Division Chair responsible for the certificate or degree program, the faculty, and the Chief Academic Officer (CAO) share the general responsibility of seeing that academic standards are maintained and, at least as important, that the adult student receives a fair evaluation and an award of credit that does justice to the concept of college learning.

7. RESPONSIBILITIES AND PROCEDURES

A. The following steps are required for credit based on experience:

1. After admission to Southern, the student who wishes an assessment to be conducted prepares a detailed and documented portfolio of his or her adult learning experiences that are to be evaluated. (Board of Governors Associate in Applied Science Adult Degree Completion Program students must complete EL 201, Portfolio Development, as part of this process.) The student will also pay a $300 portfolio review fee and complete form SCP-3227.A, Credit Petition for Experiential Learning, for each course petitioned upon submission of the portfolio to the Director of Adult Experiential Learning. Fees for evaluation of the portfolio must be paid prior to the assessment process.

2. The Director of Adult Experiential Learning will forward the portfolio submission to the appropriate Division Chair, who then submits the document to the faculty of the appropriate academic department or disciplines. The faculty member chosen to make a specific evaluation is instructed, where necessary, by the Division Chair about the procedures to be followed. Normally the teaching faculty of Southern West Virginia Community and Technical College will make these evaluations. If the student’s experience being assessed lies outside the professional competence of Southern’s faculty, the Director of Adult Experiential Learning will request a competent individual from another institution or another expert to make the evaluation.

3. The Director of Adult Experiential Learning’s function is to provide general instructions to the student as a guide to preparing the portfolio and to assign credit petitions to appropriate divisions or recruit other experts to review the material submitted. It is also the Director of Adult Experiential Learning’s role to advise division chairs of all previous and concurrent evaluation and recommendations of credit, so that faculty evaluators from similar or related areas do not recommend duplicate credit.

4. The Division Chair will assign a faculty member in each appropriate field in which the student is requesting credit to evaluate the student’s experience as documented through the portfolio. The faculty member chosen to make a specific evaluation is instructed, where necessary, by the Division Chair about the procedures to be followed.

5. The faculty member may request an interview with the student. The purpose of an interview is to allow the faculty member making the evaluation the opportunity to verify, in an appropriate manner, the information in the portfolio and to secure additional information from the student or other sources about the experiences described in the portfolio. Also, if there are original
works of art, voluminous published materials or other bulky materials to be presented as supporting evidence, these would normally be brought to an interview rather than submitted with the portfolio. The purpose of the interview is not to dispense with a well-prepared written portfolio, since a written record of the evidence on which the award of credit is based is preserved in the student’s permanent file in the Registrar’s office.

6. The faculty member making the evaluation may seek additional information about the student’s knowledge and abilities through the Director of Adult Experiential Learning, directly from the student, or from persons knowledgeable about the student’s achievements. The faculty member is free to defer a credit recommendation until the student’s written materials are completed to satisfaction. If the faculty evaluator requires additional information, the student will have 30 days in which to provide the additional information.

7. Although comparable in some ways to proficiency testing, the process of evaluation employed is performed through a review of the portfolio, rather than by testing. However, if the student prefers, he or she is free to demonstrate knowledge of specific academic fields by taking various standardized tests, such as those offered through CLEP and similar programs, or challenge exams for specific courses.

8. After the faculty member has completed the evaluation, he or she makes a recommendation for an award of credit on form SCP-3227.A, Credit Petition for Experiential Learning. The evaluator can award the full number of credit hours petitioned, partial credit, or no credit. The preferred method of recommendation is to equate the student’s competencies with actual courses listed in the institution’s curriculum. However, since this is not always possible, the recommendation may be made in terms of block credit in particular area.

9. After a faculty member’s recommendation for credit is made, the Division Chair reviews it and makes a recommendation to the Chief Academic Officer (CAO) for approval or denial of the credit recommended by the faculty member. Form SCP-3227.A is returned to the Director of Adult Experiential Learning until the entire portfolio is evaluated, at which time all credit awards are submitted to the CAO.

10. The actual awarding of academic credit for life experience is made by the CAO. After the CAO’s approval has been given, the Office of the Registrar is officially notified of the award of credit, and this award is entered into the student’s permanent record. The Registrar’s office will notify the student in writing of the outcome of this evaluation. A grade of “CR” (credit) is provided for any credit petition granted.

11. The appropriate posting fees must be processed and paid before the Registrar shall affix the awarded credit to the student’s transcript.

12. The student has the right of appeal if the awarding of academic credit seems unreasonably low or is denied; however, the request for a second evaluation must be made in writing to the Director of Adult Experiential Learning within 10 working days of the date on the notification letter sent to the student. The Director of Adult Experiential Learning will forward this request
and documentation to the Chief Academic Officer. A final decision will be made in consultation with the faculty evaluator division chair, and CAO. No portfolio may be submitted more than twice for consideration including the original submission. If submitting a portfolio for a second evaluation, the student may elect to submit additional information to strengthen the petition.

