SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING AGENDA
RADISSON HOTEL, MORGANTOWN, WV
OCTOBER 20, 2005

SALON E — 6:00 P.M.

1.   Call to Order . . . . Ms. Linda Akers

2.   Oath of Office . . . . Ms. Patricia Cutlip

3.   President's Report . . . . President Joanne Jaeger Tomblin

6.   Possible Executive Session Under the Authority of WV Code §6-9A-4(2)(A) to
       Discuss Personnel Issues

7.   Adjournment . . . . Ms. Akers

       * Dinner begins at 5:00 p.m. in the Regatta Restaurant Private Dining Room.

       Dress is business casual.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2005
AGENDA ITEMS FOR ACTION

Southern West Virginia Community and Technical College
Board of Governors
Meeting of September 20, 2005   **DRAFT**
Logan Campus — Room 111

Members Present:	Linda Akers, Dennis Trader, George Kostas, William Grizzell, Shelley Huffman, Jada Hunter, James Sheatsley, Michael Baldwin, Julia Goad, George Morrison
Members Absent:	Rory Perry, David Pierce
Administrative Staff:	President Joanne Jaeger Tomblin, Merle Dempsey, Cathy Smith-Cox, Allyn Sue Barker, Ronald Lemon, Ronald Hamilton, Patricia Clay, Fred Scott, James Owens, Pamela Alderman, Cindy Crigger, Randy Skeens, Patricia Cutlip, Ronald Thompson, Beth Walker (Board Counsel), Emma Baisden
Faculty Senate:	David O'Dell, Chair; Martha Maynard, Vice Chair; Charles Puckett, Secretary; Thad Stupi
Guests:	Patricia Miller, Chris Gray, Guy Lowes

1.   Call to Order
Board Chair, Linda Akers, declared a quorum present and called the meeting to order at 6:00 p.m.

2.   Board of Governors and Administration Self-Evaluation
Ms. Beth Walker addressed the Board regarding their fourth annual self-evaluation. She requested for Board members and administrators to complete the survey distributed and return it to Emma Baisden by September 30th for compilation. Ms. Walker will chart a four-year comparison for the October 20th Board meeting. As always, the evaluations are conducted on an aggregated and anonymous basis.

3.   Faculty Senate Annual Presentation
As prescribed in West Virginia Code §18B-6-3(g), the Faculty Senate held its annual meeting with the Board of Governors to discuss matters affecting the faculty. Dr. James O'Dell, Faculty Senate Chair, introduced the Senate members present. He presented a PowerPoint Presentation to the Board on the role of the Faculty Senate and issues of concern that impact the faculty.

4.   President's Report
1.   Cargill Associates Consultant, Terry Purdy, is working with the Major Gifts Team in moving the campaign forward. It is expected that the local campaign will be launched in the spring of 2006. The institution has purchased the most comprehensive fundraising management system software available, *The Raiser's Edge and Financial Edge,* by Blackbaud. This comprehensive system automates administrative processes and provides insightful reports for the Major Gifts Team.
2.   Southern has had a slight decrease in the fall 2005 enrollment. Southern West Virginia has experienced a population decline over the past several years that presumably has caused some decline in enrollment. The College's current

headcount is 2,435 and FTE stands at 1,692. It is anticipated that additional students will be added before the census date of November 1.

3. Due to the rising cost of fuel and the possibility of fuel shortages due to the effects of Hurricane Katrina in the gulf coast, travel is being closely monitored for state employees. In a response to a request from the Cabinet Secretary for the Department of Administration, Robert W. Ferguson, Jr., to express prudent judgment when approving travel requests, and in an effort to conserve institutional and state resources, the College administration has restricted local travel within the service district to that which is essential in order to carry out necessary duties effective Monday, September 12, 2005. Travel between campuses and to off-campus sites for teaching of classes is essential and does not require prior approval. If other duties can be effectively carried out by using available technology (i.e., telephone, electronic mail, and/or the interactive classroom system) those alternatives should be used. Travel reimbursement or attendance of any meetings outside the service areas such as the WV Council for Community and Technical College Education, the WV Higher Education Policy Commission, advisory committees, or other state-level agencies require prior approval of the cabinet-level administrator. All previously approved out-of-state travel must be reviewed by the cabinet-level administrator responsible. Any nonessential out-of-state travel should be cancelled and any out-of-state travel considered essential must be approved by the Executive Vice President, Merle Dempsey.

4. President Tomblin discussed statistics contained in the Fall 2004 Performance for High School Students Enrolled in Public Colleges and Universities report. This document is published by the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education. The report revealed

   1. Seventy-six percent of West Virginia residents stayed in the state to work or attend school one year after graduation, compared to only 24% for non-resident graduates. Residents who are undergraduate certificate recipients are most likely to stay in the state. Their retention rate has increased from 85% to 89%.
   2. First-year earnings of associates degree recipients ($26,317) have outpaced that of bachelors' recipients ($24,590).
   3. Southern experienced an 8% increase in the number of certificates issued in 2004-05, and a 57% increase in the number of associate degrees awarded.

5. Southern West Virginia Community and Technical College, in collaboration with the West Virginia Coal Association and West Virginia University Mining Extension, submitted an Employment and Training Administration (ETA) grant to the United States Department of Labor seeking funds to create The Academy for Mine Training and Energy Technologies. Notification has been received that the Department of Labor is considering the proposal. If funded, the grant would provide approximately three million dollars for training in coal and energy.

6. Southern West Virginia Community and Technical College joins other colleges in the state in extending enrollment opportunities to college students who have been displaced by Hurricane Katrina. Although the fall semester is underway, there are several academic course options available. Hurricane Katrina relief information has been placed on the College's website. Interested parties may obtain additional

information by visiting www.southern.wvnet.edu.

7. The Dental Hygiene Program received initial accreditation from the American Dental Association—Commission on Accreditation. The New Life Services Center, which will house Southern's Dental Clinic, has scheduled an open house for September 23, 2005.

8. High School and Adult Recruitment visits are being scheduled for the fall.

9. President Tomblin will conduct random confidential employee meetings throughout the year seeking the employees' thoughts on the direction the institution is taking, ideas persons may have for improvement, and to pinpoint areas that may be of concern.

10. President Tomblin extended accolades to Mr. James P. Owens, Vice President for Student Services, and the entire Student Services Unit, for a job well done on the Fall Roundup held August 22-23 for Southern students at all campuses. She has received many appreciative complements from students regarding the festivities.

11. Surveillance cameras have been installed at all of Southern's locations to address security issues. Also, employees now wear identification badges, and the Sheriff's Department in Logan and Williamson provides the College with an individual at each of those campuses after hours.

12. The annual Business Appreciation Dinner is scheduled for October 18 at the Earl Ray Tomblin Convention Center. Formal invitations are forthcoming.

13. The Williamson Campus Task Force met on September 19. A rumor has surfaced in Williamson that the Board of Governors intends to close the Williamson Campus. President Tomblin contacted two community leaders today and assured them the rumor is totally unfounded. She asked Board members to talk with community persons about this issue.

14. Ms. Cathy Smith-Cox and Mr. Roy Simmons, Co-Chairs of the Task Force on Recruitment, Retention and Graduation, continue to conduct research for the task force. The group will review barriers to student success at this institution and make recommendations about how the College can better organize to alleviate these barriers.

15. The Lincoln County Comprehensive High School that houses a wing for Southern is scheduled for completion in May 2006. President Tomblin plans to soon tour the facility with Superintendent Grizzell.

16. The annual Foundation Golf Outing was held on August 25th at the Logan Country Club. Approximately 70 golfers participated in the fundraising event.

17. Southern received a $9,522 Social Justice Initiative Grant to fund activities for Harmony Week 2006.

18. The new Gas and Oil Well Tenders Program has the maximum enrollment of 30 students. Southern is one of three community colleges in West Virginia that offers this statewide program based on industry need.

19. Ms. Cathy Smith-Cox and Ms. Pamela Alderman are working on the Assessment Report due to the Higher Learning Commission in March 2006.

20. New doors and signs have been installed at the Logan Downtown Annex.

21. Installation of interactive classroom equipment for is currently underway at Logan and Man High Schools through the Technology Grant Southern received.

22. The College continues to extend its reach with dual credit offerings. Vice President

for Academic Affairs, Cathy Smith-Cox, is working with Phelps, Belfry, and Sheldon Clark High Schools in Kentucky to provide dual credit courses for high school students.

5. **Action Items**
    1. **Approval of Salary Increases for Southern Employees**
        The West Virginia Legislature provided a supplemental appropriation to state agencies to increase the salaries of state employees during its recent Special Session. In the absence of a legislative directive, the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission suggested that all institutions of higher education follow their approved salary rules in allocating the salary increase.

        MOTION: Shelley Huffman made a motion to accept the following resolution:

        RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve salary increases, effective November 1, 2005, for employees of Southern WV Community and Technical College in accordance with SCP-2825, *Salary Administration*.

        ACTION: William Grizzell seconded the motion that was unanimously approved.

    2. **Approval of Minutes**
        MOTION: James Sheatsley moved to accept the Jne 21, 2005, minutes as presented.

