



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

**INSTITUTIONAL
BOARD OF GOVERNORS**

**MEETING AGENDA
SEPTEMBER 20, 2005**

Board Members

**Linda Akers, Chair
Rory Perry, Vice Chair
Dennis Trader, Secretary
William Grizzell
Shelley Huffman
Jada Hunter**

**George Kostas
Dr. David Pierce
James R. Sheatsley
Michael Baldwin
Julia Goad
George Morrison**

**Joanne Jaeger Tomblin
President**

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 20, 2005
ROOM 111 — LOGAN CAMPUS

AGENDA

1. Welcome and Call to Order Ms. Linda Akers
Board Chair
2. Faculty Senate Presentation Dr. J. David O'Dell
Faculty Senate Chair
3. President's Report Ms. Joanne Jaeger Tomblin
President
4. Action Items
 1. Approval of June 21, 2005 Minutes Page 17
 2. Approval of Monetary Gift Levels for the Naming
of Facilities or Organizational Units Page 24
 3. Policies Scheduled for Review
 1. SCP-1010, Use of Alcoholic Beverages on Campus Page 29
 2. SCP-4770, Student Rights and Responsibilities Page 33
 4. Approval of Policies for 30-day Comment
 1. SCP-3160, Course Syllabus (Revised) Page 46
 2. SCP-3188, College Level Examination Program (CLEP)
(Revised) Page 54
 3. SCP-3227, Credit Based on Experience (Revised) Page 58
 4. SCP-3670, Public School Service Program (New) Page 64
 5. SCP-4398, Student Grades and Grade Point Average
Requirements for Graduation (Revised) Page 67
 6. SCP-4825, Transfer of Student Credit Hours from
Another Institution (Revised) Page 72
5. Discussion Items
 1. Board and Administration Self-Evaluation Page 76
 2. October Board of Governors Meeting and Retreat Page 77
 3. Classified Staff Council Request Page 79
 4. Suggested Timeline for Construction of the
Allied Health and Technology Building Page 80
 5. Capital Projects Proposal Page 83
 6. Tuition Committee Page 85
6. Executive Session Under the Authority of WV Code §6-9A-4
for Personnel Items Chair Akers

- 7. Informational Items Chair Akers
 - 1. Acknowledgement Letter from the Community and Technical College System
 - 2. Bruce Walker Memo Regarding Board of Governors' Rules

- 8. Adjournment Chair Akers

**Faculty Senate
Presentation
to the
Board of Governors**

Faculty Senate Goals for 2005-2006

J. David O'Dell, PhD
Faculty Senate Chair

Role of Faculty Senate

- Recommend policies and procedures regarding faculty issues
 - Academics
 - Human Resources
- Provide input on decisions which affect faculty
 - Human Resources
 - Finance and Facilities

What Faculty Senate Is Not

- Senate does not address individual faculty issues.
- Senate does not address individual conflicts between faculty and faculty, faculty and staff, or faculty and administration.
- However, those issues and conflicts may lead to Senate action with regard to policies and procedures if they benefit faculty as a whole.

Faculty Senate Composition

- Eight elected by campus
 - Logan (three)
 - Williamson (three)
 - Boone (one)
 - Wyoming (one)
- Two elected by entire faculty
 - Representative to Board of Governors
 - Representative to Advisory Council of Faculty

Current Senate Priorities

- Faculty Productivity Policy
- Faculty Incentive Pay Policy
- Faculty Workload Policy
- Promotion and Tenure Policy
- Adjunct and Overload Pay
- Faculty Parking

Faculty Productivity Policy

- Draft sent to Senate in March 2005
 - Defined faculty productivity by credit hour production
- Revisions made by Senate in April 2005
 - Advising load
 - Student achievement
 - Service on committees
 - Professional development

Faculty Incentive Pay Policy

- Formerly Merit Pay Policy
- Awards not necessarily consistent with effort
 - \$6000 to develop modular course
 - \$2000 to develop web course

Faculty Workload Policy

- 15 credit hour course load
 - Five three-hour courses = 15 contact hours
 - Four four-hour lab courses = 20 contact hours
- Class caps often based on demand
 - Nutrition section with 45 students
 - Some English Composition courses capped at 29, some 25, and Fastrack as low as 14
 - Lab courses cap at 24 because 12 lab stations

Promotion and Tenure Policy

- Instructor to Assistant Professor
 - Academic Track
 - Masters degree + 9 graduate hours
 - Vocational Track
 - Masters degree OR bachelors degree + 15 graduate hours + professional certification/license + five years recent full-time in-field experience

Adjunct and Overload Pay

- Currently \$350 per credit hour
- Unchanged for at least ten years
- Faculty teaching three-hour overload get \$1050 for twenty percent increase in teaching load
 - Less than ten percent increase even for instructors at lower end of pay scale
 - Approximately five percent increase for professors and associate professors

Faculty Parking

- Southern once had separate faculty parking
- Nearly all institutions have separate faculty parking
- Parking limited on Logan campus
- Faculty who start teaching mid-day, or those who travel from other campuses, have difficulty parking at Logan

**Board of Governors
Meeting of September 20, 2005
Agenda Items for Action**

1.	Approval of June 21, 2005 Minutes	Page 17
2.	Approval of Monetary Gift Levels for the Naming of Facilities or Organizational Units	Page 24
3.	Policies Scheduled for Review	
1.	SCP-1010, Use of Alcoholic Beverages on Campus	Page 29
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SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
LOGAN CAMPUS—ROOM 111
JUNE 21, 2005

DRAFT

- PRESENT:** Linda Akers, Rory Perry, George Kostas, David Pierce, Jada Hunter, Dennis Trader, James Sheatsley, Michael Baldwin, Julia Goad, Dean Lucas
- ABSENT:** Shelley Huffman, William Grizzell
- STAFF:** Joanne Tomblin, Merle Dempsey, James P. Owens, Katie Smith-Cox, Allyn Sue Barker, Fred Scott, Pamela Alderman, Patricia Clay, Patricia Cutlip, Emma Baisden
- GUEST:** George Morrison, Terry Purdy, Patricia Miller, Christopher Gray

1. WELCOME AND CALL TO ORDER:

Vice Chair, Linda Akers, called roll, declared a quorum present and convened the meeting at 6:05 p.m.

1. President Tomblin introduced the new Board of Governors faculty representative, Mr. George Morrison, to the group. Mr. Morrison will assume the position on July 1.
2. Mrs. Patricia Cutlip administered the *Oath of Office* to new Board member, Mr. George Morrison, and returning Board members, Mr. R. Michael Baldwin, and Ms. Julia Roberts Goad, Classified Staff and Student Representatives, respectively.
3. President Joanne Tomblin honored outgoing Board faculty representative, Dr. F. Dean Lucas, with the *Octavia Tree Service Award*. A stalwart oak tree is acid etched into the back of this jade-tinted glass award acting as a backdrop for the following inscription: "The foundation of any great organization is rooted in service. It is the nurturing force which fuels all growth." Dr. Lucas joined the meeting via conference call.

2. PRESIDENT'S REPORT:

President Joanne Tomblin updated the Board on pertinent institutional developments.

1. Mr. George Morrison will replace Dr. F. Dean Lucas as the faculty representative to the Board of Governors for a two-year term beginning July 1.
2. President Tomblin held the initial meeting of the Williamson Campus Task Force on April 21, 2005. She established a broad-based committee to assess the needs of the Williamson Campus service district and make recommendations for the future direction of the campus. Ms. Patricia Clay, Task Force Administrative Liaison, plans to complete the project in three phases: Phase 1, Educate and Inform; Phase 2, Research and Survey; Phase 3, Analyze and Recommend. Ms. Jada Hunter serves as the Board of Governors representative to the committee. Also, internal constituent representatives include Ms. Glenna Hatfield, faculty representative; Mr. Michael Baldwin, classified staff representative; Ms. Rita Roberson, administration representative. Progress reports will be provided periodically.
3. On April 28, 2005, President Tomblin held a joint meeting with District School Superintendents and the District Consortia. The focus of discussion was requirements of Senate Bill 448, continuation of our interactive classroom project, and new programs and initiatives.
4. To conduct planning for fiscal year 2006, President Tomblin held her annual Administrative Retreat June 15-17, at Meadow View Conference, Resort, and Convention Center in Kingsport, TN. Guests from Mountain Empire Community