13. For a variety of reasons, no timetable for completing student evaluations can be set in advance. In some cases, individual evaluations may require as much as a whole semester to complete because a student may be requesting credit under the auspices of several academic divisions, his/her experiences fall into several disciplines or because experts from outside the institution must be contacted to make the evaluations. Although every reasonable effort will be made to proceed expeditiously, students should not assume that the evaluation can be completed in a few weeks or even a few months. Normally the final decision will be made in one semester, although in some complex cases, an evaluation may take more than one semester.

8. CANCELLATION

None.

9. SIGNATURE

<table>
<thead>
<tr>
<th>Board Chairman</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Attachments: SCP-3227.A, Portfolio Evaluation Form

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

Revision Note: Additions and deletions were made to this policy September 20, 2005.
**SUBJECT:** Portfolio Evaluation Form

**REFERENCE:** SCP-3227, Credit Based on Experience

<table>
<thead>
<tr>
<th>Course Requested for Credit</th>
<th>Credit Hours Requested</th>
<th>Credit Hours Recommended</th>
<th>Credit Hours Awarded by CAO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Evaluated by: ___________________________  Date ________________

Rationale: ______________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

This form must accompany each credit petition included in the student’s portfolio.

Supervised by: ___________________________  Date ________________

Division Chair

Awarded by: ____________________________  Date ________________

Chief Academic Officer

*Recorded by: ____________________________  Date ________________

Registrar

**Note:**

1. No student may request credit based on experience for a course in which he/she has received a grade other than W or AU.
2. The grade assigned for the course will be CR for credit allowed.
3. A non-refundable portfolio evaluation fee of $300 is assessed for this service and must be remitted to the College prior to the assessment of the applicant’s portfolio. A paid receipt must be attached to this form. A posting fee of $10 per credit hour is payable upon award of credit and must be paid before the Registrar shall affix the reward to the student transcript.
4. Credit based upon experience is not included in the calculation of a student’s instructional load as applied to financial aid programs at the college.
5. Credit allowed by experience at Southern West Virginia Community and Technical College may not be accepted into particular programs of study at other institutions. The student should contact the institution prior to applying to determine if a CR grade is acceptable.
6. Credit based upon experience is subject to the institutional policy on non-traditional credit.

*This form is filed in the student’s file in the records office along with assessment and portfolio materials.*
Board of Governors