        ACTION: Dennis Trader seconded the motion. The motion carried unanimously.

    3. **Approval of Monetary Gift Levels for the Naming of Facilities or Organizational Units**
        MOTION: William Grizzell moved to accept the following 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.

        ACTION: Jada Hunter seconded the motion. The motion carried unanimously.

    4. **Approval of Policies Scheduled for Review**
        1. **SCP-1010,** *Use of Alcoholic Beverages on Campus*
            MOTION: Shelley Huffman moved to accept the following resolution:

            RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant continuation of policy SCP-1010, *Use of Alcoholic Beverages on Campus*, with no revisions.

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

2. **SCP-4770,** *Student Rights and Responsibilities*
   MOTION: Dennis Trader moved to accept the following resolution:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant continuation of policy SCP-4770, *Student Rights and Responsibilities,* with no revisions.

   ACTION: Jada Hunter seconded the motion. The motion carried unanimously.

5. **Approval of Policies for 30-day Comment**
   MOTION: Shelley Huffman moved to accept the following resolution:

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

   ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

6. **Discussion Items**
   1. **October Board of Governors Meeting and Retreat**
      The Board of Governors will hold its next meeting on Thursday, October 20, 2005, at the Radisson Hotel in Morgantown instead of Snowshoe as previously scheduled. The annual Board Retreat will be held the following day, Friday, October 21, 2005. A guest speaker will lead discussion on *Adult Students Today*.

   2. **Classified Staff Council Request**
      At its September 7, 2005 meeting, the Classified Staff Council unanimously approved a motion for Michael Baldwin, Classified Staff Representative to Board of Governors, to approach the Board for the purpose of rotating its meetings to different campuses more than once annually. It was the unanimous decision of the Board of Governors to alter its current schedule of meetings to include a visit

to an additional campus this academic year. Therefore, the April 18, 2006, Board of Governors meeting, will be held at the Boone Campus. The new meeting schedule is

October 20, 2005	Morgantown, WV
October 21, 2005	Board Retreat, Morgantown, WV
November 29, 2005	Williamson Campus
February 21, 2006	Logan Campus
April 18, 2006	Boone Campus
June 20, 2006	Logan Campus

Additional meetings may be necessary for emergency or time-sensitive issues.

3. **Suggested Time-line for Construction of the Allied Health and Technology Center**
    Mr. 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 with a targeted completion date of June 23, 2007. Mr. Fred J. Scott, Vice President for Finance, presented the suggested time-line for start-up activities associated with the construction of the new facility to the Board.

4. **Capital Projects Proposal**
    Mr. Fred Scott, Vice President for Finance, provided Board members with a list of projects planned for completion by fiscal year 2010. Several projects are being funded with supplemental funding while other projects are new requests for State funding. The total funding request for these projects will be $19,224,302.00 which will be distributed over a five-year fiscal calendar. Projects from Phases I and II of our Master Facilities Plan are complete.

5. **Tuition Committee**
    Due to the absence of Mr. Rory Perry, Chair of the Tuition Committee, a report was not available. Chair Akers anticipates the group will meet within the next few weeks to develop a proposal for the November Board of Governors meeting.

6. **Community College Survey of Student Engagement (CCSSE)**
    Mr. Merle Dempsey, Executive Vice President, provided information to the Board on the Community College Survey of Student Engagement (*CCSSE*). CCSSE assesses the extent to which students are engaged in good educational practices at community and technical colleges. Student engagement is considered to be the amount of time and energy that students invest in meaningful educational practices. *CCSSE* results help colleges focus on good educational practice defined as practice that promotes high levels of student learning and retention, and identify areas in which community colleges can improve their programs and services for students. Each year, *CCSSE* releases the results of its survey, which is administered directly to community college students at *CCSSE* member colleges during randomly selected classes. The

survey asks questions about institutional practices and student behaviors that are highly correlated with student learning and retention. Results include national benchmarks and institutional benchmark scores for five key areas of engagement. Mr. Dempsey will prepare a summary of Southern's results and present it at the October 20 Board meeting. He plans to share Southern's data with faculty, staff, and students, both strengths and weaknesses. Board member, Shelley Huffman, recommended that faculty and staff bring forth strategies to help meet the goal of student success.

7.   Executive Session:
Chair Akers moved that the Boards of Governors go into an executive session pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues. Chair Akers requested that President Joanne Tomblin and Emma Baisden 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, 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: Shelley Huffman moved to adopt the 2005-2006 Goals for the President of Southern West Virginia Community and Technical College.

   ACTION: James Sheatsley seconded the motion. The motion carried unanimously. The goals are attached and made a part of the minutes. (See Addendum 1).

2.   Approval for Presidential Salary Increase
   MOTION: William Grizzell moved to adopt the following resolution:

   RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve a salary increase in the amount of $600.00 for Southern West Virginia Community and Technical College's President, effective November 1, 2005. This increase is comparable to the salary increases for faculty, classified and non-classified employees recently passed by the legislature and approved by the Board.

   ACTION: Jada Hunter seconded the motion. The motion carried unanimously.

7.   Adjournment:
There being no further business, the meeting adjourned at 7:50 p.m. upon a motion and

second by William Grizzell and Jada Hunter. The next Board meeting is scheduled for October 20, 2005.

_____   Chair
        Linda Q. Akers

_____   Vice Chair
        Rory Perry

_____   Secretary
        Dennis Trader

_____   Assistant Secretary
        Emma L. Baisden

ITEM: Approval of Policy and Attachments for 30-day Comment
1. SCP-1467, Manuals, Announcements and Policies (MAP) Development System
2. SCP-1467.A, Attachment A — Classification Table
3. SCP-1467.B, Attachment B — Format for Southern College Policy (SCP)
4. SCP-1467.C, Attachment C — Format for Southern Administrative Announcement (SAA)
5. SCP-1467.D, Attachment D — Format for Southern Administrative Manuals (SAM's)

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

STAFF MEMBER: Merle Dempsey

BACKGROUND:

Senate Bill 603, enacted during the last regular legislative session, significantly changed the provisions of W.VA Code §18B-1-6 relating to the rule-making authority of governing boards, the Higher Education Policy Commission (the Commission), and the Council for Community and Technical College Education (the Council).

These statutory revisions have made it necessary for the Commission and the Council to revise Series 4, which regulates the institutional rule-making process.

SCP-1467, which establishes the process for adoption, amendment or repeal of rules, guidelines, administrative procedures and policy statements by the Board of Governors of Southern West Virginia Community and Technical College that have an institution-wide effect or affect the rights, privileges, or interests of employees, students, or citizens, was developed in accordance with W.VA Code §18B-1-6 and Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, Rules and Administrative Procedures.

The recent revisions to state code and to Series 4 have necessitated revisions to Southern's Manuals, Announcements and Policies (MAP) Development System. Since this policy sets the direction for all other Southern policies, a change in policy number from SCP-1467 to SCP-1000 is also proposed.

It is recommended that the aforementioned revised policy (with attachments) be advanced for a thirty-day comment period.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

Number:	~~SCP-1467~~
	SCP-1000
Origination:	**April 6, 1999**
Effective:	**June 24, 2002**
~~Revised:~~	~~April 5, 2002~~
Reviewed:	**October 20, 2005**

SUBJECT: **Manuals, Announcements and Policies (MAP) Development System**

REFERENCE: **West Virginia Code §18B-1-6(c)(3)**
Title ~~133~~ 135, Procedural Rule, ~~Higher Education Policy Commission~~ West Virginia Council for Community and Technical College Education, Series 4, Rules ~~Guidelines and Other Policy Statements By Governing Boards~~ and Administrative Procedures

1.   PURPOSE

To meet the requirements of Title 13~~3~~ 5, Procedural Rule, ~~Higher Education Policy Commission~~ West Virginia Council for Community and Technical College Education (the Council), Series 4, Rules ~~Guidelines and Other Policy Statements By Governing Boards~~ and Administrative Procedures.

2.   SCOPE AND APPLICABILITY

This policy establishes the process for adoption, amendment or repeal of rules, guidelines, ~~and other~~ administrative procedures and policy statements by ~~the President and~~ the Board of Governors (the "Board") of Southern West Virginia Community and Technical College (the "College") that have an institution-wide effect or affects the rights, privileges or interests of employees, students or citizens.

3.   DEFINITIONS

A.   Rule — Any regulation, guideline, directive, standard, statement of policy or interpretation of general application and future effect that also has institution-wide effect or affects the rights, privileges or interests of employees, students or citizens. The following are not rules:

    1.   Regulations, guidelines or policies established for individual units, divisions, departments or schools of the institution that deal solely with the internal management or responsibilities of a single unit, division, department or school; or

    2.   Academic curricular policies that do not constitute a mission change for the institution.

B.   Administrative Procedure — Any regulation, guideline, directive, standard or statement of policy or interpretation of future effect that does not quality as a "rule".

~~A.~~ C.   Issuances — Documents developed and distributed as: official rules, guidelines and policy statements that establish the policies, responsibilities and general procedures governing Southern; or announcements, manuals and other resources that provide information to the Southern community.