- College, Big Stone Gap, Virginia, gave a presentation on their efforts to address recruitment and retention issues as part of a pilot project funded by the Lumina Foundation and the American Association of Community Colleges.
5. The Wyoming Campus Task Force recommendations will be completed by the Fall 2005 semester. Three new programs will be initiated and all renovations to the facility will be completed. More than \$8,000 in marketing has been provided to promote the campus and its programs in the Raleigh, Wyoming, and McDowell county areas. Facility renovations include three new classrooms and offices created from the former library and multipurpose space, and the creation of a Snack Bar/Food Services operation for the campus.
 6. The annual Employee Recognition Day was held on April 29th at the Logan Campus of Southern.
 7. Southern's Allied Health Associate Degree Pinning and Commencement ceremonies were conducted May 13 and 14, respectively, at the Earl Ray Tomblin Convention Center at Chapmanville. Approximately 1,200 persons attended each event.
 8. The new comprehensive Lincoln County High School will be completed in 2006.
 9. President Tomblin provided the Board with events/meetings/conferences in which she has participated since February, keeping the College in high profile throughout the district:
 1. Education Alliance, April 26, 2005
 2. Higher Education Series 8 Statewide Committee
 3. *Forward Southern West Virginia*, April 26, 2005
 4. West Virginia Community and Technical College Council on Education and Finance, May 4, 2005
 5. Logan Regional Medical Center Board meetings, May 4, May 25, and June 5, 2005
 6. Corridor G Regional Development Authority meetings, May 5 and June 3, 2005
 7. Meeting with Congressman Nick J. Rahall's staff, May 5, 2005
 8. Regional Contracting Assistance Center meeting, May 19, 2005
 9. PIA Trucking, May 11, 2005
 10. Logan County Chamber of Commerce, May 10 and June 14, 2005
 11. Beth Haven Christian School Commencement Speaker, May 26, 2005
 12. Educational Summit, May 26, 2005
 13. Personnel Law Conference, May 27, 2005
 14. New Chapmanville Regional High School Groundbreaking ceremony, June 3, 2005
 15. Logan Regional Medical Center New Emergency Room and Women's Center groundbreaking ceremony, June 20, 2005
 16. Mountain Laurel Complex Open House and Mine Tour, June 9, 2005.
 10. A total of 15 high schools and middle schools were visited during the Fall 2004 and Spring 2005 semesters. President Tomblin's high school and middle school visiting team talked with approximately 1,858 students.
 11. The Beckley Higher Education Center is scheduled to open in 2007.
 12. Since January 2005, more than 2,500 senior citizens throughout Southern West Virginia have received prescription drug training on Southern's Mobile Education and Evaluation Training Unit (MEET-U). The training was provided through a partnership with the American Association of Retired Persons (AARP) Prescription Drug Outreach Program.

13. In partnership with the West Virginia Coal Association and WVU Mine Extension Service, the Vice President for Economic, Workforce and Community Development, Ms. Allyn Sue Barker, submitted an Employment and Training Administration (ETA) grant to the U. S. Department of Labor for coal mine and related technology training programs. The partnership will create an *Academy for Mine Training and Energy Technologies* that addresses coal and energy needs in Southern West Virginia.
14. Southern received \$2,477,788 in grant funds for the 2004-2005 academic year.
15. Surveillance cameras are being installed at all of Southern's campuses to address security issues.
16. New programs/initiatives to be launched at Southern include
 1. Technical Studies in Applied Technology Certificate, West Virginia Gas and Oil Well Tender Option
 2. Expanded EKG Program to the Wyoming Campus
 3. Health Care Technology Certificate, Fall 2005
 4. Dental Hygiene, Fall 2005; January 2006 Dental Hygiene Clinic to open
 5. CDL in cooperation with the Boone Career Truck Driving School
 6. Expanded Nursing Program to 87 students through Attorney General Scholarship
 7. Water and Waste Water Treatment, January 2006
 8. LPN to RN Program, January 2006
 9. Expanded Criminal Justice Program to McDowell County (industry demand)
 10. Additional dual credit enrollment classes to be offered at Chapmanville, Belfry, Phelps, and Sheldon Clark High Schools
 11. Project SAIL (Specialty Asynchronous Industry Training) through the League for Innovation
 12. Board of Governors Associate in Applied Science Degree, Mining Option
 13. Medical Billing and Coding, July 2005
 14. Cosmetology and Mortuary Science
17. Fast Track Jobs are training programs that provide participants with quick, convenient training that represents the job areas that are currently in demand in West Virginia. The programs are delivered in 90 days or less. Three Fast Track programs were launched by Southern's Economic, Workforce, and Community Development Unit—Underground Mine Apprenticeship Training (80-hour); Surface Mine Apprenticeship Training (40-hour); and Bank Teller.

3. MAJOR GIFTS CAMPAIGN REPORT:

Mr. Terry Purdy, Cargill Associates Consultant, informed Board members that the Major Gifts Campaign remains in the quiet phase. Since the last report in October, the campaign has been organized into constituent groups. Mr. James H. 'Buck' Harless, serves as the Honorary Chair, and General Chairs include Mr. and Mrs. Willie (Linda) Akers, and Mr. George Kostas. Serving as Board Co-chairs are Ms. Shelley Huffman and Mr. Rory Perry.

The Faculty/Staff Campaign has exceeded its \$100,000 goal. To date, the faculty, staff, and administration have pledged \$105,000. The Board of Governors Campaign has met approximately 75% of its \$1.1 million-dollar goal. To date, approximately \$4,000,000 of the \$6,000,000 goal has been met. The Major Gifts Campaign kickoff to the public is planned for late October 2005.

It is the intent of the Major Gifts Campaign Team to raise \$20,000,000 by the year 2020,

with approximately six to nine million raised during the next five years. Contributions will be invested in Southern's Foundation to provide stability for the institution in the years ahead, and will be tax deductible.

4. ACTION ITEMS:

1. Approval of April 19, 2005, Minutes:

Vice Chair, Linda Akers, declared the minutes approved as presented.

2. Nominating Committee Report and Election of Officers 2005-2006

Mr. Dennis Trader, Nominating Committee Chair, presented the committee's report and recommendation of Linda Akers, Chair; Rory Perry, Vice Chair and Ceremonial Representative; and Dennis Trader, Secretary.

Vice Chair Akers opened the floor for nominations for chair, vice chair, and secretary. Hearing none, Vice Chair Akers declared nominations closed.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect Linda Akers as Chair, Rory Perry as Vice Chair and Ceremonial Representative, and Dennis Trader as Secretary for fiscal year 2006.

ACTION: David Pierce seconded the motion. The motion carried unanimously.

3. New Board Member Orientation Committee Report

Vice Chair, Linda Akers, reporting for the New Board Member Orientation Committee, discussed the process the committee developed for orienting new Board members. A manual was developed to present to each new ember to help acclimate the individual to both the College and Board operations.

4. Approval of Board Meeting Schedule

Vice Chair Akers presented a schedule of meetings and agenda deadlines for July 1, 2005 through June 30, 2006 to the Board for adoption.

MOTION: Dennis Trader moved the adoption of the schedule.

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

5. Lincoln County High School Project Site

MOTION: James Sheatsley moved to accept the following resolution.

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize the Board Chair, along with the President, to act on the Board's behalf in accepting the 1/20th interest in the Lincoln County property and signing the *Real Estate Repurchase Agreement* and the *Possession and Use Agreement*.

ACTION: Rory Perry seconded the motion. The motion carried unanimously.

6. Acceptance of Donated Real Estate from Foundation

MOTION: Rory Perry moved to accept the following resolution.

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors accept from the Southern West Virginia Community College Foundation the donation of real estate known as "Lot 3 and part of Lot 2, Parcel 83 and 87, of Thompson's First Addition to the Town of Holt," on Mud Fork of Island Creek District, Logan County, West Virginia.

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

7. Tuition Committee Reactivation

MOTION: George Kostas moved to accept the following resolution.

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors reactivate the Tuition Remission Committee as the Tuition Committee, and make recommendations to the Board of Governors on tuition and fee increases for FY 2006-2007 and a Tuition Remission Program for Southern employees at the November 2005 Board meeting.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Members are: Rory Perry, Chair; Jada Hunter, Dennis Trader, and Julia Goad. Linda Akers will serve as ex-officio.

5 DISCUSSION ITEMS:

1. Report on Economic, Workforce and Community Development Unit Action Plan for Achievement of the *Compact for West Virginia 2010*

As charged by President Tomblin and the Board of Governors of Southern West Virginia Community and Technical College, the Economic, Workforce, and Community Development Unit has developed an action plan for implementation of the *Compact for West Virginia 2010*. Ms. Allyn Sue Barker, Vice President for Economic, Workforce, and Community Development, presented the unit's goals, strategies and target dates for completion to the Board.

2 Strategic Planning Committee Recommendation

The Higher Learning Commission of the North Central Association of Colleges and Schools recommends that institutional vision and mission statements be reviewed periodically and adjusted accordingly. For the purpose of accreditation, in January 2005, President Tomblin charged the Strategic Planning Committee with review of the College's Mission and Vision Statements to determine if adjustments were necessary and requested a formal recommendation from the group. On April 1, 2005, the President received a formal letter from the Committee Chair indicating the review had taken place and the Strategic Planning Committee recommended no changes at this time. A copy of the recommendation was provided for the Board's review.

3 West Virginia Council for Community and Technical College Education Action on Tuition Increase

President Tomblin informed Board members that the West Virginia Council for Community and Technical College Education at its May 5, 2005 meeting, voted not to grant resident tuition increases for the 2005-06 academic year. The action was based on the fact that community and technical college budgets were not reduced and does not reflect any dissatisfaction with the delivery of community and technical college education by Southern. The Council, however, approved Southern's request for an increase in course fees. President Tomblin informed the group that Council intends to address the tuition differential between free-standing and administratively linked community and technical colleges.

4 Board of Governors Retreat

The Board of Governors annual planning retreat will be held October 21, 2005 at Snowshoe Resort, Snowshoe, West Virginia.