July 1, 2010

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

July 1, 2010

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

KNF:elb

Attachment: 2010 Institutional Rulemaking Report

cc: Joanne Jaeger Tomblin, President
<table>
<thead>
<tr>
<th>SCP Number</th>
<th>Policy Name</th>
<th>Effective Date</th>
<th>Date of Latest Action</th>
</tr>
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<tbody>
<tr>
<td>1000</td>
<td><strong>GENERAL</strong></td>
<td></td>
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<tr>
<td>1000</td>
<td>Manuals, Announcements, and Policies (MAP) Development System</td>
<td>06/24/02</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 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>
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<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>
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<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 made to form.</td>
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<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 made to form.</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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<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>
</tr>
<tr>
<td>SCP Number</td>
<td>Policy Name</td>
<td>Effective Date</td>
<td>Date of Latest Action</td>
</tr>
<tr>
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<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 supersede SCI 1672 and SCI 1672.01.</td>
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<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>
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<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>
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<tr>
<td>1160</td>
<td>Diversity Philosophy</td>
<td>08/20/98</td>
<td>Amended 09/01/00</td>
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<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>
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<tr>
<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>04/27/10 - BOG granted final approval; 04/03/2010 - Received one comment pertaining to grammar. The suggested correction was made to the final policy; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 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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<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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<tr>
<td>SCP Number</td>
<td>Policy Name</td>
<td>Effective Date</td>
<td>Date of Latest Action</td>
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<td>1375.A</td>
<td>Accident / Incident Report Form</td>
<td>02/17/09</td>
<td>Amended 09/01/00 - Amended.</td>
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<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>
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<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>
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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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<td>1481</td>
<td>Naming of Facilities or Organizational Units</td>
<td>02/15/05</td>
<td>11/20/2007 BOG 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 - Reviewed - Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.</td>
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<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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<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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<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>SCP Number</td>
<td>Policy Name</td>
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<td>Date of Latest Action</td>
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<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>
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<td>Tobacco Usage</td>
<td>01/01/88</td>
<td>Amended 09/01/00; Repealed SCI-1375</td>
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<td>2000</td>
<td>HUMAN RESOURCES</td>
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<td>2005</td>
<td>Catastrophic Leave</td>
<td>04/19/05</td>
<td>03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 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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<td>2005.A</td>
<td>Catastrophic Leave Request Form</td>
<td>04/19/05</td>
<td>03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 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>
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<td>2005.B</td>
<td>Catastrophic Leave Donation Form</td>
<td>04/19/05</td>
<td>03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 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>
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<tr>
<td>2006</td>
<td>Employee Leave</td>
<td>New Policy</td>
<td>03/02/2010 - BOG granted final approval. 01/11/2010 - Comments received were grammatical and spelling related. Suggested corrections were made in the final policy presented to BOG for approval. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.</td>
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<tr>
<td>2125</td>
<td>College-wide Employee/Personnel Policy</td>
<td>07/01/84</td>
<td>Amended 09/01/00</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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<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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<td>2156.A</td>
<td>Employee Drug Awareness Clarification Form</td>
<td>03/31/1989</td>
<td>02/19/2008 - BOG granted final approval. Amended 09/01/00</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>
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<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>
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<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>
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<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>
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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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<tr>
<td>2202</td>
<td>Personnel Assessment, Philosophy, and Practice Statement</td>
<td>07/01/87</td>
<td>Amended 08/21/00</td>
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<tr>
<td>2218</td>
<td>Evaluation Process for Full-Time Faculty</td>
<td>08/17/84</td>
<td>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>Amended 09/01/00</td>
</tr>
<tr>
<td>2220</td>
<td>Course Feedback Policy</td>
<td>06/17/03</td>
<td>Amended 12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure.</td>
</tr>
<tr>
<td></td>
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<td>09/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided.</td>
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<td>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.</td>
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<tr>
<td></td>
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<td>04/03 - Policy amended.</td>
</tr>
<tr>
<td>2220.A</td>
<td>Course Feedback Form</td>
<td>06/17/03</td>
<td>Amended 12/09/08 - Form repealed with rescission of SCP-2220.</td>
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<tr>
<td></td>
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<td>04/03 - Form amended.</td>
</tr>
<tr>
<td>2226</td>
<td>Faculty Incentive Pay Plan</td>
<td>10/16/01</td>
<td>Amended 12/09/08 - BOG granted final approval.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10/19/08 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>10/11/08 - Technical revisions made to this policy. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08.</td>
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<td>09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01.</td>
</tr>
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<td>Originated 04/01/01</td>
</tr>
<tr>
<td>2226.A</td>
<td>Faculty Merit Pay Program Criteria and Application Deadline</td>
<td>10/16/01</td>
<td>Amended 12/09/08 - BOG granted final approval.</td>
</tr>
<tr>
<td></td>
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<td>10/16/08 - Board released for 30-day public comment period expiring 11/19/08.</td>
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<td>09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01.</td>
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<td>Originated 08/01</td>
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</tbody>
</table>
| 2234      | Flex Work Schedule                                      | 06/01/87       | 12/08/09 - BOG granted final approval.  
11/18/09 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment.  
09/2009 – Policy was extensively revised to reflect requirements of the WV Code, WVCCTCE policy, and various work arrangements in place at Southern. 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 11/1/1984.  |
| 2254      | Hiring Process                                           | 09/01/00       | 04/24/2007 - Policy repealed by BOG. Amended 09/01/00 Repealed WV Administrative Regulations, SWVCTC: Procedures for Hiring Full-time Employees Effective 01/15/85  |
| 2360      | Holidays                                                | 01/21/03       | 04/15/08 - BOG granted final approval.  
03/20/08 - Received no comments.  
02/19/08 - Board released for 30-day public comment period expiring 03/20/08.  