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~~B.~~ D. Unit — Area of the organization directed by members of the President's Cabinet, such as the President's Office, Academic Affairs, Student Services, Finance, Human Resources, Economic and Community Development, and Technology.

~~C.~~ E. Department — Area of the organization directed by a Director/Manager who reports to a member of the President's Cabinet.

~~D.~~ F. Program — Area of the organization within a department or unit developed to deal with all aspects of a particular function.

4. POLICY

~~1.~~ A. It is the policy of the College to comply with the mandates of Series 4 ~~of the Procedural Rules of the Higher Education Policy Commission (the "Policy Commission"), effective October 31, 2001~~ of the Rules and Administrative Procedures of the West Virginia Council for Community and Technical College Education (the "Council"). To the extent that the ~~Policy Commission~~ Council should revise Series 4 or promulgate any rule inconsistent with this policy, the ~~Policy Commission's~~ Council rule would supersede this policy.

~~2.~~ B. Administrative issuances of general college-wide interest will be documented as part of Southern's MAP System.

C. Issuances will be clear, concise and to the point on matters of college-wide ~~interest~~ effect which:

  1. Establish or define rules, guidelines or policy statements;

  2. Publish program and institutional administrative decisions;

  3. Effect formal delegation of authority;

  4. Assign functional or operational responsibility and establish organizational structure; or

  5. Provide relevant information for college-wide distribution.

5. BACKGROUND OR EXCLUSIONS

A. The following types of issuances will be used.

  1. SIP (Southern Interim Policy) will be used to publish interim, ~~or~~ temporary, or emergency rules, guidelines and policy statements which shall be effective until a SCP (Southern College Policy) is developed and approved.

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2. SCP (Southern College Policy) will be used to publish rules, guidelines and policy statements, which may include delegation of authority, program or institutional administrative decisions, general guidelines or procedures, and other college administrative information ~~of a continuing nature~~ <u>with an institution-wide effect</u>.

3. SAA (Southern Administrative Announcement) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SIP, SCP or SAM (Southern Administrative Manual).

4. SAM (Southern Administrative Manual) will be used when there is a need to issue a large volume of specialized material or ~~of~~ procedural information of a continuing nature, or when there is a need to group together a number of administrative issuances in the same subject area for ease of reference and referral.

B. The following are not ~~administrative issuances~~ rules with <u>institution-wide effect</u> and<u>,</u> therefore<u>,</u> are not part of the MAP System <u>and are not subject to the provisions of Title 135, Series 4</u>.

1. Issuances of ~~a~~ <u>individual</u> unit<u>s</u>, <u>divisions,</u> department<u>s</u> or program<u>s</u> which deal solely with the internal management or responsibilities of ~~that~~ <u>a single</u> unit, <u>division</u>, department or program. However, such issuances may be used within Southern for internal instructions or procedures governing unit, department or program operations. Signature authority of these issuances will be determined by the department's ~~Vice President~~ <u>cabinet-level administrator</u>. In all cases, such internal issuances will be <u>developed</u> in compliance with the MAP System.

2. <u>Academic curricular policies that do not constitute a mission change for the institution.</u>

~~2.~~ <u>3.</u> Day-to-day correspondence.

~~3.~~ <u>4.</u> Specific case or transaction documents and their supporting papers.

~~4.~~ <u>5.</u> Specific task/project assignments, operational directives or approved documents.

~~5.~~ <u>6.</u> Technical documentation such as specifications, drawings, maps, parts lists, and scientific and technical reports of projects.

~~6.~~ <u>7.</u> Brochures or pamphlets approved by the administration for informational release to the general public.

~~7.~~ <u>8.</u> Periodic advisory or informational material of short-term value.

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~~However, documents which prescribe the standards, formats and procedures for the above-excluded communications do fall within the definition of administrative issuances subject.~~

6. **GENERAL PROVISIONS**

   A. Any individual, group, program, department or unit recognizing a need for the adoption, amendment, repeal or distribution of an issuance may propose such through the appropriate governance committee or department head in accordance with the provisions of this policy and in compliance with Southern's governance process.

   B. Any major differences arising during the MAP development process which cannot be resolved will be referred to the President or the President's designee for decision.

   C. The numbering of Southern's issuances will be consistent with the Subject Classification Table for Southern's MAP System (Attachment A). Numbering details and general format for issuances are included as Attachments B, C and D.

   D. Changes to an existing policy must be indicated using the strikeout appearance for deletions and ~~redline appearance~~ underline for revisions and/or modifications. These appearance enhancements will be removed after final approval.

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

7. **RESPONSIBILITIES AND PROCEDURES**

   A. Generally

       1. The ~~Vice Presidents~~ cabinet-level administrators and/or their designees are responsible for coordinating with the Executive Vice President ~~Human Resources Administrator~~ for the ~~review~~ development of new or ~~revised administrative issuances~~ review of existing policies to insure compliance with applicable laws, rules and regulations; to avoid duplication or overlap of existing issuances; and to retain documentation case files of administrative issuances falling within their respective areas of responsibility.

       2. The ~~Vice Presidents~~ cabinet-level administrators and/or their designees responsible for oversight of an approved ~~Southern administrative issuance~~ policy will establish an internal system for periodic review, revision and/or cancellation. The ~~scheduled date for review~~ last review date will be printed on the issuance prior to approval.

       3. The ~~Department of Human Resources~~ President's Office will be responsible for operational management of the MAP System which will include draft, revision or assistance with revision of

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~~administrative issuances~~ policies; adherence to format and to good editorial standards; maintenance of master reference files of all issuances; assignment of numbers; preparation of current indices; updates of technical changes (e.g., position titles); and distribution of issuances.

B.   Adoption, Amendment or Repeal of Rules, Guidelines or Policy Statements Subject to the MAP System ~~(SIP and SCP)~~

1.   The procedures set forth in this section (7.B) shall apply to the adoption, amendment or repeal of any rule, guideline or policy statement by the President or the Board with institution-wide effect. These procedures shall not apply to policies, guidelines or directives established for individual units, departments or programs of Southern which deal solely with the internal management or responsibilities of that unit, department or program, or to academic curriculum policies that do not constitute a mission change.

2.   Unless otherwise provided in this policy, no rule, guideline or policy statement with institution-wide effect shall be adopted, amended or repealed by the President or the Board without the provisions in this section being met.

3.   The President or the Board may, without following the procedures in this section, make editorial, non-substantive changes in rules, guidelines or policy statements transferred to Southern's jurisdiction by the Higher Education Policy Commission or the Council to reflect the effect of the transfer.

4.   If the President or the Board determines that a rule, guideline or policy statement should be adopted, amended or repealed concerning a subject matter under the Board's jurisdiction that is not otherwise excluded by this policy, the President or the President's designee shall notify the Chancellor, those persons representing student, faculty and classified employees at Southern, and other interested parties and shall solicit comments and suggestions regarding the determination.

5.   Any rule, guideline or policy statement subsequently drafted and considered for adoption will be circulated in draft form by the President or the President's designee to the same parties listed in part 4 of this section for a period of not less than 30 calendar days with a date noted when comments on the draft are to be returned to the President or the President's designee.

~~7.~~   ~~6.~~   ~~Action on the proposed rule, guideline or policy statement may then be taken in accordance with one of the following procedures.~~

~~a.~~   ~~If the Board has delegated authority to the President in writing to adopt, amend or repeal the rule, guideline or policy statement, the President may proceed to adoption, amendment or repeal of the rule, guideline or policy statement.~~

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b. ~~If the Board has not delegated authority to the President,~~ If no written comments are received during the comment period, the Board may proceed to adoption, amendment or repeal of the rule, guideline or policy statement. ~~Prior to taking action, the Board may seek the recommendation of the appropriate committee of the Board with regard to the adoption, amendment or repeal of the rule, guideline or policy statement.~~ If written comments are received during the comment period, the Board may amend the proposed policy and proceed with adoption or may choose to submit the policy for an additional 30 day comment period.

~~6.~~ 7. A final draft of the rule, guideline or policy statement shall be sent by the President or the President's designee to the parties listed in part 4 of this section with an explanation of any changes and a summary of comments received.

8. Except as otherwise provided, the adoption, amendment or repeal of any rule, guideline or policy statement shall not be effective until approved by the Chancellor.

9. In the case of an emergency, the President or the Board may adopt, amend or repeal a rule, guideline or policy statement without first following the procedures set out in this ~~section~~ policy.

   a. For the purpose of this section, an emergency exists when the adoption, amendment or repeal of a rule, guideline or policy statement is necessary for the immediate preservation of the public peace, health, safety or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive or rule of the ~~Policy Commission~~ Council, or to prevent substantial harm to the public interest, or to deal with financial exigency.

   b. The facts constituting an emergency shall be communicated in writing in advance to the Chancellor, who may disapprove the action of the President or the Board if the Chancellor disagrees that an emergency existed.

   c. Any adoption, amendment or repeal of a rule, guideline or policy statement under the emergency procedure shall remain in effect no longer than three months and shall expire unless the President or the Board has completed final approval under the normal process set out in this section.

10. Upon request by affected constituencies, individuals or parties, the Board may schedule a public hearing regarding adoption, amendment or repeal of a rule, guideline or policy statement.