6. EXECUTIVE SESSION:

Vice Chair Akers moved that the Board of Governors go into an executive session pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues. Vice Chair Akers invited Joanne Tomblin and Emma Baisden to attend the executive session. George Kostas seconded the motion that carried unanimously, and the Board thereupon met in an executive session. At the conclusion of the discussion, Vice Chair Akers moved that the Board rise from executive session. Mr. Kostas seconded the motion which passed unanimously.

FURTHER ACTION ITEMS:

Based on discussion in Executive Session, the Board reconvened in an open session and took the following action:

1. President's 2005-2006 Goals

MOTION: Rory Perry moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College for 2005-2006.

ACTION: Jada Hunter seconded the motion. James Sheatsley abstained. The motion carried. They will discuss this item further at the Board Retreat. The goals are attached and made a part of the minutes. (See Addendum 1).

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

7. Adjournment:

There being no further business, the meeting adjourned at 7:40 p.m. upon a motion and second by James Sheatsley and George Kostas. The next Board meeting is scheduled for September 29, 2005.

<hr/> Shelley T. Huffman	Chair
<hr/> Linda Q. Akers	Vice Chair
<hr/> Rory Perry	Secretary
<hr/> Emma L. Baisden	Assistant Secretary

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 20, 2005**

ITEM: Monetary Gift Levels for the Naming of Facilities and Organizational Units

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the levels of monetary gifts required for the naming of any facility or organizational unit of Southern West Virginia Community and Technical College.

STAFF MEMBER: Linda Akers

BACKGROUND:

The procedures to be followed for requesting that a facility or organizational unit be named for an individual or organizational unit is outlined in Section Seven of Southern's College Policy (SCP) 1481, *Naming of Facilities and Organizational Units*. As prescribed in Section 7.A, the President and Board of Governors shall establish and review the levels of monetary contribution required for the naming of any facility or organization unit of the College. The minimum monetary gift levels have been established and are outlined on the following page for review and consideration.



Gifts for the Naming of Facilities or Organizational Units
of Southern West Virginia Community and Technical College

Minimum monetary gift levels required for the naming of any facility or organizational unit of Southern West Virginia Community and Technical College.	
Category	Contribution Amount
Naming a New Building	Requires a minimum of \$2,000,000
Existing Unnamed Building	\$1,000,000
Naming of a School, Division, Department or Program [i.e., The ___ School of Nursing, Division of Allied Health, Department of Medical Imaging, or Medical Laboratory Technology Program]	\$500,000
Naming of a Center or an Institute [i.e., The _____ Center for Workforce Development]	\$500,000
Naming of a Newly Constructed Specialized Room/Lab/Facility [i.e., The Board of Governors Board Room]	\$250,000
Any Existing (previously constructed) Specialized Room/Lab/Facility	\$250,000
Endowed Professorship	\$250,000
General Classroom	\$150,000
Endowed Full-tuition and Fees Scholarship	\$100,000
Any other "Endowed" Fund	Requires a minimum of \$50,000

Effective November 2004
Reference: SCP-1481, Naming of Facilities or Organizational Units



**SOUTHERN WEST VIRGINIA COMMUNITY
AND TECHNICAL COLLEGE**

Number: SCP-1481
Effective: February 15, 2005
Revised:

SUBJECT: Naming of Facilities or Organizational Units

REFERENCE: West Virginia Code §18B-1-3(h) (Supp. 2001)

1. PURPOSE

To establish policy and procedures for the naming of any facility or organizational unit at Southern West Virginia Community and Technical College (the College) for an individual or organization.

2. SCOPE AND APPLICABILITY

This issuance applies to all facilities and organizational units owned by or under the direction of Southern West Virginia Community and Technical College.

3. DEFINITIONS

None.

4. POLICY

Approval by the Board of Governors (BOG) is required for the naming or renaming of any facility or organizational unit of the College.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

A building or organizational unit may be named for an individual or organization based upon the following conditions and considerations:

- A.** No facility or organizational unit shall be named for an individual who is currently serving on the Board of Governors or who is currently employed or has been employed by the College during the immediately preceding three academic years.



- B.** An individual or organization for whom a facility or organizational unit is named must meet one or more of the following criteria:
1. Former governing board members who have rendered distinguished service or made an outstanding contribution to the success and reputation of the College;
 2. Former or retired employees not included in the early (severance benefit) retirement program who has rendered distinguished service or made an outstanding contribution to the success and reputation of the College;
 3. A citizen or organization who/which has made a substantial monetary or personal service contribution to the College.

7. RESPONSIBILITIES AND PROCEDURES

The procedures to be followed for requesting that a facility or organizational unit be named for an individual or organization is as follows:

- A.** The President and Board of Governors shall establish and review the levels of monetary contribution required for the naming of any facility or organizational unit of the College. The current levels of monetary contribution required shall be maintained in the office of the President of the College.
- B.** A formal written request shall be submitted to the President. The written request shall be accompanied by a brief biography of the individual or organization for whom/which the request is being made along with specific justification for the request.
- C.** The President will review the request and related materials using the criteria stated in Section 6 of this policy.
- D.** If satisfied that the criteria are met, the President will forward the request along with his/her recommendation for naming a facility or organizational unit to the Board of Governors for its final approval. If the President determines the individual does not meet the criteria as stated in Section 6 of this policy, (s)he shall inform the individual(s) making the request and the BOG in writing.
- E.** The BOG has final approval for the naming of any facility and/or organizational unit of Southern West Virginia Community and Technical College.
- F.** When a facility or organizational unit of the College has been named for an individual or organization, that name shall not be moved from one building or organizational unit to another.
- G.** When a building is razed or an organizational unit is eliminated any existing name will no longer be used.
- H.** The Board of Governors, upon a majority vote of the members, may remove a name given when the



majority of members through its vote deem that the individual or organization for whom/which the facility or organizational unit is named brings reproach upon the institution.

8. **CANCELLATION**

SCP-1480, *Naming and Renaming of Buildings and Organizational Units*, Effective November 27, 2001.

This policy shall be reviewed on a three-year cycle by the College President. Upon such review the President may recommend to the BOG that the policy be amended or repealed.

9. **SIGNATURES**

Board Chair	Date
President	Date

Attachments: None

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

Revision Date:

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 20, 2005**

ITEM: SCP-1010, Use of Alcoholic Beverages on Campus

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of policy, SCP-1010, Use of Alcoholic Beverages on Campus.

STAFF MEMBER: James P. Owens

BACKGROUND:

The purpose of the policy is to demonstrate that 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.

This policy was reviewed and it is recommended that the policy be continued with no revisions.



SUBJECT: Use of Alcoholic Beverages On Campus

REFERENCE: West Virginia Code §18B-1-3

1. PURPOSE

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.

2. SCOPE AND APPLICABILITY

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 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.

3. DEFINITIONS

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

4. POLICY

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 on campus is prohibited. The consumption or use 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.

5. BACKGROUND OR EXCLUSIONS

None

6. GENERAL PROVISIONS



- A. Restrictions: Possession and consumption of alcoholic beverages are prohibited for all persons while on campus.
- B. 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.
- C. Violations of Policy: Any student or staff member 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.

7. RESPONSIBILITIES AND PROCEDURES

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

8. CANCELLATION

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.

9. SIGNATURES

Board Chair

Date

President

Date

Attachments: None

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs



**Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)
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**Revision Note: September 20, 2005 (No Revisions — Three-year Review Only)
April 28, 2005 (Editorial Corrections Only)**

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 20, 2005**

ITEM: SCP-4770, Student Rights and Responsibilities

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of policy, SCP-4770, Student Rights and Responsibilities.

STAFF MEMBER: James P. Owens

BACKGROUND:

The purpose of this policy includes, but is not limited to, the following:

1. To establish a general policy on student life, including a statement on student rights and responsibilities, at Southern West Virginia Community and Technical College (the "College");
2. To establish a code of conduct that identifies behavioral expectations of students and specifies certain prohibited acts by students at the College;
3. To prescribe penalties and sanctions for such prohibited conduct;
4. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of this policy; and
5. To generally define the powers, authority and duties to be exercised by the President and other officials of the College in applying this policy, pursuant to the control of the College's Board of Governors.

This policy is subject to review on a three-year cycle by the President or the President's designee. At this time it is recommended that this policy be continued in its present form.



SUBJECT: Student Rights and Responsibilities

REFERENCE: West Virginia Code §18B-1-6 to -7

1. PURPOSE

The purpose of this policy includes, but is not limited to, the following:

- A. To establish a general policy on student life, including a statement on student rights and responsibilities, at Southern West Virginia Community and Technical College (the “College”);
- B. To establish a code of conduct that identifies behavioral expectations of students and specifies certain prohibited acts by students at the College;
- C. To prescribe penalties and sanctions for such prohibited conduct;
- D. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of this policy; and
- E. To generally define the powers, authority and duties to be exercised by the President and other officials of the College in applying this policy, pursuant to the control of the College’s Board of Governors.

2. SCOPE AND APPLICABILITY

This policy establishes the rules regarding student rights, responsibilities and conduct at the College.