01/08 - Policy reviewed; No substantial changes. Comment Period Expired 12/20/02 Originated 11/02  |
| 2375      | Home Campus Assignment and Campus Requirements for Faculty | 07/01/85       | 12/00/05 Technical Revision Amended 09/01/00  |
| 2406      | Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness | 01/01/85       | 03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received no comments.  
12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00  |
| 2406.A    | Faculty Absence Request / Report                        | 01/01/85       | 03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00  |
| 2484      | Medical Leave of Absence                                | 09/01/00       | 03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received no comments.  
<p>| 2484.A    | Request for Medical Leave of Absence                    | 09/01/00       | 03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Revised 01/03/06  |</p>
<table>
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<tr>
<th>SCP Number</th>
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<tbody>
<tr>
<td>2484.C</td>
<td>Return to Work Authorization - Medical Release Form</td>
<td>09/01/00</td>
<td>03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.</td>
</tr>
<tr>
<td>2562</td>
<td>External Professional Activities of Faculty and Other Professional Staff</td>
<td>11/01/84</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. 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</td>
</tr>
<tr>
<td>2562.A</td>
<td>External Professional Activities for Pay Report Form</td>
<td>11/01/84</td>
<td>09/08 - Modified to indicate the specific outside employment activity. Amended 09/01/00</td>
</tr>
<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>
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<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>
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<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>
<tr>
<td>2624</td>
<td>Employee Development</td>
<td>01/28/1991</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. 08/2008 - 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</td>
</tr>
<tr>
<td>2624.A</td>
<td>Funding Request Form (Staff)</td>
<td>01/28/1991</td>
<td>12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.</td>
</tr>
<tr>
<td>2624.B</td>
<td>Presentation Request Form</td>
<td>01/28/1991</td>
<td>12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.</td>
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<tr>
<td>2624.C</td>
<td>Funding Request Form (Faculty)</td>
<td>01/28/1991</td>
<td>12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.</td>
</tr>
<tr>
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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.  
02/06/09 - 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 |
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.  
02/06/09 - 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 |
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<tbody>
<tr>
<td>2700</td>
<td>Reduction in Workforce—Classified Personnel</td>
<td>04/20/2004</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 provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements. 04/20/2004 – BOG granted final approval. 03/23/04 – No comments received. 02/17/2004 – Due to comments received, significant revisions were made to draft policy. BOG approved amendments and released draft for an additional 30-day comment period expiring 03/23/2004. 11/22/2003 – Comments received and responses provided for each issue raised. 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003</td>
</tr>
<tr>
<td>2701</td>
<td>Reduction in Workforce—Faculty Personnel</td>
<td>04/20/2004</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 provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements. 04/20/2004 – BOG granted final approval 11/22/2003 – Received no comments. 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003</td>
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<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>
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<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>
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<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>
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<tr>
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<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>
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<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>
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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. 01/20/2006 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>
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<tr>
<td>2875</td>
<td>Workload Requirements for Full-time Faculty</td>
<td>01/28/1991</td>
<td>03/02/2010 - BOG granted final approval. 01/11/2010 - No comments received. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00</td>
</tr>
<tr>
<td>2875.A</td>
<td>Class Load Formula Matrix (Summer)</td>
<td>01/28/1991</td>
<td>01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 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>01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00</td>
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<tr>
<td>3000</td>
<td>ACADEMIC AFFAIRS</td>
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<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>
</tbody>
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Southern WV Community and Technical College
2010 Institutional Rulemaking Report
Revised: 06/24/2010
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<tr>
<th>SCP Number</th>
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<th>Date of Latest Action</th>
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<tbody>
<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. 10/21/05 - Received no comments. 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 07/01/84; 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>
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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. 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.</td>
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<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>
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<tr>
<td>SCP Number</td>
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<tr>
<td>3214</td>
<td>College Board Advanced Placement Credit</td>
<td>09/13/93</td>
<td>10/15/2009 – Board granted final approval of revised policy. 9/17/2009 - Received no comments. 08/18/2009 - BOG released draft for 30-day public comment expiring 09/17/2009. 07/2009 – Revised policy to provide clarity and reflect changes in course titles. 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 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.</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>3250</td>
<td>Final Examinations</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>
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<tr>
<td>3401</td>
<td>Independent Study</td>
<td>07/01/1984</td>
<td>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</td>
</tr>
<tr>
<td>3401.A</td>
<td>Independent Study Request Form</td>
<td>07/01/1984</td>
<td>12/09/08 - Repealed with the rescission of SCP-3401. 08/2007 - Revisions reflect changes in management responsibilities.</td>
</tr>
<tr>
<td>3401.B</td>
<td>Independent Study Contract</td>
<td>07/01/1984</td>
<td>12/09/08 - Repealed with the rescission of SCP-3401. 08/2007 - Reviewed and revised to create a standard learning contract to be used in conjunction with the independent study.</td>
</tr>
<tr>
<td>3479</td>
<td>Mid-Term Grade Reports</td>
<td>09/23/91</td>
<td>03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00</td>
</tr>
<tr>
<td>3479.A</td>
<td>Mid-Term Grade Report Form</td>
<td>09/23/91</td>
<td>03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00</td>
</tr>
<tr>
<td>3551</td>
<td>Meeting Scheduled Classes</td>
<td>01/1985</td>
<td>Amended 01/2007 - Revisions reflect no substantial changes in procedure or documentation requirements; provide clarity and reflect current practice. Amended 04/28/2005</td>
</tr>
<tr>
<td>3600</td>
<td>Faculty Office and Class Schedule</td>
<td>07/01/84</td>
<td>Amended 09/01/00</td>
</tr>
<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>
<tr>
<td>SCP Number</td>
<td>Policy Name</td>
<td>Effective Date</td>
<td>Date of Latest Action</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>3620</td>
<td>Policy Regarding Program Review</td>
<td>11/27/01</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. Comment Period Expired 11/16/02 Originated 10/08/01</td>
</tr>
<tr>
<td>3625</td>
<td>General Studies (University Parallel) Program Evaluation Model Policy</td>
<td>09/01/85</td>
<td>04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revised.</td>
</tr>
<tr>
<td>3625.A</td>
<td>General Studies (University Parallel) Program Evaluation Model</td>
<td>09/01/85</td>
<td>04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revised.</td>
</tr>
<tr>
<td>3637</td>
<td>General Education Philosophy and Goals</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 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</td>
</tr>
<tr>
<td>3650</td>
<td>Program Reduction or Elimination</td>
<td>09/01/85</td>
<td>Amended 09/01/00 Repealed SCI-1542</td>
</tr>
<tr>