11. The following locations are designated as the places where all proposed and approved rules, guidelines and policy statements can be accessed by the public at no cost:

    a. The Human Resources Office;

Page 6 of 8

		Number:	~~SCP-1467~~
			SCP-1000
Southern West Virginia		**Origination:**	**April 6, 1999**
Community and Technical College		**Effective:**	**June 24, 2002**
		~~Revised:~~	~~April 5, 2002~~
		Reviewed:	**October 20, 2005**

b.   The President's Office;

c.   The offices of each Campus Manager; and

d.   The library on each campus.

The President or the President's designee may designate new locations so long as at least one location is designated on each of Southern's campuses and those locations are made known to the public.

12.   All proposed and approved rules, guidelines and policy statements shall also be posted on Southern's web site, to the extent technically and financially feasible, as part of the MAP System.

~~C.   Adoption, Amendment or Repeal of Announcements, Manuals and Other Informational Documents Subject to the Map System (SAA and SAM)~~

~~Final approval and~~ Signature authority for ~~the announcements, manuals and other informational~~ all issuances ~~covered by this section (6.C)~~ rests with the President.

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 or the President's designee may recommend to the Board that the policy be amended or repealed.~~

SCP-1467

9. SIGNATURES

_____

Board Chairman   **Date**

_____

President   **Date**

		Number:	~~SCP-1467~~
			SCP-1000
		Origination:	April 6, 1999
		Effective:	June 24, 2002
		~~Revised:~~	~~April 5, 2002~~
		Reviewed:	October 20, 2005

Southern West Virginia Community and Technical College

Attachments: Attachment A — Subject Classification Table
Attachment B — Format for Southern College Policy
Attachment C — Format for Southern Administrative Announcement
Attachment D — Procedures for Southern Administrative Manuals

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

~~Revision~~ **Review Notes:**   **October 20, 2005 - major revisions required to comply with Series 4**
~~April 5, 2002~~

**SOUTHERN WEST VIRGINIA COMMUNITY
AND TECHNICAL COLLEGE**

Number:	~~SCP 1467.A~~
	SCP-1000.A
Origination:	**April 6, 1999**
Effective:	**April 6, 1999**
~~Revised:~~	~~August 21, 2001~~
Reviewed:	**October 20, 2005**

SUBJECT: **Attachment A - Classification Table**

REFERENCE: **MAP Development System - ~~SCP-1467~~ SCP-1000**

1000   **GENERAL**

Policies related to general administrative issues, such as: MAP Development System, Governance, History, Vision, Mission, Goals, Strategic Planning, Naming Rooms / Buildings, Tobacco Use, Solicitation, Records/Documents, Retention/Security/Control, Weapons/Firearms, Safety, Public Relations, Institutional Publications, Marketing, Fundraising, etc.

2000   **HUMAN RESOURCES**

Policies relating to Human Resource issues and terms or conditions of employment such as: Employee Relations, Employment and Hiring Policies, Benefits, Attendance and Leave, Sabbatical, Professional Development, Performance Appraisal, Hiring Practices, Promotion, Tenure, Discipline, Workloads, Sexual Harassment, AA/EEO, ADA, etc.

3000   **ACADEMIC AFFAIRS**

Policies relating to academic areas regardless of particular division or program, and/or academic services/issues such as: School-To-Work/Tech Prep, Academic Programs, Delivery of Instruction via Interactive/distance Learning, Libraries, Developmental Education, Institutional and Student Assessment, Accreditation, Academic Freedom, etc**.**

4000   **STUDENT SERVICES**

Policies relating to services provided to/for students, such as: Student Conduct, Activities, Student Government A, Grievances, Grade Appeals, FERPA, Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

	Number:	~~SCP 1467.A~~
		<u>SCP-1000.A</u>
	<u>Origination:</u>	**April 6, 1999**
Southern West Virginia	<u>Effective:</u>	**April 6, 1999**
Community and Technical College	~~Revised:~~	~~August 21, 2001~~
	<u>Reviewed:</u>	**October 20, 2005**

5000 **FINANCE**

Policies relating to financial issues and physical plant, such as: Accounting, Budget Planning, Bookstores, Business Offices, Facilities/Physical Plant, Automotive Usage, Travel, Purchasing, Payables, Food Services, etc.

6000 **ECONOMIC, <u>WORKFORCE</u> AND COMMUNITY DEVELOPMENT**

Policies relating to economic, workforce and community development, and external relations, such as: Economic Development, Continuing Education, Small Business Development Center, Workforce Training and Development, etc.

7000 **TECHNOLOGY <u>SERVICES</u>**

Policies relating to Computer Center/Services, Instructional Technologies, Interactive / Distance Learning Technologies, Educational Media/Television Services, Student Computer Labs, Telephone Services/Equipment, Internet, Web Technology, etc.

8000 **BOARD OF GOVERNORS**

Policies relating to general operations of Southern West Virginia Community and Technical College: General, Human Resources, Academic Affairs, Student Services, Finance, Economic and Community Development, and Technology.

Number:	~~SCP 1467.B~~
	SCP-1000.B
Origination:	April 6, 1999
Effective:	April 6, 1999
~~Revised:~~	~~August 21, 2001~~
Reviewed:	October 20, 2005

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

SUBJECT: **Attachment B - Format for Southern College Policy (SCP)**

REFERENCE: **MAP Development System - ~~SCP-1467~~ SCP-1000**

1. **PURPOSE**

To establish the format and procedures for publication of Southern College Policy (SCP).

2. **DEFINITION**

Southern College Policy (SCP) will be used to publish policy statements, delegation of authority, program or institutional administrative decisions; general guidelines or procedures; and other college administrative information of a continuing nature.

3. **NUMBERING**

The ~~Human Resources department~~ President's Office will assign a number to each college policy. The number will consist of the identifying prefix (SCP), a four-digit subject classification number~~;. a decimal point, and a consecutive number as required.~~ The number will be assigned prior to printing and will appear in the upper-right-corner of each page of the policy. Any forms necessary for full understanding of a policy or fulfillment of its requirements shall be included as attachments to the policy and shall contain the policy number followed by a decimal point and a consecutive letter of the alphabet as required.

4. **FORMAT**

A. General

This attachment illustrates the layout and paragraphing. Page size will be 8½ x 11 inches. The first page must be on the Southern College Policy Form (attachment B-1), with second and succeeding pages on plain bond paper, with a header indicating the policy name, number, and effective date.

B. Content

Southern College Policies must include the following headings. If the heading does not apply, indicate so by inserting "Non applicable" under the heading.

SUBJECT: Title of the policy

REFERENCE: References will be used only when they improve understanding or when they cite higher directives that require or govern the policy.

Page 1 of 5

Southern West Virginia
Community and Technical College

Number:	~~SCP 1467.B~~
	SCP-1000.B
Origination:	**April 6, 1999**
Effective:	**April 6, 1999**
~~Revised:~~	~~August 21, 2001~~
Reviewed:	**October 20, 2005**

1. **PURPOSE**

    Broad-based description of the primary reason for the policy. Why this policy is written.

2. **SCOPE AND APPLICABILITY**

    Departments, people, or items affected.

3. **DEFINITIONS**

    Used to give specific meaning to a word, term, or phrase as used in the policy.

4. **POLICY**

    Guideline statements for specific subjects. What the policy does. List the specific points.

5. **BACKGROUND OR EXCLUSIONS**

    If needed for understanding.

6. **GENERAL PROVISIONS**

    Includes information required for clarity but which will not fit under other headings.

7. **RESPONSIBILITIES AND PROCEDURES**

    Specifies who does what, when, how, and where. Separation of these headings may be necessary for clarity. Reference may be made to the College catalog, employee and/or student manuals or other such documents for specific responsibility or procedures.

8. **CANCELLATION**

    Any previous policy being superseded.

9. **SIGNATURE**

    Provide the following flush right signature lines six lines below the final paragraph on the last page.

		Number:	~~SCP 1467.B~~
			SCP-1000.B
		Origination:	April 6, 1999
		Effective:	April 6, 1999
		~~Revised:~~	~~August 21, 2001~~
		Reviewed:	October 20, 2005

Southern West Virginia Community and Technical College

Board Chairman   Date

President   Date

10. ATTACHMENTS

Official Summary Sheet(s), Form(s), and "/or example" attachments, etc. when necessary.

11. DISTRIBUTION

Will be shown in the lower-left corner, two lines below attachments notation.

C. Paragraphing

Major paragraph headings will use arabic numbers, upper-case letter, and will be ~~underlined~~ bold. Headings for subparagraphs will be capitalized ~~and underlined~~, and will follow the numbering and lettering pattern below:

1. MAJOR PARAGRAPH

    A. First Subparagraph

        1. Second subparagraph

            a. Third subparagraph

                (1) Fourth subparagraph

                    (a) Fifth subparagraph

D. Margins

A left margin of 0.75 inches must be provided, with a right margin of 0.5 inches, and 1.0 inch top and bottom margins.