3. DEFINITIONS

- A. ***President*** The President of the College and all those acting for or on behalf of the President or at the direction of the Board of Governors.
- B. ***Activity*** Any and all operations conducted, sponsored, promoted, operated or otherwise engaged in by the College, including (by way of illustration and not as a limitation of the foregoing) classroom and course activity, recreational and cultural programs, maintenance and building programs, committee and other business activity, registration, advising, teaching, admissions, placement, discipline, routine office activity, research and service.
- C. ***Property*** Any property whether owned, rented or otherwise held or used by the Board



of Governors, by the College or by a member of the College community.

- D. **Facility** Any and all property of the College used or usable in any activity of the College.
- E. **Campus** All the property and facilities of the College serving as the *locus in quo* of any activity of the College.
- F. **Faculty** Those employees of the Board of Governors who are assigned to teaching or research or service functions at the College and who hold academic rank.
- G. **Staff** Those employees of the Board of Governors who are assigned to teaching or research or service functions at the College and who are not members of the faculty.
- H. **Student** Any person who is registered and attending classes at the College to pursue a course of study, research or service; who is currently engaged in an institutionally sponsored activity and who has some right or privilege to be on the campus or in the facilities of the College or to use the same in connection with study, research or service; or who yet has some right or privilege to receive some benefit, recognition or certification from the College under the rules, regulations or policies of the Board of Governors.
- I. **College Community** All officers, administrators, faculty members, staff members, employees, students of or at the College, Board of Governors members and other persons authorized to participate in institutional activities at the time applicable.
- J. **Probation** Exclusion from participation in certain College activities, property or facilities for a definite stated period of time, subject to being conditioned upon compliance with policies, rules and regulations or another specified activity during the probation period.
- K. **Suspension** Exclusion from all institutional activities for a definite stated period of time up to one academic year, subject to the imposition of conditions.
- L. **Expulsion** Termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification of the College, subject to a statement of conditions for readmission, if the student is deemed eligible for readmission.

4. POLICY

The submission of an application for admission to the College represents an optional and voluntary decision



on the part of the prospective student to partake of the program and privileges offered by the College pursuant to the policies, rules and regulations of the Board of Governors. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the College community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules and regulations of the Board of Governors.

Among student rights and responsibilities are the following:

- A. *Freedom of expression and assembly.* Students enjoy the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms students have particular rights and responsibilities, including but not limited to the following:
1. To have access to campus resources and facilities;
 2. To espouse causes;
 3. To inquire, discuss, listen to and evaluate;
 4. To listen to any person through the invitation of organizations recognized by the College;
 5. To not violate the rights of others in matters of expression and assembly; and
 6. To abide by the policies, rules and regulations of the Board of Governors and federal, state and local laws pertaining to freedom of expression and assembly.
- B. *Freedom of association.* Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the College.
- C. *Right to privacy.* Students are entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the College community, including but not limited to the following:
1. Privileged one-to-one communication with faculty, administrators, counselors and other institutional functionaries;
 2. Respect for student property, including freedom from unreasonable and unauthorized searches;
 3. Confidentiality of academic and disciplinary records as outlined by the Family Education Rights and Privacy Act (FERPA); and
 4. Assurance that legitimate evaluations will be made from student records.



- D. *Responsibilities of citizenship.* Students are expected, as are all citizens, to obey local, state and federal statutes. As members of the College community, students also are expected to obey the College's code of conduct.
- E. *Right to due process.* Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to the proceedings. In all disciplinary proceedings, students shall be considered innocent until proven guilty of any charge.

5. BACKGROUND OR EXCLUSIONS

- A. Any authority, responsibility or duty granted to or imposed upon the President by this policy may be delegated by the President, subject to the control of the Board of Governors, to a member or members of the faculty, staff or student body of the College. All persons concerned in a matter involving the delegation of authority, responsibility or duty by the President shall be required to deal with the person or persons to whom the authority, responsibility or duty was delegated, except on appeal to the President as specified by the President.
- B. The President, with the advice of faculty, staff and students and subject to the control of the Board of Governors, shall develop, promulgate and use disciplinary regulations and channels not inconsistent with this policy.
- C. The President possesses the discretion to impose sanctions following disciplinary proceedings. Depending on the violation, such proceedings may result in expulsion, suspension, probation or some other appropriate sanction of lesser severity.
- D. Normally, a student facing suspension or expulsion from the College will be entitled to a hearing and, in certain cases, appeal prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence at the College would constitute a potential for serious harm to self or to the safety of other members of the College community or when the student repeatedly causes serious disruptions of College activities. Such temporary suspension shall be followed by prompt disciplinary proceedings consistent with this policy.
- E. Because of time lapse during an appeal process, sanction enforcement in the affected semester may be impossible. In that event, the following actions may occur:
 - 1. Whenever possible and if appropriate, the sanction shall be applied to the semester in progress at the time of the completion of the appeal.
 - 2. If the sanction cannot be implemented during that semester, then it shall be applied during the next regular semester.



3. If the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the records of that student during the semester designated in the original sanction.
 4. In any event, the student may not be graduated during the process of appeal.
- F. Students who commit off-campus violations of local, state or federal laws may be subject to discipline under this policy if it is established that there is a connection between the off-campus conduct and the safe and orderly operation of the College.
- G. A sanction of suspension or expulsion for disciplinary (not academic) reasons imposed by any public college or university in West Virginia shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at the College. A student who was expelled from another public college or university in West Virginia for disciplinary reasons may not be considered for admission to the College for one year from the date when the expulsion was imposed.

6. GENERAL PROVISIONS

The College assumes that students are mature, responsible individuals who have voluntarily entered the institution for educational advancement. As a part of helping students reach their goals, the College seeks to develop responsible student behavior through the following code of conduct.

Under this code of conduct, suspension or expulsion generally shall be limited to conduct that adversely affects the College community's pursuits of its educational objectives. The following misconduct on the College campuses, facilities or property or at College activities are subject to suspension or dismissal:

- A. Engaging in any form of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the College, and forgery, alteration or use of College documents or instruments of identification with intent to defraud;
- B. Disrupting or obstructing College activities by any means, including intentionally causing inconvenience, annoyance or alarm among members of the College community;
- C. Engaging in physical and/or psychological abuse or threatening such abuse of any person, including but not limited to fighting and engaging in assault or battery;
- D. Participating in or inciting a riot or an unauthorized or disorderly assembly;
- E. Seizing, holding, commandeering or damaging any property or facilities of the College, or threatening to do so, or refusing to depart from any property or facilities of the College upon direction of College officials or the President;
- F. Using alcoholic beverages, including the purchasing, consuming, possessing or selling of such items;



- G. Gambling or holding a raffle or lottery, except in cases with specific prior approval of the President;
- H. Possessing, using, selling or distributing any type of drugs for illegal purposes;
- I. Possessing any dangerous chemical or explosive elements or component parts thereof not used for lawful College studies, including but not limited to rifles, shotguns, pistols, revolvers, other firearms and weapons, without authorization from the President;
- J. Physically detaining or restraining any other person, removing such person from any place where that person is authorized to remain or otherwise obstructing the free movement of persons or vehicles;
- K. Littering, defacing, destroying or damaging property or removing or using such property without authorization;
- L. Misusing the West Virginia Computer Network and the College Computer System, including but not limited to the following:
 - 1. Disrupting or interfering with the normal use of the computers, computer-related equipment, data or programs of individuals, the Network or the College Computer System;
 - 2. Using this equipment, data or programs in performance of any act listed as prohibited by this code of conduct;
 - 3. Attempting to breach security in any manner; or
 - 4. Using a computer account for other than the purpose for which it was assigned;
- M. Engaging in an act of hazing;
- N. Willfully encouraging others to commit any of the acts prohibited by this code of conduct;
- O. Interfering with the rights of any other member of the College community;
- P. Violating any local, state or federal laws; or
- Q. Violating any rules or regulations not contained in this code of conduct but announced as administrative edict by the President.

7. RESPONSIBILITIES AND PROCEDURES

- A. Students subject to suspension or expulsion for disciplinary violations are assured safeguards to their rights through the elements of due process given below. Each of these students will receive:



1. Written notice of a disciplinary action including a statement of charges and grounds that, if proven, justify suspension or expulsion;
 2. A hearing using defined procedures before the College's Judicial Board, an impartial body;
 3. Notice of the date, time and place of the hearing, which will be given two weeks prior to the hearing so that the accused student can adequately prepare to counter the charges before the hearing;
 4. Names of the witnesses against the accused student;
 5. A statement of the facts and evidence to be given in support of the charges, made with sufficient clarity to reasonably disclose the time and place of the alleged occurrence and the actions or behavior complained of;
 6. Advance inspection by the accused student of the College's affidavits and/or exhibits against the student;
 7. Opportunity to present to the Judicial Board a defense against the charges;
 8. Opportunity to produce either oral testimony or written affidavits of witnesses in support of the student;
 9. The right to be accompanied by an advisor at the hearing;
 10. Opportunity to question any witnesses against the accused student at the hearing;
 11. A decision on discipline based solely on the evidence in the record judged under the preponderance of the evidence standard;
 12. A report on the results and findings of the hearing;
 13. A complete and accurate written record of the hearing prepared by a qualified stenographer or court reporter, if desired; and
 14. Opportunity to appeal the decision to the Board of Governors if expulsion is imposed.
- B. Alleged disciplinary violations, depending on the nature of the violation, shall be referred to the College's Chief Academic Officer or Chief Student Services Officer. The Officer or designee shall collect evidence, contact any witnesses, notify the accused student of all charges against the student, arrange for an impartial hearing and notify the accused student and witnesses of the date, time and place of the hearing. The Officer shall hold the hearing and impose sanctions or, if the alleged violation involves possible suspension or expulsion, refer the matter to the College's Judicial Board.