<td>3670</td>
<td>Public School Service Program</td>
<td>11/29/05</td>
<td>11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. Originated 09/20/05</td>
</tr>
<tr>
<td>3670.A</td>
<td>Public School Service Form</td>
<td>11/29/05</td>
<td>Originated 09/20/05</td>
</tr>
<tr>
<td>3693</td>
<td>Instructional Schedule Development</td>
<td>07/01/84</td>
<td>11/28/06 - BOG granted final approval. 10/19/06 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Technical revision 09/23/2005. 09/01/00 Amended policy; Repealed SCI-1271 effective date of 08/30/93</td>
</tr>
<tr>
<td>3705</td>
<td>Student Academic Rights</td>
<td>04/15/02</td>
<td>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</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>
<tr>
<td>3736</td>
<td>Student Standards of Academic Progress</td>
<td>11/01/84</td>
<td>04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revised.</td>
</tr>
<tr>
<td>3780</td>
<td>Textbook Selection Policy</td>
<td>06/24/02</td>
<td>03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 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>
<td></td>
<td></td>
</tr>
<tr>
<td>4110</td>
<td>Institutional Policy Regarding ACT Requirements</td>
<td>12/01/84</td>
<td>12/08/09 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/09 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 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>SCP Number</td>
<td>Policy Name</td>
<td>Effective Date</td>
<td>Date of Latest Action</td>
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</tr>
</tbody>
</table>
| 4356       | Financial Aid Recipient - Change in Enrollment Status                        | 01/01/85       | 11/28/2006 - BOG granted final approval.  
10/19/2006 Released for 30-day comment–expired 11/21/2006 - No substantive comments received.  
10/2006 – Revisions provide clarity and reflect grammar and technical changes.  
Revised 09/01/2000                                                                   |
| 4385       | Reduced Tuition and Fee Program for State Residents Age 65 and Older         | 02/15/05       | Repealed 02/21/06. Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051.  
Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05  
Originated 12/02/04                                                                     |
| 4398       | Student Grades and Grade Point Average Requirements for Graduation         | 01/21/03       | 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.  
11/29/05 - BOG granted final approval of amended policy.  
10/21/05 - Received no comments.  
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. |
| 4558       | Administration of Credit Course Registration Procedures                   | 11/01/84       | 11/28/2006 - BOG rescinded SCP-4558.  
10/19/2006 - BOG reviewed policy and approved for 30-day comment period expiring 11/21/2006 – No comments were received.  
10/2006 – Policy reviewed by Academic Affairs and Student Services Units. Group deemed the document does not meet the criteria for a policy, but is a statement of procedures and rules. Recommended cancellation.  
Amended policy 09/01/2000                                                                  |
| 4634       | Student Activities                                                          | 07/01/84       | 10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure.  
09/17/2009 - Received no comments.  
08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009.  
08/04/2009 - Policy was reviewed by the Student Development and Special Services Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure.  
09/01/2000                                                                  |
<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>4672</td>
<td>Student Class Attendance</td>
<td>07/01/84</td>
<td>12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure. 11/18/2009 - Received no comments. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 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>12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure. 11/18/2009 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 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>Transfer Student Requirements and Credit Evaluation</td>
<td>07/01/84</td>
<td>06/22/2010 - BOG granted final approval; 05/29/2010 - Received two comments. One comment was grammatical in nature and was addressed in the final policy. The second comment related to an inaccurate definition in Section 3.7 of the policy. The section was revised to include the word “regional” in the definition. Revisions of 09/01/2009 reflect title changes and include content from the rescinded policy, SCP-4825, Transfer of Student Credit Hours from Another Institution; 04/27/2010 - Due to significant changes in the content of this policy, the BOG released draft policy for an additional 30-day public comment expiring 05/29/2010; 03/02/2010 - Policy continues under review; 11/18/2009 - Received one comment. Available for review upon request. Response has not yet been provided; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 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>12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/2009 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05; Amended 09/20/05 to include additional language in Sections 3 and 6 of this policy.</td>
</tr>
<tr>
<td>5000</td>
<td>FINANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCP Number</td>
<td>Policy Name</td>
<td>Effective Date</td>
<td>Date of Latest Action</td>
</tr>
<tr>
<td>------------</td>
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<td>-----------------------</td>
</tr>
</tbody>
</table>
| 5050       | Assessment, Payment and Refund of Fees | 02/19/02 | Comment Period Expired 02/15/02  
 Originated 01/02 |
| 5051       | Reduced Tuition and Fee Program for State Residents Age 65 and Older | 02/15/05 | 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 |
| 5065       | Awarding of Undergraduate Tuition and Fee Waivers | 02/19/02 | 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 |
| 5066       | Third-Party Tuition and Fee Waivers | NEW DRAFT POLICY | 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy which addresses approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College. |
| 5074       | Selection, Adoption and Sale of Textbooks and Other Course Materials | NEW DRAFT POLICY | 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures. |
| 5075       | Bookstore Textbook Procedures | 07/01/84 | 03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.  
09/01/00 - Replaced Textbook Policy Procedures, Effective 01/17/97 |
<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>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>
</tr>
<tr>
<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>
</tr>
<tr>
<td>5525</td>
<td>Maintenance Work Order Request System</td>
<td>07/01/84</td>
<td>Amended 09/01/00 - 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 - 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>
</tr>
<tr>
<td>5780</td>
<td>Travel Regulations Policy</td>
<td>10/15/02</td>
<td>11/2006 - Policy reviewed – no changes were made. Comment Period Expired 05/20/04; Amended 02/25/04 Originated 09/02</td>
</tr>
<tr>
<td>5830</td>
<td>Use of Southern West Virginia Community and Technical College System Vehicles</td>
<td>01/28/91</td>
<td>04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00; Repealed SCI-1381, Use of Southern System Vehicles, Effective 01/28/91; State Vehicle Requisition Policy, Effective 12/09/07; Use of Southern Vehicles Policy, Effective 02/01/99.</td>
</tr>
<tr>
<td>6000</td>
<td>ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT</td>
<td></td>
<td></td>
</tr>
<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; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 08/08 - Policy was reviewed by the Executive Council and Workforce Development Unit. Both groups recommended its cancellation and reconstruction as a procedure. 07/01 - Policy amended.</td>
</tr>
<tr>
<td>7000</td>
<td>TECHNOLOGY</td>
<td></td>
<td></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>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</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; 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 reflect up-to-date terms and current acceptable usage. Amended 09/01/00</td>
</tr>
<tr>
<td>7680</td>
<td>Reports for External Use</td>
<td>05/01/85</td>
<td>10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 07/27/00</td>
</tr>
<tr>
<td>7688</td>
<td>Reports for Internal Use</td>
<td>05/01/85</td>
<td>10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 07/27/00</td>
</tr>
<tr>
<td>7712</td>
<td>Requests for Media Service and Television Agreements</td>
<td>05/01/85</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; 08/08 - 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.</td>
</tr>
<tr>
<td>7720</td>
<td>Security of Management Information Technology</td>
<td>05/01/88</td>
<td>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</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>
<tr>
<td>8600</td>
<td>Board of Governors Operational Guidelines Policy</td>
<td>08/21/01</td>
<td>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.</td>
</tr>
<tr>
<td>8600.A</td>
<td>Board of Governors Operational Guidelines</td>
<td>06/24/02</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.  02/08 - 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.</td>
</tr>
</tbody>
</table>
1. What is your gender?  
- Male  
- Female