Southern West Virginia
Community and Technical College

Number:	~~**SCP 1467.B**~~
	SCP-1000.B
Origination:	**April 6, 1999**
Effective:	**April 6, 1999**
~~**Revised:**~~	~~**August 21, 2001**~~
Reviewed:	**October 20, 2005**

E. Page Numbering

Page Numbers must be formatted to show the current page and the total number of pages in the policy. Example format: "Page 2 of 5." Page numbers are at the bottom center of every page.

F. Font Face and Size

Font size should be 11 points and the font face must be "Times New Roman."

5. ~~CHANGES~~ <u>CORRECTIONS</u> OR REVISIONS

A. ~~Changes~~ <u>Corrections</u>

~~Changes issued to amend portions of a policy or to add supplementary material will be issued as page changes and will be identified by the letters~~ <u>Ch</u> ~~and a sequential number after the basic number on the pages changed; however, if a reissued page is printed on both sides and only one side is being changed, the side that is not changed will retain its original date and identification even though it is reprinted.~~ <u>Corrections</u> ~~Changes~~ will be processed for publication by the ~~Human Resources Department~~ <u>President's Office</u>. <u>"Corrections"</u> ~~"Changes"~~ differ from "revisions" in that ~~changes~~ <u>corrections</u> serve to correct policy details, clarify wording, correct titles, department names, etc - not revise policy intent.

B. Revisions

Revisions will be made when a substantial change is required and will be assigned the same subject and number as the basic policy ~~with a decimal point and number indicating the revision following the classification number (SCP 1467.1)~~. The new date of issue will be used and revisions will be processed in the same manner as the original instruction.

C. Cancellation

Revised policies will replace and supercede existing policies. ~~Obsolete policies that are not revised will be canceled through issuance of a Southern Administrative Announcement (SAA).~~

6. FILING

Southern administrative issuances will be filed in accordance with Subject Classification Table (MAP Development System SCP ~~1467.A~~ <u>1000.A</u>). SCP's containing the original signature will be maintained in the Human Resources Department.

| | Number: | ~~SCP-1467.B~~ |
| | | SCP-1000.B |
Southern West Virginia | Origination: | April 6, 1999 |
Community and Technical College | Effective: | April 6, 1999 |
| | ~~Revised:~~ | ~~August 21, 2001~~ |
| | Reviewed: | October 20, 2005 |

7.   PROCESSING FOR PUBLICATION

A.   Recommending Individual, Group, and/or Unit will:

1.   Coordinate proposed issuances with other offices affected by the policy.

2.   Research existing policies to reduce duplication, redundancy, and omissions.

3.   ~~Obtain policy number and~~ Follow policy format ~~template disk from the Human Resources Department~~ and prepare a ~~final~~ printed hard copy for ~~signature of President~~ the President's Office ~~and a soft copy on a 3.5" floppy diskette~~ using appropriate word processing software.

4.   ~~Forward final hard copy and the diskette to the Human Resources Department.~~

B.   The ~~Department of Human Resources~~ President's Office will:

1.   Assure proper format and coordination, assign policy numbers, have policy signed, reproduced and distributed.

2.   ~~Maintain extra copy stock of administrative issuances.~~

~~3.~~ 2.   Maintain and issue a current index of Southern's administrative issuances.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

Number:	~~SCP 1467.C~~
	SCP-1000.C
Origination:	**April 6, 1999**
Effective:	**April 6, 1999**
~~Revised:~~	~~August 21, 2001~~
Reviewed:	**October 20, 2005**

SUBJECT: Attachment C - Format for Southern Administrative Announcements (SAA)

REFERENCE: MAP Development System - ~~SCP-1467~~ SCP-1000

1. **PURPOSE**

   To establish the format and procedures for publication of Southern Administrative Announcements (SAA).

2. **DEFINITION**

   Southern Administrative Announcement (SAA) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SIPs, SCPs or SAMs.

3. **NUMBERING**

   Southern Administrative Announcement numbers will consist of the prefix "SAA" and a four-digit subject classification number. Administrative Announcements will also carry a control number, consisting of consecutive numbers beginning the first of each fiscal year with number 1 (1-9899, 2-9899, etc.). The control number will be assigned by the ~~Human Resources Department~~ President's Office. The number will be assigned prior to printing and will appear in the upper-right-corner of each page of the announcement.

4. **EXPIRATION DATE**

   An expiration date will be shown in the appropriate block. Normally, expiration dates will be within six months to one year from date of issue; however, this date can be later depending upon the purpose of the announcement.

5. **FORMAT**

   The SAA will be in a memorandum format on college letterhead with the phrase "SOUTHERN ADMINISTRATIVE ANNOUNCEMENT" at the top of the page, second and succeeding pages will be on plain bond with a header showing announcement number and date.

6. **CHANGES OR REVISIONS**

   When a substantial change to an announcement is required, such information will be issued as a new announcement, with a new expiration date. The new announcement will be assigned ~~the same~~ a subject title and new number ~~as the basic SAA with a decimal point and number following the classification number indicating the revision (SAA 1467.1)~~ as appropriate.

Southern West Virginia
Community and Technical College

Number:	~~SCP 1467.C~~
	SCP-1000.C
Origination:	**April 6, 1999**
Effective:	**April 6, 1999**
~~Revised:~~	~~August 21, 2001~~
Reviewed:	**October 20, 2005**

~~**7.**~~   ~~**FILING**~~

~~SAAs should be interfiled with other administrative issuances by subject classification number.~~

~~8.~~ **7.**   **PROCESSING FOR PUBLICATION**

Southern Administrative Announcements will be prepared by the President or his/her designee. SAAs will be coordinated, and distributed in the same manner as Southern College Policies.

Number:	~~SCP 1467.D~~
	SCP-1000.D
Origination:	**April 6, 1999**
Effective:	**April 6, 1999**
~~**Revised:**~~	~~**August 21, 2001**~~
Reviewed:	**October 20, 2005**

**SOUTHERN WEST VIRGINIA COMMUNITY
AND TECHNICAL COLLEGE**

SUBJECT: **Attachment D - Format for Southern Administrative Manuals (SAM's)**

REFERENCE: **MAP Development System - ~~SCP-1467~~ SCP-1000**

1. PURPOSE

To establish the format and procedures for publication of Southern Administrative Manuals (SAM).

2. DEFINITION

Southern Administrative Manuals (SAM) will be used to issue a large amount of specialized subject matter, procedural information of a continuing nature which is best published in manual form, or to group, for ease of reference, a number of issuances in the same subject matter area.

3. AUTHORIZATION

Manuals must be approved by the vice president of originating unit and the Executive Vice President. The vice-president, ~~associate vice-president &~~ dean, or director of the requesting unit is responsible for ensuring ~~that~~ the proposed manual complies with current applicable federal, state, board, and institutional rules and policies. The vice-president, ~~associate-vice president &~~ dean, or director will submit a memorandum to the President, through the ~~Human Resources Department~~ Executive Vice President, requesting authorization for the proposed manual. Requests will include:

A.   title of proposed manual

B.   purpose and outline of manual contents (Attach draft of a proposed preface page.)

C.   planned format

D.   approximate number of pages

E.   distribution

F.   office responsible for issuance

G.   scheduled date of review for revision.

Southern West Virginia
Community and Technical College

Number:	~~SCP 1467.D~~
	SCP-1000.D
Origination:	**April 6, 1999**
Effective:	**April 6, 1999**
~~Revised:~~	~~August 21, 2001~~
Reviewed:	**October 20, 2005**

4.   **PROCESSING FOR PUBLICATIONS**

   A.   The authorized originating unit will be responsible for preparing drafts, making corrections, and processing <u>a</u> final copy of the manual.

   B.   Reviewers will submit comments or concurrences within ~~the~~ <u>an</u> established time limit. Comments will be considered by the originator and issuances will be revised as necessary. When major differences exist, these will be resolved prior to publication according to provisions of the MAP system policy ~~and such differences will be included in the record case file~~.

   C.   Distribution information will be shown in the lower-left corner of signature pages and normally will be in the form of a distribution code or list. ~~Fifteen copies of each manual and any change will be forwarded to the Human Resources Department.~~

   D.   Record case files will be retained by issuing unit.

   ~~E.   Originating unit will maintain extra copy stock of manuals.~~

5.   **FORMAT**

   The ~~Human Resources Department~~ <u>President's Office</u> will assign numbers to each SAM consisting of identifying prefix "SAM," <u>and</u> a 4-digit subject classification number, a decimal point, and a consecutive number if necessary. The number will appear in the upper-right corner of the cover and preface page and may be included on each page, if appropriate.

6.   **CHANGES OR REVISIONS**

   Changes or revisions will follow <u>the</u> procedure prescribed for Attachment B - Format for Southern College Policy (SCP).

~~7.~~   ~~**FILING**~~

   ~~Manuals may be interfiled with other issuances or may be maintained separately for independent use - depending on size and purpose.~~

~~8.~~   <u>**7.**</u>   **COVER**

   The cover will carry the manual number in the upper-right corner, the title of the manual, and the name of the originating unit.

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

ITEM:	Approval of Proposed Policy, SCP-3245, Faculty and Administrative Productivity, for 30-day Comment
RECOMMENDED RESOLUTION:	*Resolved,* That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned draft policy 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, Executive Vice President, Merle Dempsey, charged the Academic Affairs Management Council to comply with West Virginia Code §18B-7-7, Professional Productivity, and author an institutional policy that addressed compliance with the statute.