- C. The Judicial Board shall consist of three faculty members and two students. Judicial Board members will be selected on a case-by-case basis and must be able to adjudicate the matter with impartiality. The faculty members will be selected by the Chief Academic Officer. The student members will be selected by the Chief Student Services Officer, in consultation with the Counselor and student government representatives at the campus where the proceeding will take place. Whenever possible, proceedings shall be held on the campus most closely related to the alleged violation or the accused student. The members of the Judicial Board shall select their own chairperson. As needed, the Chief Academic Officer shall name alternate faculty members and the Chief Student Services Officer shall name alternate student members to the Judicial Board.

The Judicial Board shall have jurisdiction and authority to:

1. Hear evidence in disciplinary cases;
 2. Make findings of fact from the evidence presented;
 3. Make recommendations to the President based upon such findings as to the disposition of the disciplinary action, including any sanctions to be imposed; and
 4. Refer matters not involving potential suspension or expulsion back to the Chief Academic Officer or Chief Student Services Officer.
- D. In disciplinary matters not involving possible suspension or expulsion, the following processes will be used:
1. In addition to the requirements of Part 7.B, the Chief Academic Officer or Chief Student Services Officer handling the matter shall ensure that the accused student receives such procedural safeguards as due process requires in accordance with the seriousness of the alleged violation and of the possible sanctions or consequences arising therefrom.
 2. The decision of the Officer may be appealed through a Student Grievance Committee in accordance with normal student grievance procedures.
- E. In disciplinary matters involving possible suspension or expulsion, the following processes will be used:
1. The accused student shall be notified in writing within two weeks of an alleged violation, or of the date when the College first learns of an alleged violation, of the violation for which the student is subject to discipline. The Chief Academic Officer or Chief Student Services Officer or designee will serve this notice upon the accused student by handing a copy to the student in person or by mailing, via certified mail, a copy to the mailing address last noted in the student's official College records.

The College will make every effort in the serving of the notice. However, it is expressly



provided that the service of such notice shall not be defective if the accused student shall have hidden, refused mail or failed to notify the College of the student's current mailing address. In such cases, the hearing may proceed without hindrance or delay.

2. The notice to the accused student shall include at least the following:
 - a. A statement of the policy, rule or regulation which the student is alleged to have violated;
 - b. A statement of the facts and evidence to be presented in support of the charges, which statement must be made with sufficient clarity to reasonably disclose the time and place of the alleged occurrence and the actions or behavior complained of;
 - c. A statement that a hearing on the charges will be held before the Judicial Board, and a statement of the date, time and place of the hearing; and
 - d. Information on the student's right to have an advisor present at the hearing at the student's own expense, provided that the student notifies the College at least five days prior to the hearing that an advisor will be present at the proceedings. The student's failure to provide such notification within five days of the hearing may result in a continuance of the proceedings.
3. The hearing shall be held at the date, time and place specified in the notice, unless postponed by the Judicial Board for good cause shown either by the accused student or by the College.
4. All charges should possess sufficient validity to allow the Judicial Board to meet and in good conscience and with impartiality consider related evidence. The hearing shall be conducted in such a manner as to do justice and shall be subject to the following minimum requirements.
 - a. The accused student shall have the right to be accompanied at the hearing by an advisor. Unless specifically permitted by name by the hearing body, such advisor may not be a person other than the student's parent or guardian, another student at the College, a member of the College's faculty or staff, or an attorney representing the accused student. During the hearing, an advisor may consult with the accused student but may not speak on behalf of the accused student or otherwise participate directly in the proceedings, unless given specific permission to do so by the Judicial Board.
 - b. All material evidence may be presented subject to the right of cross examination of the witnesses.
 - c. There shall be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter.



- d. The accused student shall be entitled to be present throughout the presentation of the evidence, testimony of the witnesses and arguments of the parties, to be informed before the hearing of the substance of expected testimony of witnesses against the student and to have the witnesses present at the hearing at appropriate times, and to present witnesses and evidence on the student's own behalf as may be relevant and material to the case.
 5. The College may be represented by an advisor. Counsel retained by the College may participate only in an advisory capacity and may not speak on behalf of the College or otherwise participate directly in the proceedings, unless given specific permission to do so by the Judicial Board.
 6. The accused student and the Judicial Board members shall be present for the entire proceeding. However, witnesses may be called and excused throughout the hearing. The hearing shall be closed to all others.
 7. After the hearing, the Judicial Board shall make findings of fact and a recommendation to the President for the disposition of the case and any sanctions to be imposed. The Judicial Board's recommendation shall be based upon proof of the alleged violation by a preponderance of the evidence.
 8. No recommendation by the Judicial Board to the President for the imposition of sanctions against a student may be based solely on the failure of the student to answer charges or appear at the hearing. In such cases, the evidence in support of the charges shall be presented, and the Judicial Board's recommendation shall be based upon proof of the alleged violation by a preponderance of the evidence.
 9. The accused student shall also be notified of the Judicial Board's recommendation and advised of the right to request an appeal to the President within two weeks of the receipt of the recommendation. The President shall within ten working days review the facts of the case and take such action as may be appropriate under all the circumstances.
 10. Except in cases that involve expulsion, the decision of the President shall be final.
 11. If a student wishes to appeal an expulsion, the student must within three working days indicate to the President in writing an intent to appeal the expulsion to the Board of Governors.
- F. The Board of Governors may, from time to time, require the President to report on disciplinary actions or proceedings over a period of time or on a specific case or cases. These reports shall be in such form as the Board of Governors may require.

In disciplinary cases where expulsion was imposed, the Board of Governors may grant the expelled



student's request for appeal.

1. If the Board of Governors determines that the appeal will not be heard, the decision of the President is affirmed, and the expulsion shall be effective upon the President's receipt of the Board of Governors' statement of denial of the appeal.
2. If the appeal is granted, the expulsion shall be stayed until the Board of Governors makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the student-appellant shall be notified by certified mail, and the expulsion shall be effective immediately upon concurrent notification to the President.
3. In considering student appeals, the Board of Governors will review all relevant information and records of applicable disciplinary proceedings to ensure that due process has been afforded. The Board of Governors may take such action as it deems reasonable and proper in view of all the circumstances and in answer to its responsibilities under the law.

8. CANCELLATION

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President may recommend that the policy be amended or repealed.

9. SIGNATURES

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)
www.southern.wvnet.edu**

Revision Note: September 20, 2005 (No Revisions—Three-year Review Only)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 20, 2005**

ITEMS:

1. SCP-3160, Course Syllabus and SCP-3160.A, Course Syllabus Format
2. SCP-3188, College Level Examination Program (CLEP)
3. SCP-3227, Credit Based on Experience and SCP-3227.A, Portfolio Evaluation Form
4. SCP-3670, Public School Service Program and SCP-3670.A, Public School Form
5. SCP-4398, Student Grades and Grade Point Average Requirements for Graduation
6. SCP-4825, Transfer of Student Credit Hours from Another Institution

RECOMMENDED RESOLUTION:

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

STAFF MEMBER:

Cathy Smith-Cox

BACKGROUND:

In 2004-2005, Mr. Merle Dempsey, Executive Vice President, charged the Academic Affairs Management Council (AAMC) with revision of the following academic policies:

1. SCP-3160, Course Syllabus with attachment SCP-3160.A (Course Syllabus Format)
2. SCP-3188, College Level Examination Program (CLEP)
3. SCP-3227, Credit Based on Experience with attachment SCP-3227.A (Portfolio Form)
4. SCP-4398, Student Grades and Grade Point Average Requirements for Graduation
5. SCP-4825, Transfer of Student Credit Hours from Another Institution

Also in 2004-2005, Mr. Dempsey charged the AAMC to comply with West Virginia Code 18B-2A-5 and author an institutional policy, *Credits Toward Graduation for Service in*

Public Schools. The proposed Southern policy follows:

1. SCP-3670, Public School Service Program and SCP-3670.A, Public School Service Form

The committee began work in September of 2004, and continued work until the committee of the whole approved the policies in Spring Semester, 2005. Charged by the committee, the Vice President for Academic Affairs, Mrs. Cathy Smith-Cox, took the policies forward to the Academic Affairs Management Council. The body also approved the aforementioned policies in their Spring Semester meetings. Mrs. Smith-Cox then presented the policies to the President's Cabinet for review on September 6, 2005.

We recommend, therefore, that the aforementioned revised and/or new policies be advanced for a 30-day comment period.