2. What is your age?  
- Under 25  
- 25 or over

3. With which ethnic group do you identify?  
- American Indian  
- Black, African American  
- Hispanic  
- Asian  
- Pacific Islander  
- White, non-Hispanic

4. What was your major(s)? If you received two or more degrees or certificates, please mark all that apply.  
- Associate in Art – University Transfer  
- Associate in Science – University Transfer  
- Board of Governors Adult Degree Completion  
- Business Accounting  
- Business Administration  
- Criminal Justice  
- Dental Hygiene  
- Early Childhood Education  
- Electrical Engineering  
- Emergency Medical Services  
- Health Care Professional  
- Information Technology  
- Medical Laboratory Technology  
- Mine Management  
- Nursing  
- Occupational Development  
- Office Administration  
- Radiologic Technology  
- Respiratory Care Technology  
- Salon Management/Cosmetology  
- Surgical Technology  
- Survey Technology  
- Technical Studies  
- Central Sterile Supply Certificate  
- Criminal Justice Certificate  
- Electrical Engineering Technology Certificate  
- Emergency Medical Service Certificate  
- Electrocardiography Certificate  
- Medical Laboratory Assistant Certificate  
- Information Technology Certificate  
- Office Administration Certificate  
- Survey Technology Certificate  
- Technical Studies Certificate  
- Other (please specify): ____________________

5. Please rate your satisfaction with each of the following elements as they relate to your major program.  

<table>
<thead>
<tr>
<th>Element</th>
<th>Very Satisfied</th>
<th>Somewhat Satisfied</th>
<th>Neither Satisfied Nor Dissatisfied</th>
<th>Dissatisfied</th>
<th>Very Dissatisfied</th>
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<tbody>
<tr>
<td>Availability of classes</td>
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<tr>
<td>Overall quality of instruction</td>
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<td>Usefulness of text and materials</td>
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<td>Access to faculty</td>
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<td>Quality of facilities and equipment</td>
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<td>Quality of instructional technology</td>
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<td>Access to technical support</td>
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</table>

6. Please indicate your level of agreement with each of the following statements.  

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neither Agree Nor Disagree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required courses were offered with reasonable frequency</td>
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</table>
7. On a scale of 1 to 5, with 1 being not at all and 5 being a great deal, please rate the degree to which your major program helped you in the following skill areas.