The committee began work in January 2005 and continued until a draft policy was complete. Mrs. Cathy Smith-Cox took the draft policy forward to the Academic Affairs Committee in April of 2005. A Senate subcommittee reviewed the proposed policy and made revisions. The Senate then approved the draft policy in September 2005. Mrs. Cox presented the draft policy to the President's Cabinet for review in that same month. All committees have endorsed the proposed policy as written.

We recommend, therefore, that the proposed policy, SCP-3245, Faculty and Administrative Productivity, be advanced for a 30-day comment period.

		Number: SCP-3245
	SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE	Origination: October 20, 2005
		Effective:
		Revised:

SUBJECT: **Faculty and Administrative Productivity**

REFERENCE: **West Virginia Code §18B-7-7,** *Professional Productivity*

1. **PURPOSE**

   To ensure that employees of Southern West Virginia Community and Technical College are meeting the goal set forth in state statute.

2. **SCOPE AND APPLICABILITY**

   This policy applies to all faculty and administrators employed at Southern West Virginia Community and Technical College.

3. **DEFINITIONS**

   Administrators: Employees in senior-level positions that should be reported according to the College and University Personnel Association (CUPA) administrator survey guidelines.

   Faculty: Employees who hold the title of full-time instructor, associate professor, assistant professor, or professor who teaching load is at least 30 credit hours during the academic year.

4. **POLICY**

   A. Administrators shall be at least ten percent more productive than administrators at similar peer institutions as approved by the Southern West Virginia Community and Technical College Board of Governors. Appropriate measures of productivity will be determined by the Southern West Virginia Community and Technical College Board of Governors and compared to approved peer institutions. Possible measures include number of administrators as a percent of full-time employees; average administrator salary as compared with similar positions at peer institutions. Other appropriate measures may be determined by the Board of Governors.

   B. Faculty shall be at least ten percent more productive than faculty at similar peer institutions as approved by the Southern West Virginia Community and Technical

College Board of Governors. It is recognized, however, that many aspects of faculty productivity are intangible and cannot be measured by such simple methods as examining student/teacher ratio. Likewise, no single measure of faculty productivity is sufficient to measure overall productivity. While quantity is easily measured, quality is more meaningful when assessing faculty productivity. A combination of quantitative and qualitative measures will therefore be used to determine productivity. These measures include:

1. Credit hour production shall be determined by dividing the number of student credit hours by the number of faculty credit hours.
2. Advising load shall be determined by program by dividing the number of students assigned a faculty advisor by the number of full-time faculty in that program.
3. Program-focused qualitative measures shall include the percentage of graduates who pass boards and/or certifications in their areas of study.
4. Course-oriented qualitative measures shall include the percentage of successful completers (those with a grade of C or better) who score above the 50th percentile nationally on standardized exams such as those offered by the American Chemical Society, WorKeys or Academic Profile. These measures shall also include the number of successful completers who score at least 70% on common final exams prepared by Southern faculty.
5. College governance committee service shall be determined by dividing the number of full-time faculty on all committees by the number of full-time faculty. Both standing and ad-hoc committees will be counted.
6. Professional development will likewise be assessed by determining the average number of workshops or seminars attended per faculty member. For each workshop or seminar, the number of faculty in attendance will be counted and summed for all workshops and seminars attended in that year, then the average will be calculated by dividing the sum by the number of full-time faculty. To be included in the total number of faculty, the faculty member must have attended at least one professional development activity.

The population of faculty will be consistent with those reported in the Integrated Postsecondary Education Data System (IPEDS) survey. When appropriate, credit and contact hours will be related in a method determined by the College.

5.   **BACKGROUND OR EXCLUSIONS**

This policy does not cover exempt employees.

Southern West Virginia	**Number:** **SCP-3245**
Community and Technical College	**Origination:** **October 20, 2005**
	Effective:
	Revised:

6.   **<u>GENERAL PROVISIONS</u>**

      None.

7.   **<u>RESPONSIBILITIES AND PROCEDURES</u>**

      Evaluation of administrator and faculty productivity is the responsibility of the Executive Vice President or his/her designee working in conjunction with the Southern West Virginia Community and Technical College Board of Governors. The Board of Governors will approve the list of peer institutions. A productivity report will be presented each November to that body.

8.   **<u>CANCELLATION</u>**

      None.

9.   **<u>SIGNATURES</u>**

                        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)

Southern West Virginia
Community and Technical College

Number: **SCP-3245**
Origination: **October 20, 2005**
Effective:
Revised:

      Faculty Senate Chair
      Classified Staff Council Chair
      Libraries (Harless and Williamson Campus)
      Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)

Revision Note:

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

ITEM: Institutional Compact Annual Update

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia
                                       Community and Technical College Board of Governors
                                       approve the annual update to the institutional compact
                                       as presented and recommend that the update be
                                       forwarded to the West Virginia Council for Community
                                       and Technical College Education (the Council) as
                                       required in W.VA Code § 18B-1A-2.

STAFF MEMBER: Merle Dempsey

BACKGROUND:

As set forth in W.VA Code § 18B-1A-2, each community and technical college shall prepare an institutional compact for submission to the West Virginia Council for Community and Technical College Education (the Council) with annual updates. The institutional compact forms an agreement between the institution and the Council and, ultimately, between the institution and the people of West Virginia.

It is recommended that the annual update to the institutional compact be approved as presented and forwarded to the Council by November 1, 2005 as required.

TARGET: 2010

Strategies for Compact Updates
Fiscal Year 2005-2006

and

Consortium Implementation
Fiscal Year 2004-2005

James Skidmore
Chancellor
West Virginia Council for Community and Technical College Education
1018 Kanawha Boulevard, East – Suite 700
Charleston, West Virginia   25301
(V) 304.558.0265   (F) 304.558.1646

I.   Provide access to affordable comprehensive community and technical college education in all regions of West Virginia

Strategies (2005-2006)	Target Date

1. Inform district population of affordable educational and training opportunities available.
    ▪ Increase marketing efforts in all areas of district (cable access channel, radio ads, website)
    ▪ Review and revise recruitment plan with additional focus on adults ages 25 – 44 years (emphasis on skill set, certifications, and Fast Track Jobs)
	Annual

2. Increase and/or enhance distance education and other non-traditional delivery options.
    ▪ Participation in Project SAIL
    ▪ Implement LPN-RN transition career option
    ▪ Early Childhood Development Program fully available on-line
    ▪ Fastrack program fully implemented
    ▪ Utilize Mobile Education, Evaluation and Training Unit [MEET-U Bus] to provide access to Adult Basic Education, GED, and other education and training programs
    ▪ Rural Utilization Services Grant to provide video classrooms in public schools
	Fall 2005

3. Maintain affordable educational costs for students.
    ▪ Control pace of tuition/fee increases
    ▪ Maximize available financial aid resources
    ▪ Update long-range institutional financial plan
    ▪ Expand private scholarship opportunities
	Annual

II. Produce high quality graduates with the general education and technical skills to be successful in the workplace or subsequent education

Note: Please include student retention strategies to be implemented as a result of administering the Community College Survey of Student Engagement (CCSSE) instrument.

Strategies (2005-2006)	Target Date

1. Develop and implement comprehensive retention plan (review/revise annually).
   ▪ Conduct regular training for academic advisors (training program developed)
   ▪ Advising Centers created and staffed on Logan and Williamson Campuses
   ▪ Effect ongoing plan for acquisition and use of state-of-the-art technology to enable and enhance teaching and learning, student support, and operational efficiency
	Annual

2. Upgrade educational facilities to support student success.
   ▪ Create Teaching/Learning Center(s) (one center developed – Williamson)
   ▪ Implement Phases I and II of ten-year master facilities plan
	Annual

3. Review academic programs to ensure graduates are equipped with the general education and technical skills for success in the workplace or continued education
   ▪ Provide for greater involvement of advisory committees in program review process
   ▪ Ensure industry standards are addressed in curriculum review
   ▪ Review general education competencies for each program; revise where appropriate
	2005 – 2006 cycle

4. Develop plans/strategies for improving institutional performance in student retention based on CCSSE data with focus on:
   ▪ Improving faculty/student use of e-mail communication
   ▪ Student participation in college-sponsored activities/organizations
   ▪ Improving student access/use of peer or other tutoring
	2005 - 2006

III. Provide high quality workforce development programs that meet the demands of West Virginia's employers and enhance the economic development efforts of the State

Strategies (2005-2006)	Target Date

1. Identify high demand occupations and skill sets needed by current employers.
   ▪ Survey district employers (survey developed)
   ▪ Employ workforce development staff to conduct outreach activities for business/industry clients (one position filled; additional position advertised)
	2005 - 2006

2. BANNER registration for non-credit offerings implemented	2005 – 2006
3. Secure WIA funding for operation of Region 2 Workforce West Virginia Satellite Sites	2005 – 2006
4. Active participation on Business Services Teams for WIB Regions 1 and 2	2005 - 2006

IV. Collaborate with other providers in delivering education and training programs   to the community and technical college district