SUBJECT: Course Syllabus

REFERENCE: None

1. PURPOSE

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

2. SCOPE AND APPLICABILITY

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

3. DEFINITIONS

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

4. POLICY

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



5. **BACKGROUND OR EXCLUSIONS**

It is the intent of Southern to offer quality and consistent course offerings. To ~~do~~ accomplish this each course must be offered using a common set of course goals. The ~~IPSI software~~ format for course goals facilitates the writing of goals that are competency-based and measurable. Goals will be specific and clearly communicate to the student what competencies must be demonstrated to meet the goal. Course goals written in a competency-based format will allow for assessment of satisfactory goal attainment by both the student and the instructor. The course goals developed ~~using the IPSI software~~ will be product and not process in nature.

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

There are NO exclusions to this policy.

6. **GENERAL PROVISIONS**

None.

7. **RESPONSIBILITIES AND PROCEDURES**

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

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

B. Completion and distribution of syllabi



1. Each faculty member will be responsible for maintaining course goals electronically in an approved electronic format for each ~~of their courses~~ course taught in IPST.
2. Faculty members will complete the instructor unique areas of the syllabus adhering to the format in Attachment A.
3. All faculty must submit each completed course syllabus to their appropriate Division Chairperson prior to class distribution.
4. Copies of completed syllabi will be kept on file (either electronically or in a paper form) in the office of Academic Affairs, the offices of Division Chairpersons, and the library on each campus.
5. Faculty will distribute completed course guide (syllabi) to students and to the Chief Academic Officer at the start of each semester.

C. Syllabi Review

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

8. **CANCELLATION**

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

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

9. **SIGNATURE**

Board Chairman **Date**

President **Date**



Attachments: SCP-3160.A, Course Syllabus Format

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

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



SUBJECT: Course Syllabus Format

REFERENCE: SCP-3160, Course Syllabus

**Instructor's Name
Campus/ Room #
Phone and Extension**

**SAM101
Sample Syllabi Set-UP**

COURSE DESCRIPTION

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

Exactly the same for all common courses

COURSE FOCUS

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

Individually generated for each course.

TEXT AND REFERENCES

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

Exactly the same for all common courses.

COURSE GOALS

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

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

STUDENT CONTRIBUTIONS

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

Individually generated for each course.



COURSE EVALUATION

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

Individually generated for each course.

COURSE SCHEDULE

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

Individually generated for each course.



SUBJECT: College Level Examination Program (CLEP)

REFERENCE: West Virginia Council for Community and Technical College Education Policy 135-16

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. ~~Subject area general examinations:~~ CLEP Examinations:

1. CLEP Subject Area and General examinations are administered by the College's Student Services ~~division, through the counseling office~~ Unit.
2. A fee of ~~\$30 (subject to change)~~ per exam is assessed by and payable to CLEP. A processing/proctoring fee will also be assessed and payable to Southern.



3. Subject Examinations

- a. 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. The following subject areas for testing are listed as follows:

CLEP Subject	SWVCTC Course	Score Required	Credit
Accounting, Intro.	ACC 111-112	50	6
American Government	PSC 201	49	3
American History	HST 230-231	47	3
Biology	BSC 101-102	49	8
Business Law, Intro.	BUS 207	51	3
Business Management, Intro.	MGT 260	47	3
Calculus with Analytic Geometry	MTH 131	50	3
Chemistry	CHM 101-102	48	8
College Algebra	MTH 130	50	3
Computers & Data Processing	DP 10	46	3
Computer Programming, Elementary Fortran IV	DP 246	48	3
Microeconomics, Intro	ECN 241	48	3
Microeconomics, Intro.	ECN 242	48	3
Introductory Marketing	MKT 270	48	3
Microbiology	HO 127 or BSC 216	48	4
Money & Banking	BNK 103	48	3
Psychology, Intro.	PSY 201	47	3
Sociology, Intro.	SOC 200	47	3
Trigonometry	MTH 122	50	3
Western Civilization	SOS 104-105	50	6
Medical Laboratory Tech (MLT) Clinical Chemistry	MLT 102	47	3



Immunohematology	MLT 201	47	9
Hematology	MLT 101	46	3
General CLEP Exams			
Humanities	Humanities		
	Elective Credit	500	6
Natural Science	Science		
	Elective Credit	500	6
Social Sciences & History	Elective	500	6

4.5 General Examinations.

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

5. The English exams, as identified with particular course offerings, are listed as follows:

Course	CLEP Test Name	Score Required	Credit
English 101	Freshman English	47	3
English 102	College Composition	47	3
English 200	English Literature	46	3
English 201	American Literature	50	3

6. A research component is required for all English tests. This component will be graded by the 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.

7. 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.

7.8. RESPONSIBILITIES AND PROCEDURES

Students interested in the CLEP examinations should contact the College's ~~counseling staff~~ Student Services Unit.

8.9. CANCELLATION



9.10: SIGNATURE

Board Chairman

Date

President

Date

Attachments: None

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



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 also, 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 these evaluations will be made by the teaching faculty of Southern West Virginia Community and Technical College. 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 amount of credit and how it is to be assigned are determined through evaluation by the Division Chairperson to whose area of responsibility the experience most closely relates.~~
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. Final authority for awarding credit rests with the Vice President of Academic Affairs, and requests shall be processed through his/her office.~~
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, it is reviewed by the Division Chair, who then 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 student will be notified in writing of the outcome of this evaluation by the Registrar's office. 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 two times 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

Board Chairman **Date**

President **Date**



Attachments: SCP-3227.A, Portfolio Evaluation Form

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



Number: SCP-3227.A
Effective: January 1, 1985
Revised: September 20, 2005

SUBJECT: Portfolio Evaluation Form
REFERENCE: SCP-3227, Credit Based on Experience

Student Name _____ SSN _____
Portfolio Received _____ Date _____
Director of Adult Experiential Learning

Table with 4 columns: Course Requested for Credit, Credit Hours Requested, Credit Hours Recommended, Credit Hours Awarded by CAO

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.
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.
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.



SUBJECT: Public School Service Program

REFERENCE: West Virginia Code §18B-2A-5

1. PURPOSE

This policy provides for students who volunteer in public schools in certain capacities to earn college credit at Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This policy applies to students who are enrolled at Southern West Virginia Community and Technical College.

3. DEFINITIONS

Public schools are defined as tuition free schools in the United States supported by taxes and controlled by a school board.

4. POLICY

Southern West Virginia Community and Technical College will grant college credit toward graduation for service to public school students in the capacity of tutor, mentor or student advisor. Credit will be granted for service in public preschool, elementary, middle and secondary schools.

5. BACKGROUND OR EXCLUSIONS

Service must have been performed in the last 24 months and documentation provided by the school district.

6. GENERAL PROVISIONS

Students will be granted one hour of credit for each 30 hours of documented service up to a maximum of three (3) credit hours.

7. RESPONSIBILITIES AND PROCEDURES

A. Credit will be granted by:

1. The Humanities and Social Sciences division will be responsible for evaluating documentation and recommending to the Chief Academic Officer the number of credits to be awarded.
2. Students will complete a Public School Service Form (SCP-3670.A), and submit the form to the Division Chair for Humanities and Social Sciences. The Chair or his/her designee will evaluate the documentation and make a recommendation for credit. The completed form is then sent for the approval of the Vice President for Academic Affairs. If the credit is approved, then the form will be sent to the Registrar's Office, transcribed and placed in the student's file.



3. Credit will be transcribed for EL 101 as “CR” and a transcribing fee will be charged.

8. CANCELLATION

None.

9. SIGNATURE

Board Chairman	Date

President	Date

Attachments: SCP-3670.A, Public School Program Form

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Revision Note: New Policy



SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

Number: SCP-3670.A
Origination: September 20, 2005
Effective: DRAFT
Revised:

SUBJECT: Public School Service Form

REFERENCE: SCP-3670, Public School Service Program

Request for Credit, EL 101

Student Name _____ **Student Number** _____

Number of Credits Requested _____

Name of Elementary or High School _____

Types of Volunteer Activities (Examples include tutoring, mentoring, advising)

Number of Hours Spent in Public School Service _____ **Dates of Service** _____

Grade Level _____ **Supervisor's Signature** _____

Supervisor's Recommendation

Credit Hours Granted: _____ **Recommended by:** _____
Chair, Humanities and Social Sciences **Date**

Approved by: _____
Vice President for Academic Affairs **Date**

Fee paid: _____ **Received by:** _____

Recorded by: _____
Registrar **Date**



SUBJECT: Student Grades and Grade Point Average Requirements for Graduation

REFERENCE: West Virginia Code §18B-1-1a; §18B-1-3; West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 22, Grade Point Average for Associate and Baccalaureate Degrees

1. PURPOSE

The purpose of this policy is to establish and communicate the grading system used by Southern West Virginia Community and Technical College, as well as the grade point average required for graduation with an associate degree or certificate of completion.

2. SCOPE AND APPLICABILITY

This policy is applicable to all students and employees of the college.

3. DEFINITIONS

None.

4. POLICY

All faculty will assign and submit grades in accordance with this policy. All students must meet the minimum grade point average requirements in order to earn a certificate and/or an associate degree.

5. BACKGROUND OR EXCLUSIONS

Further information pertaining to grades, degrees and graduation is provided in the college catalog. To the extent that information in the catalog may conflict with this policy, this policy controls supersedes that information.