<table>
<thead>
<tr>
<th>Skill Area</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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<tr>
<td>Gave me a sense of competence in my major field of study</td>
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8. My major or program developed or enhanced...

- Critical Thinking Skills
  - Yes
  - No
- Written Communication Skills
  - Yes
  - No
- Oral Communication Skills
  - Yes
  - No
- Quantitative Reasoning Skills
  - Yes
  - No
- Mathematical Skills
  - Yes
  - No
- Science Skills
  - Yes
  - No
- Leadership Skills
  - Yes
  - No
- Teamwork Skills
  - Yes
  - No
- Computer Skills
  - Yes
  - No

9. If your program of study did not develop or enhance the skills listed above, how could we improve?

__________________________________________________________________________

10. Please rate your satisfaction with the following areas.

<table>
<thead>
<tr>
<th>Area</th>
<th>Very Satisfied</th>
<th>Somewhat Satisfied</th>
<th>Neither Satisfied Nor Dissatisfied</th>
<th>Dissatisfied</th>
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11. If you were dissatisfied in areas, how could we improve them?

__________________________________________________________________________
12. Which of the following Transitional Studies Courses (developmental education) did you take? Please mark all that apply. (Skip questions 12 and 13 if you took no transitional studies courses.)

☐ EN 090  ☐ EN 099  ☐ MT 090  ☐ MT 099

13. On a scale of 1 to 5 with 1 being unprepared and 5 being prepared, after completion of Transitional Studies courses, how prepared were you for college level courses?

- Extremely Prepared [5]
- Prepared [4]
- Neither Prepared or Hindered [3]
- Somewhat Unprepared [2]
- Unprepared [1]

13a. After completion of Transitional Studies courses, how prepared were you for college level English courses?

- Extremely Prepared [5]
- Prepared [4]
- Neither Prepared or Hindered [3]
- Somewhat Unprepared [2]
- Unprepared [1]

13b. After completion of Transitional Studies courses, how prepared were you for college level Mathematics courses?

- Extremely Prepared [5]
- Prepared [4]
- Neither Prepared or Hindered [3]
- Somewhat Unprepared [2]
- Unprepared [1]

14. How has your overall experience at Southern West Virginia Community and Technical College been in preparing you for life in general?

- Extremely Useful [5]
- Useful [4]
- Neither [3]
- Somewhat Useful [2]
- Not At All Useful [1]

15. Have you obtained employment?

☐ Yes  ☐ No

15a. Are you employed in West Virginia?

☐ Yes  ☐ No

16. Which best describes your post-graduation activities?

☐ Obtained employment in my field of study
☐ Obtained employment not related to my field of study
☐ Attended 4 year college or university

16a. Which College or University? ________________________________

17. How has your overall experience at Southern been in preparing you for your career?

- Extremely Useful [5]
- Useful [4]
- Neither [3]
- Somewhat Useful [2]
- Not At All Useful [1]

18. If employed, please indicate your starting salary

☐ Less than $15,000  ☐ $25,000-$49,999  ☐ $75,000 - $99,999
☐ $15,000-$24,999  ☐ $50,000 - $74,999  ☐ $100,000 - $149,999

Please continue on the next side ➤
19. If employed, is there room for advancement within your current employment?
   - Yes   - No

20. Do you feel you are prepared for advancement within your current employment?
   - Yes   - No

21. May we contact your employer?
   If so, please provide your employer’s name, address, and phone number.
   - Yes   - No

<table>
<thead>
<tr>
<th>Employer</th>
<th>Supervisor</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Address</th>
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<th>State</th>
<th>Zip</th>
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22. While attending Southern, were you provided with a Workforce Investment Act Scholarship authorized by the Workforce Investment Act?
   - Yes   - No

23. Overall, how satisfied are you with your experience at Southern?
   - Very Satisfied   - Satisfied   - Somewhat Satisfied   - Dissatisfied   - Very Dissatisfied

24. While attending Southern, what was your assigned campus? *(optional question)*
   - Boone   - Logan   - Williamson   - Wyoming

---

Thank you for completing this survey!
1. What is your gender?  
- Male  - Female

2. What is your age?  
- Under 25  - 25 or over

3. With which ethnic group do you identify?  
- American Indian  
- Black, African American  
- Hispanic  
- Asian  
- Pacific Islander  
- White, non-Hispanic