Strategies (2005-2006)	Target Date
1. Work with in-state four-year colleges and universities to meet identified educational needs of district residents. ▪ Local delivery of bachelors and masters programs	Annual

2. Work with career-technical centers for joint delivery of technical courses and programs.
  ▪ Develop additional Technical Studies certificate and AAS degree options available to Career-Technical Center graduates
  ▪ Explore additional course/program delivery opportunities with Career-Technical centers
	Annual

3. Continue partnerships to offer access to Adult Basic Education and GED programs.	Annual
4. Continue partnership with the West Virginia Rehabilitation Center for delivering associate degree nursing.	Annual

5. Work with out-of-state higher education institutions to meet identified needs.
  ▪ Continue offering KY on-line courses
  ▪ Continue Community and Technical College Alliance agreement with Franklin University for on-line baccalaureate degree completion programs
  ▪ Continue agreement with Midway College to provide local non-traditional delivery of identified baccalaureate degree completion programs
	Annual

6. Investigate opportunities for collaborative training through partnerships with private education providers.	Annual
7. Explore options for providing additional education and training programs in cooperation with public agencies.	Annual

8. Create Mine Training and Placement Academy in partnership with West Virginia Coal Association and other private partners.
  ▪ Apply for Department of Labor grant funds for project
  ▪ Develop alliance with WV Coal Association and WVU Mining Extension Service
  ▪ Seek HB 3009 funds for start-up costs
	Fall 2005

V. Collaborate with the public school system to increase the college-going rate in West Virginia

Strategies (2005-2006)	Target Date
1. Provide access to dual credit and college-credit only courses for eligible high school students in each high school in the district.	Annual
2. Pursue grant funding for interactive video classrooms linking Southern to 10 high schools within the district (grant secured; equipment being installed)	Spring 2006
3. Review EDGE courses recognized for credit and expand where possible	Spring 2006

VI. Community and technical college consortium implementation for fiscal year 2004-2005

Implementation (2004-2005)	Check (√) if completed during fiscal year 2004-2005
a. District consortium has established a monthly meeting date	√
b. All secondary career-technical administrators and appropriate community and technical colleges are members of the consortium	
c. The consortium compact strategies have been discussed and agreed upon by all members of the consortium	√
d. At least one strategy submitted in the 2005 consortium compact is being implemented	√
e. Discussion is underway on how to collect accountability data and how to use the data to revise, alter or implement current or future practices of programs	√

Strategies (2005-2006)	Target Date
1. Promote more cooperation between the College and the Career Centers ▪ Continue high school visits by Southern's president and her team	Fall 2005
2. Work with Career Center for joint delivery of technical courses and programs ▪ Joint delivery of truck driver training – Southern and the Boone County Career and Technical Center	Fall 2005
3. Review EDGE options on an annual basis ▪ New options listed under Technical Studies Component III	Annual

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 20, 2005
AGENDA ITEMS FOR DISCUSSION

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

ITEM: Board and Administration Self-Evalution

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Beth (Harter) Walker

BACKGROUND:

Mrs. Beth (Harter) Walker will distribute and discuss the annual self-evaluation survey comparison with the Board of Governors and administration. As always, the evaluations are conducted on an aggregated and anonymous basis.

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

ITEM: Community College Survey of Student Engagement

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Merle Dempsey

BACKGROUND:

Mr. Merle Dempsey, Executive Vice President, provided information to the Board of Governors on the Community College Survey of Student Engagement (*CCSSE*) at its September 20, 2005 meeting.   CCSSE assesses the extent to which students are engaged in good educational practices at community and technical colleges.   Student engagement is considered to be the amount of time and energy that students invest in meaningful educational practices.   *CCSSE* results help colleges focus on good educational practice defined as practice that promotes high levels of student learning and retention, and identify areas in which community colleges can improve their programs and services for students.   Each year, *CCSSE* releases the results of its survey, which is administered directly to community college students at *CCSSE* member colleges during randomly selected classes.   The survey asks questions about institutional practices and student behaviors that are highly correlated with student learning and retention.   Results include national benchmarks and institutional benchmark scores for five key areas of engagement. Following is a summary of Southern's results for your information and review.

CCSSE OVERVIEW

Fast Facts

Survey Instrument: *The Community College Student Report (CCSR)*
* Paper administration, in-class; ranges from 25-50 minutes to complete
* Web-based administration; approximately 15 minutes to complete (available only in oversample situations).

CCSSE Participants
* 133,281 students from 257 institutions in 38 states completed the CCSR in 2005.
* 324,337 students from 407 institutions in 43 states and British Columbia completed the CCSR across 2002, 2003, 2004, and 2005 administrations.

2005 Respondents
Gender: Male student respondents – 39%   Female student respondents – 61%

Race/Ethnicity

* Asian – 2%   * Native American – 2%
* Black – 12%   * White – 68%
* Latino/Hispanic – 8%   * Other – 3%
* International –5%

Enrollment Status: Part-time – 31%   Full-time – 69%

2005 CCSSE Consortia
* Statewide and State-based consortia: Georgia, Illinois, Indiana, Louisiana, Minnesota, North Carolina, North Dakota, Northeast Minnesota, Tennessee, West Virginia, Virginia
* Texas Small Colleges Consortium: 9 small colleges across Texas
* Hispanic-Serving Institutions/Hispanic Association of Colleges and Universities (HSI/HACU) Consortium: 16 colleges
* Achieving the Dream Consortium: 14 colleges

CCSSE Benchmarks of Effective Educational Practice
* Active and Collaborative Learning   (items: 4a, 4b, 4f, 4g, 4h, 4i, and 4r)
* Student Effort   (items: 4c, 4d, 4e, 6b, 10a, 13d, 13e, and 13h)
* Academic Challenge   (items: 4p, 5b, 5c, 5d, 5e, 5f, 6a, 6c, 7, 9a)
* Student-Faculty Interaction   (items: 4k,4l,4m,4n,4o,and 4q)
* Support for Learners   (items: 9b, 9c, 9d, 9e, 9f, 13a, and 13b)

Validity and Reliability
For a detailed explanation of *CCSSE*'s sampling and analysis methodologies, see "Overview of the *CCSSE* Instrument and Psychometric Properties," provided in the Appendix of the institutional report and online at http://www.ccsse.org/Aboutsurvey/psychometrics.pdf

Future Plans
* Collaborative work with National Survey of Student Engagement (NSSE)
* Survey companion pieces (end-of-course evaluation, syllabus review, classroom observation form)
* Continued work on *CCSSE* validation research

Southern West Virginia Community and Technical College
Table 1
Respondents to Underlying Populations Comparisons:

Comparison Group and All CCSSE 2005 Institutions

	Your Respondents	Your Population	2005 Size Group Comparison Population	2005 CCSSE Colleges Population
Gender				
Male	27.4%	32.8%	40.2%	40.7%
Female	72.6%	67.2%	59.8%	59.3%
Race/Ethnicity				
American Indian or other Native Ameri	2.6%	0.1%	1.5%	0.9%
Asian, Asian American or Pacific Island	0.4%	0.2%	0.9%	3.6%
Black or African American, Non-Hispar	0.4%	1.7%	13.9%	14.1%
White, Non-Hispanic	93.5%	97.6%	76.2%	65.3%
Hispanic, Latino, Spanish	0.9%	0.3%	4.2%	10.7%
Other	0.0%	0.0%	2.9%	3.5%
International Student or Foreign Natior	2.2%	0.1%	0.4%	1.9%
Student Age				
18 to 19	24.9%	27.7%	22.3%	21.5%
20 to 21	29.1%	20.5%	16.5%	17.9%
22 to 24	12.6%	13.6%	13.6%	15.1%
25 to 29	11.3%	13.3%	13.4%	13.9%
30 to 39	14.5%	13.7%	17.6%	16.5%
40 to 49	5.9%	8.0%	11.1%	10.2%
50 to 64	1.7%	3.2%	4.9%	4.3%
65 and over	0.0%	0.1%	0.6%	0.6%
Enrollment Status				
Full - Time	75.2%	56.2%	44.9%	40.2%
Part - Time	24.8%	43.8%	55.1%	59.8%

Notes:

All population data are those reported by institutions for the 2003 IPEDS enrollment report.

Respondents include only data used in the national CCSSE analysis. Some student data was excluded in accordance with the CCSSE data exclusion rules.

COLLEGE RESULTS:
A SYNOPSIS

★ *CCSSE*

Above the Mean

COLLEGE ACTIVITIES

4d. Worked on a paper or project that required integrating ideas or information from various sources

4g. Worked with classmates outside of class to prepare class assignments

4m. Talked about career plans with an instructor or advisor

4n. Discussed ideas from your readings or classes with instructors outside of class

4o. Received prompt feedback (written or oral) from instructors on your performance

7. Mark the response that best represents the extent to which your examinations during the current school year have challenged you to do your best work at this college

OPINIONS ABOUT YOUR SCHOOL

9b. Providing the support you need to help you succeed at this college

9d. Helping you cope with your non-academic responsibilities (work, family, etc.)