6. GENERAL PROVISIONS

A. The following grades are used by the College:

Table with 3 columns: Letter Grade, Description, Quality Points Per Credit Hour. Rows include A (Superior, 4.0), B (Good, 3.0), C (Average, 2.0), D (Below Average, 1.0), F (Failing, 0.0).



W	Withdrawal	None
I	Incomplete	None
CR	Credit	None
NC	No Credit	None
AU	Audit	None

1. **Withdrawal:** A student withdrawing from a course by the established deadline for withdrawal will receive a grade of “W”. After the last day to withdraw, a student will not be permitted to drop the course and will receive the final grade the student earned.
 2. **Incomplete:** An incomplete is given when a student is absent from several sessions of, or the final exam of, a course because of illness or other reasons considered beyond the student’s control. Approval by the Division Chair must be secured by the instructor before a grade of “I” may be given. When the work missed is satisfactorily completed, the final grade must be approved by the Division Chair and subsequently forwarded to the Registrar. A student must complete the requirements for the course in which the “I” grade was received within the next full semester or the “I” grade will automatically be changed to a grade of “F”.
- B. The grades earned by a student are determined by the instructor of the course and can be changed only upon the latter’s recommendation with final approval by the ~~Executive Vice President/~~ Chief Academic Officer, except as follows:
1. As set forth above, the Division Chair must approve a grade of “I” and must approve the final grade once the work missed is satisfactorily completed.
 2. The ~~Executive Vice President/~~ Chief Academic Officer may, only upon recommendation of the Grievance Committee, change a grade determined to have been awarded in an unfair manner.
- C. At the close of each semester, the instructor shall evaluate each student enrolled in his or her assigned class.
1. The Registrar shall provide notice to each faculty member regarding deadlines when final grades must be submitted. Deadlines must be met to facilitate decisions with regard to registration, probation, sequence of classes, prerequisites and graduation requirements.
 2. Each faculty member shall:
 - a. Full-time faculty submit grades ~~a signed grade report~~ on or prior to the deadline ~~to the appropriate Campus Records Office with a copy sent concurrently to the Division Chair through entry in the BANNER System; and~~
 - b. Adjunct faculty will submit a signed grade report on or prior to the deadline to the appropriate Campus Records Office with a copy sent concurrently to the Division Chair; and



- c. both Full-time and Adjunct faculty must make available, if requested by the Division Chair or ~~Executive Vice President~~ Chief Academic Officer, documented evidence of class attendance and performance records. This is necessary and valuable in the event of student grade appeals. All examinations or other graded assignments not returned to students must be maintained by the faculty member for one succeeding semester.
3. If a grade of “I” has been given, the instructor must file the specific forms for a final grade signed by the Division Chair with the Campus Records Office once the missed work is satisfactorily completed.
- D. In calculating a student’s grade point average, all assigned letter grades “A” through “F” will be used. The grade point average is calculated on all work for which the student has registered with the exception of courses with grades of “W”, “I”, “CR”, “NC” and “AU” and courses repeated (see “D” and “F” Repeat Provision and Academic Forgiveness Provision). The grade point average is the ratio of the number of quality points gained to the number of credit hours attempted.
 - E. Those students who successfully complete the requirements for a degree or certificate with a grade point average of 2.00 or better are eligible to graduate. Some programs require that students earn a minimum grade of a “C” in certain courses taken in order to graduate with a degree or certificate in that program area.
 - F. The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:
 1. Courses from which the student has withdrawn.
 2. Courses in remedial/developmental (transitional studies) education.
 3. Courses taken on a credit/no credit basis where credit is earned.
 4. Courses taken on an audit basis.
 5. Courses which have been repeated under the “D/F Repeat Provision” of this policy.
 6. Courses which are covered under the “Academic Forgiveness Provision” of this policy.
 - G. **“D” and “F” Repeat Provision:** If a student earns a grade of “D” or “F” on any course taken no later than the semester or summer term during which the student attempts the sixtieth (60th) semester hour, and if that student repeats this course prior to the receipt of a degree or certificate, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the student’s grade point average. The original grade shall not be deleted from the student’s permanent record.
 - H. **Discretionary Academic Forgiveness Provision:** This provision is designed to assist students who



previously left college with low grades and may be implemented, provided certain conditions are satisfied, where the “D” and “F” provision is not applicable. The conditions for academic forgiveness are as follows:

1. The student seeking academic forgiveness must not have been enrolled on a full or part-time basis for more than twelve (12) hours during any semester or term at any higher education institution for a period of four consecutive calendar years prior to the request for academic forgiveness. Only “D” and “F” grades received prior to the four-year, non-enrollment period may be disregarded for grade point average calculation.
2. In order to receive a degree or certificate the student must complete at least fifteen (15) additional credit hours through actual coursework at Southern after the non-enrollment period, earn at least a 2.00 grade point average after the non-enrollment period and satisfy all degree or certificate requirements. Grades disregarded for grade point average computation will remain on the student’s permanent record.
3. This policy pertains only to the grade point average required for graduation and does not pertain to the grade point average calculated for special academic recognition, graduation with honors, admission requirements for particular programs or any other academic related standards.
4. To implement this policy, the student must submit a written request to the ~~Executive Vice President/~~ Chief Academic Officer. The request must identify the non-enrollment period and the specific courses and grades the student wishes to be exempted from grade point average calculation. The ~~Executive Vice President/~~ Chief Academic Officer may accept, modify or reject the student’s request.
5. In instances where a student requests and gains academic forgiveness from another higher education institution and then transfers to Southern, Southern is not bound by the prior institution’s decision to disregard grades for grade point average calculation.
6. The academic forgiveness policy for the Board of Governors Associate in Applied Science Adult Completion Program differs from that specified above. Per the West Virginia Council for Community and Technical College Education Administrative Guidelines for this program, all F’s earned in College courses earned four or more years before admission to program are disregarded from the computation of the graduation grade point average. The “F” grades will not be deleted from the transcript. The “D” and “F” Repeat Provision shall also apply if applicable.

7. **RESPONSIBILITIES AND PROCEDURES**

~~The Executive Vice President/~~ The Chief Academic Officer shall cause the terms of this policy to be observed.

8. **CANCELLATION**

SCP-4397, *Student Grades and Related Concerns*, September 1, 2000



SCP-4520, *Submitting Student Grades by the Faculty to The College's Student Records Office and Authority for Changing Student Grades*, September 1, 2000
SCP-4520.A, *Final Grade Report Form*, September 1, 2000

This policy shall be reviewed on a three-year cycle by the ~~Executive Vice President~~/ Chief Academic Officer or his or her designee. Upon such review, the ~~Executive Vice President~~/ Chief Academic Officer or designee may recommend to the Board of Governors that the policy be amended.

9. SIGNATURES

Board Chair **Date**

President **Date**

Attachments: None

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<http://www.southern.wvnet.edu>

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



SUBJECT: Transfer of Student Credit Hours From Another Institution

REFERENCE: None

1. PURPOSE

To enable students to transfer appropriate credit hours from any full accredited college or university.

2. SCOPE AND APPLICABILITY

This policy is applicable to all students and employees of the College.

1. DEFINITIONS

Transfer—credit granted for courses taken at other institutions toward credentialing at Southern West Virginia Community and Technical College.

2. POLICY

A transfer student who has been officially admitted to Southern West Virginia Community and Technical College, and who seeks an Associate Degree, may transfer appropriate credit hours from any full accredited college or university.

3. BACKGROUND OR EXCLUSIONS

Acceptance of Non-Traditional Credits

Credits not accepted under this policy may be accepted and evaluated under another policy which addresses non-traditional learning such as proprietary credit, life experiences, and/or armed forces service.

Students in the Board of Governors Associate in Applied Science Adult Degree Completion Program are an exception to this policy. Per West Virginia Council for Community and Technical College Board of Governors Associate in Applied Science Adult Degree Completion Program Administrative Guidelines, students transferring into this program must complete 12 hours at a regionally accredited higher education institution, including a total of 3 hours credit at Southern West Virginia Community and Technical College.

6. GENERAL PROVISIONS

The Core Coursework Transfer Agreement between the Higher Education Policy Commission and the West Virginia Community and Technical College System is an integral part of transfer at West Virginia



universities and colleges. The Core Coursework Transfer Agreement lists the general studies courses at each institution which have been approved for inclusion in the agreement and is updated annually. Under the terms of the agreement, a student may transfer up to thirty-two credit hours of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science, and social science as general studies credits. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements. Since coursework is generally transferable among institutions in the state colleges and universities, a student could conceivably transfer more than thirty-two hours of general studies credit from one institution to another that are provided for in this agreement. The agreement is not designed to limit the number of credits that are transferred. Its purpose is to assure that students will be able to transfer credits in accordance with the terms of the agreement.

7. RESPONSIBILITIES AND PROCEDURES

A. Student

1. A student transferring into a program of studies at Southern West Virginia Community and Technical College and who plans to complete the Associate Degree, must complete the specified course requirements and must complete 15 of the last 23 hours work at Southern.

B. Division of Student Services, Chairperson of Program Division, Vice President for Academic Affairs.

1. Credit hours earned at other accredited colleges and universities shall be evaluated in sequence by the Registrar.
2. The Registrar shall certify all acceptable transfer credits and notify the student by letter.

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: Language added to Sections 3 and 6 of this policy September 20, 2005.