4. What was your major(s)? If you received two or more degrees or certificates, please mark all that apply.  
- Associate in Art – University Transfer  
- Associate in Science – University Transfer  
- Board of Governors Adult Degree Completion  
- Business Accounting  
- Business Administration  
- Criminal Justice  
- Dental Hygiene  
- Early Childhood Education  
- Electrical Engineering  
- Emergency Medical Services  
- Health Care Professional  
- Information Technology  
- Medical Laboratory Technology  
- Mine Management  
- Nursing  
- Occupational Development  
- Office Administration  
- Radiologic Technology  
- Respiratory Care Technology  
- Salon Management/Cosmetology  
- Surgical Technology  
- Survey Technology  
- Technical Studies  
- Central Sterile Supply Certificate  
- Criminal Justice Certificate  
- Electrical Engineering Technology Certificate  
- Emergency Medical Service Certificate  
- Electrocardiography Certificate  
- Medical Laboratory Assistant Certificate  
- Information Technology Certificate  
- Office Administration Certificate  
- Survey Technology Certificate  
- Technical Studies Certificate  
- Other (please specify): _______________________

5. Please rate your satisfaction with each of the following elements as they relate to your major program.  
- Availability of classes  
- Overall quality of instruction  
- Usefulness of text and materials  
- Access to faculty  
- Quality of facilities and equipment  
- Quality of instructional technology  
- Access to technical support

6. Please indicate your level of agreement with each of the following statements.  
- Required courses were offered with reasonable frequency  
- Class sizes were appropriate  
- Faculty members were genuinely interested in my learning  
- Faculty displayed knowledge in the field  
- Course content reflected current trends in my field  
- Degree requirements were relevant to my professional goals  
- I would recommend others who are interested in my field of study to attend Southern
7. On a scale of 1 to 5, with 1 being not at all and 5 being a great deal, please rate the degree to which your major program helped you in the following skill areas.

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<th>Skill Area</th>
<th>Helped a Great Deal</th>
<th>Somewhat Helped</th>
<th>Neither Helped or Hindered</th>
<th>Somewhat Hindered</th>
<th>Did Not Help At All</th>
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- Leadership Skills
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- Teamwork Skills
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- Computer Skills
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  - No

9. If your program of study did not develop or enhance the skills listed above, how could we improve?

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________________________________________________________________________

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12. Which of the following Transitional Studies Courses (developmental education) did you take? Please mark all that apply. (Skip questions 12 and 13 if you took no transitional studies courses.)

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- ☐ MT 099

13. On a scale of 1 to 5 with 1 being unprepared and 5 being prepared, after completion of Transitional Studies courses, how prepared were you for college level courses?

- Extremely Prepared
- Prepared
- Neither Prepared or Hindered
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- Unprepared

13a. After completion of Transitional Studies courses, how prepared were you for college-level English courses?

- Extremely Prepared
- Prepared
- Neither Prepared or Hindered
- Somewhat Unprepared
- Unprepared

13b. After completion of Transitional Studies courses, how prepared were you for college-level Mathematics courses?

- Extremely Prepared
- Prepared
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14. How has your overall experience at Southern West Virginia Community and Technical College been in preparing you for life in general?

- Extremely Useful
- Useful
- Neither Useful
- Somewhat Useful
- Not At All Useful

15. Have you obtained employment?

- ☐ Yes
- ☐ No

15a. Are you employed in West Virginia?

- ☐ Yes
- ☐ No

16. Which best describes your post-graduation activities?

- Obtained employment in my field of study
- Obtained employment not related to my field of study
- Continued education
- Military service
- Volunteer service (Peace Corps, religious missionary)

17. How many different employers have you had since you completed your degree at Southern?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8 or more

18. Have you earned any post-secondary degrees since graduating from Southern?

- ☐ Yes
- ☐ No

18a. If so, which post-secondary degree did you earn? ________________________________

18b. What College did you attend? ________________________________

19. How has your overall experience at Southern been in preparing you for your career?

- Extremely Useful
- Useful
- Neither Useful
- Somewhat Useful
- Not At All Useful
20. If employed, please indicate your starting salary
☐ Less than $15,000  ☐ $25,000-$49,999  ☐ $75,000 - $99,999
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21. If employed, is there room for advancement within your current employment?
☐ Yes  ☐ No

22. Do you feel you are prepared for advancement within your current employment?
☐ Yes  ☐ No

23. May we contact your employer?
If so, please provide your employer’s name, address, and phone number.
☐ Yes  ☐ No

24. While attending Southern, were you provided with a Workforce Investment ACT Scholarship authorized by the Workforce Investment Act?
☐ Yes  ☐ No

25. Overall, how satisfied are you with your experience at Southern?
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26. While attending Southern, what was your assigned campus? (optional question)
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Thank you for completing this survey!