WEEKLY ACTIVITIES

11a. Relationships with other students

11b. Relationships with instructors

11c. Relationships with administrative personnel and offices

EDUCATIONAL AND PERSONAL GROWTH

12a. Acquiring a broad general education

12c. Writing clearly and effectively

12d. Speaking clearly and effectively

12e. Thinking critically and analytically

12h. Working effectively with others

12i. Learning effectively on your own

12n. Developing clearer career goals

Southern West Virginia Community and Technical College: First Look

STUDENT SERVICES

13b1. Frequency: Career counseling

13e1. Frequency: Skill labs (writing, math, etc.)

13j1. Frequency: Transfer credit assistance

13b2. Satisfaction: Career counseling

13b3. Importance: Career counseling

13e3. Importance: Skill labs (writing, math, etc.)

13j3. Importance: Transfer credit assistance

COLLEGE EXPERIENCES

14e. Transfer to a 4-year college or university

23. How many TOTAL credit hours have you earned at this college, not counting the courses you are currently taking this term?

Below the Mean

COLLEGE ACTIVITIES

4k. Used email to communicate with an instructor

4s. Had serious conversations with students of a different race or ethnicity than your own

WEEKLY ACTIVITIES

10c. Participating in college-sponsored activities (organizations, campus publications, student government, intercollegiate or intramural sports, etc.)

STUDENT SERVICES

13d1. Frequency: Peer or other tutoring

Southern West Virginia Community and Technical College: First Look

Above the Mean

COLLEGE ACTIVITIES	Part-Time	Full-Time
4d. Worked on a paper or project that required integrating ideas or information from various sources	*	
4g. Worked with classmates outside of class to prepare class assignments	*	
4m. Talked about career plans with an instructor or advisor		*
4n. Discussed ideas from your readings or classes with instructors outside of class		*
4o. Received prompt feedback (written or oral) from instructors on your performance		*
7. Mark the response that best represents the extent to which your examinations during the current school year have challenged you to do your best work at this college	*	

WEEKLY ACTIVITIES	Part-Time	Full-Time
10e. Commuting to and from classes		*
11a. Relationships with other students		*
11b. Relationships with instructors		*

EDUCATIONAL AND PERSONAL GROWTH	Part-Time	Full-Time
12c. Writing clearly and effectively	*	*
12d. Speaking clearly and effectively		*
12e. Thinking critically and analytically		*
12i. Learning effectively on your own		*
12j. Understanding yourself		*

Compared with other West Virginia colleges

Southern West Virginia Community and Technical College: First Look

STUDENT SERVICES	Part-Time	Full-Time
13a1. Frequency: Academic advising/planning		*
13b1. Frequency: Career counseling		*
13e1. Frequency: Skill labs (writing, math, etc.)		*
13j1. Frequency: Transfer credit assistance	*	
13j3. Importance: Transfer credit assistance	*	

COLLEGE EXPERIENCES	Part-Time	Full-Time
14e. Transfer to a 4-year college or university	*	*
23. How many TOTAL credit hours have you earned at this college, not counting the courses you are currently taking this term?	*	

Below the Mean

COLLEGE ACTIVITIES	Part-Time	Full-Time
4k. Used email to communicate with an instructor	*	*
4s. Had serious conversations with students of a different race or ethnicity than your own		*
4u. Skipped class		*

OPINIONS ABOUT YOUR SCHOOL	Part-Time	Full-Time
9g. Using computers in academic work		*

Compared with other West Virginia colleges

WEEKLY ACTIVITIES	Part-Time	Full-Time
10b. Working for pay	*	
10c. Participating in college-sponsored activities (organizations, campus publications, student government, intercollegiate or intramural sports, etc.)		*

STUDENT SERVICES	Part-Time	Full-Time
13h1. Frequency: Computer lab		*
13h2. Satisfaction: Computer lab		*

BENCHMARK REPORTS

★CCSSE

Community College Survey of Student Engagement
2005 Benchmark Report
Southern West Virginia Community and Technical College

All Students				
Benchmark	Southern West Virginia Community and Technical College	Comparison Group Statistics		
			Consortium	2005 Colleges
Active and Collaborative Learning	57.5	Benchmark Score	52.8	50.0
		Score Difference	4.7	7.5
Student Effort	53.6	Benchmark Score	52.4	50.0
		Score Difference	1.2	3.6
Academic Challenge	54.7	Benchmark Score	51.2	50.0
		Score Difference	3.5	4.7
Student-Faculty Interaction	56.3	Benchmark Score	54.5	50.0
		Score Difference	1.8	6.3
Support for Learners	55.0	Benchmark Score	49.9	50.0
		Score Difference	5.1	5.0
		Number of Colleges	10	257

Benchmark Score: Each benchmark score was computed by averaging the scores on survey items that comprise that benchmark. To compensate for disproportionately large numbers of full-time students in the sample, all means used in the creation of the benchmarks are weighted by full- and part-time status. Benchmark scores are standardized so that the weighted mean across all students is 50 and the standard deviation across all participating students is 25. Institutions' benchmark scores are computed by taking the weighted average of their students' standardized scores.

Score Difference: The result of subtracting the comparison group score (same consortia colleges or 2005 colleges) from your college's score on each benchmark.

Community College Survey of Student Engagement
2005 Benchmark Report
Southern West Virginia Community and Technical College

Part-Time Students			
Benchmark	Southern West Virginia Community and Technical College	Comparison Group Statistics	
		Consortium	2005 Colleges
Active and Collaborative Learning	52.8	Benchmark Score 46.6	45.9
		Score Difference 6.2	6.9
Student Effort	49.1	Benchmark Score 47.4	46.5
		Score Difference 1.7	2.6
Academic Challenge	51.6	Benchmark Score 46.3	46.1
		Score Difference 5.3	5.5
Student-Faculty Interaction	48.7	Benchmark Score 49.3	46.8
		Score Difference -0.5	1.9
Support for Learners	52.5	Benchmark Score 47.2	48.2
		Score Difference 5.3	4.3
		Number of Colleges 10	257

Full-Time Students			
Benchmark	Southern West Virginia Community and Technical College	Comparison Group Statistics	
		Consortuim	2005 Colleges
Active and Collaborative Learning	61.2	Benchmark Score 58.0	55.9
		Score Difference 3.1	5.3
Student Effort	57.2	Benchmark Score 57.8	55.8
		Score Difference -0.6	1.3
Academic Challenge	57.1	Benchmark Score 56.3	55.7
		Score Difference 0.7	1.4
Student-Faculty Interaction	62.2	Benchmark Score 60.3	56.4
		Score Difference 1.9	5.8
Support for Learners	56.9	Benchmark Score 54.0	54.2
		Score Difference 2.9	2.7
		Number of Colleges 10	257

Benchmark Score: Each benchmark score was computed by averaging the scores on survey items that comprise that benchmark. To compensate for disproportionately large numbers of full-time students in the sample, all means used in the creation of the benchmarks are weighted by full- and part-time status. Benchmark scores are standardized so that the weighted mean across all students is 50 and the standard deviation across all participating students is 25. Institutions' benchmark scores are computed by taking the weighted average of their students' standardized scores.

Score Difference: The result of subtracting the comparison group score (same consortia colleges or 2005 colleges) from your college's score on each benchmark.

Community College Survey of Student Engagement
2005 Benchmark Report
Southern West Virginia Community and Technical College

0 to 29 Credits				
Benchmark	Southern West Virginia Community and Technical College	Comparison Group Statistics		
			Consortium	2005 Colleges
Active and Collaborative Learning	54.1	Benchmark Score	49.3	47.5
		Score Difference	4.8	6.6
Student Effort	58.3	Benchmark Score	53.0	49.2
		Score Difference	5.3	9.1
Academic Challenge	54.9	Benchmark Score	49.9	48.2
		Score Difference	5.0	6.7
Student-Faculty Interaction	54.4	Benchmark Score	52.4	48.4
		Score Difference	2.0	6.0
Support for Learners	53.2	Benchmark Score	50.2	50.1
		Score Difference	3.0	3.1
		Number of Colleges	10	257

30+ Credits				
Benchmark	Southern West Virginia Community and Technical College	Comparison Group Statistics		
			Consortium	2005 Colleges
Active and Collaborative Learning	60.8	Benchmark Score	59.6	56.2
		Score Difference	1.2	4.7
Student Effort	49.2	Benchmark Score	52.7	52.9
		Score Difference	-3.5	-3.7
Academic Challenge	55.1	Benchmark Score	55.0	54.6
		Score Difference	0.1	0.5
Student-Faculty Interaction	58.7	Benchmark Score	60.0	56.7
		Score Difference	-1.4	2.0
Support for Learners	56.3	Benchmark Score	50.1	52.2
		Score Difference	6.2	4.1
		Number of Colleges	10	257

Benchmark Score: Each benchmark score was computed by averaging the scores on survey items that comprise that benchmark. To compensate for disproportionately large numbers of full-time students in the sample, all means used in the creation of the benchmarks are weighted by full- and part-time status. Benchmark scores are standardized so that the weighted mean across all students is 50 and the standard deviation across all participating students is 25. Institutions' benchmark scores are computed by taking the weighted average of their students' standardized scores.

Score Difference: The result of subtracting the comparison group score (same consortia colleges or 2005 colleges) from your college's score on each benchmark.