**Board of Governors
Meeting of September 20, 2005
Agenda Items for Discussion**

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2. October Board of Governors Meeting and Retreat Page 77
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Allied Health and Technology Building Page 80
5. Capital Projects Proposal Page 83
6. Tuition Committee Page 85

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 20, 2005**

ITEM: Board and Administration Self-Evaluation

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Beth (Harter) Walker

BACKGROUND:

Mrs. Beth (Harter) Walker will discuss and distribute the annual self-evaluation survey to the Board of Governors and administration to complete and return for compilation. She will chart a four-year comparison for review and discussion at the October 20th Board of Governors meeting. As always, the evaluations will be conducted on an aggregated and anonymous basis.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 20, 2005**

ITEM: October Board of Governors Meeting and Retreat

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Linda Akers

BACKGROUND:

The Board of Governors will hold its next meeting Thursday, October 20, 2005, at the Radisson Hotel at Waterfront Place, Morgantown West Virginia. A revised Schedule of Meetings is included for your information. We will conduct the annual planning retreat the next day, Friday, October 21st. A guest speaker will lead discussion on *Students of the New Millennium*.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCHEDULE OF MEETINGS
JULY 1, 2005 — JUNE 30, 2006**

Agenda Item Deadline	Agenda Committee Meeting Date	Board of Governors Meeting Date	BOG Meeting Location
September 2, 2005	September 7, 2005	September 20, 2005	Logan Campus
September 30, 2005	October 4, 2005 Board Retreat	October 20, 2005 October 21, 2005	Morgantown, WV Morgantown, WV
November 4, 2005	November 8, 2005	November 29, 2005	Williamson Campus
February 3, 2006	February 7, 2006	February 21, 2006	Logan Campus
March 31, 2006	April 4, 2006	April 18, 2006	Logan Campus
June 2, 2006	June 6, 2006	June 20, 2006	Logan Campus

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 20, 2005**

ITEM: Classified Staff Council Request

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Michael Baldwin

BACKGROUND:

At its meeting on September 7, 2005, the Classified Staff Council unanimously approved a motion for the classified staff representative to the Board of Governors, Mr. Michael Baldwin, to approach the Board about rotating its meetings to different campuses more than once annually.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 20, 2005**

ITEM: Suggested Time-line for Construction of the
Technology and Allied Health Building

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Fred J. Scott

BACKGROUND:

Architect, Brent Spradling, Appalachian Design Group, Incorporated, has established a time-line for construction of the new Allied Health and Technology Center. Actual construction is scheduled to begin November 23, 2005 and be completed June 23, 2007. We are providing a copy of the suggested time-line for review.

SUGGESTED TIMELINE FOR STARTUP ACTIVITIES ASSOCIATED WITH THE CONSTRUCTION OF
"NEW TECHNOLOGY BUILDING" and "RELOCATION OF DEMPSEY BRANCH ROAD"

	Suggested	Actual
School completion of property purchases	by June 30	July 30
Filing of deeds and plot maps of purchased properties at Logan Courthouse (Field Surveying Co.)	by July 15	
Actual- Received copies of deeds July 15. Field surveying will have ready for filing	by July 30	
Filing of State Road permit to relocate Lower Dempsey Road and new outlet onto County Route 5 (CTL Engineering)	by July 15	
Filing request paperwork and mapping for turnover of surrounded rights-of-way to school (Field Surveying Co.)	by July 22	
Receipt of State Road permitting for relocation of Lower Dempsey Road	by July 29	
Receipt of first part of permitting from State Road		August 14
With requirements:		
College to obtain concurrence of Logan County Bd. Of Educ. transportation director regarding the proposed relocation	by Aug. 30	
CTL Eng. Verify with WVDOH District Two office in Huntington the jurisdiction and right-of-way of list of local names and route numbers of roadways to be abandoned	by Aug 30	
DOH will draft an agreement with the college that will outline responsibilities of each agency	by Sept 5	
School requested date for markoff of new building site and building footprint to allow parking decisions coordination	by Aug. 11	
Demolition of two remaining structures (work by demolition contractor contracted by school)	by Aug. 15 now week of Aug. 22	
Completion of road relocation design (CTL Engineering)	by Sept. 15	
Road Contractor field office trailer on site	by Sept. 19	
Begin construction of road relocation (work by construction management)	by Sept. 26	
Issue bid documents for New Technology Building	by Sept. 30	
Incidental overhead and underground utilities changeover Dates for utilities within the area of roadway changeover. Two weekends are shown because some utilities may affect the central Office Building	by Sept. 17 & 18 and Sept. 24 & 25	
Complete construction of road relocation	by Sept. 26	

Receive bids for New Technology Building	by Oct. 31
Issue construction contract for New Technology Building	by Nov. 14
Begin drilling for caisson placements for New Technology Building	by Nov. 23
Contractors work trailers and field office modular units in place for New Technology Building. Contractor deliveries to site and heavy equipment moving on/off site will not use new entry of relocated road, but will use both of the old entries for construction.	by Nov. 23, 2005
Completion of new building construction	by Dec. 23, 2006
Completion of owner furnishing and audio visual systems installations	by June 23, 2007

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 20, 2005**

ITEM: Capital Projects Proposal

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Fred J. Scott

BACKGROUND:

The Vice President for Finance has organized a list of capital projects that will be completed by fiscal year 2010. Some projects have been funded and are underway. Some projects are being funded with supplemental funding and other projects are new requests for State funding. The total funding requested for these projects will be \$19,224,302.00 which will be distributed over the five-year fiscal calendar. We are providing a copy of the capital projects list for review.

Southern West Virginia Community and Technical College

Capital Projects

<u>Location</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>Total</u>	<u>Project Category</u>	<u>Project Class</u>	<u>Funding Status</u>	<u>Project Status</u>
B/L 1 Build wing on new Lincoln Consolidated High School	1,500,000					1,500,000	A	4	3	3
W/M 2 Build a snack bar and divide large open area	774,000					774,000	A	4	3	3
LDA 3 Purchase property and cost to re-route Dempsey Branch Rd.	1,200,000					1,200,000	A	4	3	3
LDA 4 Technology and Allied Health Building	6,500,000	2,000,000				8,500,000	A	4	3	3
W/M 5 Provide signs, replace telephone system & install an intercom.		386,000				386,000	F	1	1	2
LDA 6 Replace telephone system & add intercom system in classrooms.		816,039				816,039	F	1	1	2
W 7 Purchase & renovate Armory Building and provide signs		2,400,000				2,400,000	A	3	1	1
W 8 Upgrade restrooms, classrooms, telephone system & faculty offices		2,520,000				2,520,000	E	3	1	1
B/L 9 Enlarge bookstore, create student space, & a new science lab		2,215,460				2,215,460	A	3	1	1
LDA 10 Classroom, TV Studio, Theatre, bookstore, student union areas										
Repair parking lots and add lighting, emergency call boxes, & traffic light		3,264,156	500,000			3,764,156	E	3	1	1
W 11 Upgrade signage, landscape, and improve parking lots			1,110,323	1,136,106	155,511	2,401,940	E	3	1	1
W/M 12 Parking lot lighting, landscaping, and drainage along entry road			456,229	581,598	125,880	1,163,707	E	3	1	1
	9,974,000	13,601,655	2,066,552	1,717,704	281,391	27,641,302				
Bond Funds available for projects										
Lincoln County site	(1,500,000)					(1,500,000)				
Technology and Allied Health Building	(6,500,000)					(6,500,000)				
Logan Campus renovation		(417,000)				(417,000)				
Capital projects funding required	1,974,000	13,184,655	2,066,552	1,717,704	281,391	19,224,302				

Project Class

W/M = Wyoming/McDowell Counties	1	=	Life safety and ADA
B/L = Boone/Lincoln Counties	2	=	Deferred maintenance
LDA = Logan Campus, District Office & Logan Downtown Annex	3	=	Building and campus renewal or renovation
W = Williamson Campus (Mingo County and Pike & Mason KY Counties)	4	=	New Buildings & Facilities

Project Categories

Funding Status

A = Instructional Space (direct and indirect)	1	=	New request
B = Library, computer communication and other academic infrastructure	2	=	Supplemental funding request
C = Research facilities and equipment	3	=	Funded and underway
D = Physical education and ancillary service facilities			
E = Administrative support services and physical plant improvements			
F = Campus utility and major infrastructure	1	=	<u>Project Status</u> Preliminary planning phase
G = Auxiliary, parking, athletic, and recreational facilities	2	=	Project under design by A/E
	3	=	Out to bid or under construction

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 20, 2005**

ITEM: Tuition Committee
RECOMMENDED RESOLUTION: For Discussion Only
STAFF MEMBER: Rory Perry

BACKGROUND:

At its June 21, 2005 meeting, the Board of Governors reactivated the Tuition Remission Committee as the Tuition Committee. The Committee will prepare a proposal for tuition and fee increases for FY 2006-2007, and bring a recommendation forward for approval at the November 29th Board meeting. The group will also research the feasibility of a Tuition Remission Program for Southern employees. Committee members include: Rory Perry, Chair; Jada Hunter, Dennis Trader, and Julia Goad. Chair Akers serves as ex-officio.