



*Southern*  
Southern West Virginia  
Community and Technical College

***Board of Governors***

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**AUGUST 21, 2012  
MEETING AGENDA**

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**Members**

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

Jada C. Hunter  
George Kostas  
Terry R. Sammons  
Eileen Aranas  
Debbie Dingess  
George Morrison

Joanne Jaeger Tomblin  
President

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of August 21, 2012  
Room 428, Building C, Mount Gay, WV**

**AGENDA**

1. Call to Order ..... Ms. Wilma Zigmond  
Board Vice Chair
2. Oath of Office ..... Mr. Samuel Litteral
3. Introduction of Vice President for Academic Affairs and Student Services ..... President Tomblin
4. Report on HLC Accreditation Self-Study ..... Mr. Steven Lacek and  
Dr. Merle Dempsey  
Self-Study Co-coordinators
5. President's Report ..... Ms. Joanne Jaeger Tomblin  
President
6. Financial Report ..... Mr. Litteral  
Vice President For Finance and Administration
7. Action Items:
  - 7.1 Approval of June 19 and July 26, 2012 Board Meeting Minutes ..... pp. 4-15
  - 7.2 Request for Approval of Textbook Affordability Committee Report ..... pp. 16-17
  - 7.3 Request for Termination of Certificate in Paramedic Science ..... p. 18
  - 7.4 Request for Termination of Certificate in Fire Service ..... p. 19
  - 7.5 SCP-1435, Inclement Weather and Emergency Situation Policy ..... pp. 20-25
  - 7.6 SCP-2156, Drug and Alcohol Policy ..... pp. 26-33
  - 7.7 SCP-2360, Holidays ..... pp. 34-37
8. Discussion Item:
  - 8.1 Review of 2007-2008 Board of Governors Goals for possible revision  
based upon new Consortium Compact ..... pp. 39-40
9. Informational Items:
  - 9.1 Certification of Classified Employees Salary Schedule Full Funding ..... p. 42
  - 9.2 Higher Learning Commission Criteria Book ..... pp. 43-54
  - 9.3 Institutional Rule Making Report ..... pp. 55-85
10. Executive Session Under Authority of West Virginia Code §6-9A-4-9
11. Adjournment

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of August 21, 2012  
Agenda Items for Action**

Action Items ..... Vice Chair Zigmond

1. Approval of June 19 and July 26, 2012 Board Meeting Minutes ..... pp. 4-15
2. Request for Approval of Textbook Affordability Committee Report ..... pp. 16-17
3. Request for Termination of Certificate in Paramedic Science ..... p. 18
4. Request for Termination of Certificate in Fire Service ..... p. 19
5. SCP-1435, Inclement Weather and Emergency Situation Policy ..... pp. 20-25
6. SCP-2156, Drug and Alcohol Policy ..... pp. 26-33
7. SCP-2360, Holidays ..... pp. 34-37

**Southern West Virginia Community and Technical College Board of Governors**  
**Board of Governors Meeting of June 19, 2012**  
**2900 Dempsey Branch Road, Room 428-C, Mount Gay, WV**

**Board Members Present:** Terry Sammons, Tom Heywood, Wilma Zigmond, George Kostas, Jada Hunter, Debbie Dingess, George Morrison, Linda Akers, Shelley Huffman, Kevin Fowler (conference), Adam Bradford (conference)

**Board Members Absent:** Glenn Yost

**Administrative Staff:** President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Pam Alderman, Cindy McCoy, Darrell Taylor, Emma Baisden

**Southern Staff:** Virginia Stepp (Classified Staff Council Chair), Martha Paige, Stella Estep, Garnet Bolen, Teri Wells (ACCE Representative), Chris Gray, Patricia Miller, Vicki Damron, Juanita Topping, Beverly White, Vicki Workman, Paula Maynard, Linda Workman, Chad Scott, Lee Stroud, Samantha Baisden, Deloris Vance, Suzette Felty, Ireda Pruitt, Pete Parsons, Melody Bevino, Cassandra Goble

**1. Call to Order:**

Board of Governors Chair, Terry Sammons, declared a quorum present and convened the meeting at 6:00 p.m.

**2. Special Presentations**

President Tomblin honored outgoing Board of Governors Chair, Terry Sammons, and Student Representative, Adam Bradford, with special resolutions applauding them for their faithful service to the Southern West Virginia Community and Technical College Board of Governors. The Board approved the special resolutions for adoption (Addendums 1 and 2).

**3. Classified Staff Council Presentation**

As prescribed in West Virginia Code §18B-6-6(g), the Classified Staff Council held its annual meeting with the Board of Governors to discuss matters which affect classified employees. Ms. Virginia Stepp, (Classified Staff Council Chair), Teri Wells (Advisory Council of Classified Employees Representative), and Patricia Miller presented an overview of the Council's role and the classified staff's involvement in various College projects. Currently Southern has a total of 95 classified employees (49% of total employees) whose average salary is \$29,832 with 10.8 average years of service. Classified staff are committed to Southern West Virginia Community and Technical College, its goals, and its mission. Since the inception of the Vision 2020 Major Gifts Campaign in July 2004, classified staff employees have contributed \$34,790.50. On behalf of the classified staff, Ms. Stepp thanked the Board of Governors for the salary increases it recently approved for employees and for the Board's support of Southern. Following the presentation, Chair Sammons thanked Ms. Stepp, Ms. Wells, and Ms. Miller for providing the Board with a summary of the Council's role, and expressed the Board's appreciation of the classified employees' contributions to the institution.

**4. Board of Governors Self-Assessment Review Committee Report**

At its October 13, 2011 meeting, the Board determined that it would appoint a committee to review the Board of Governors and Administration Self-Assessment evaluation results of the past 10 years due to decreased scores and dissentient opinions stated over several review cycles. Chair Terry Sammons appointed Linda Akers (Chair), Jada Hunter, and George Kostas to serve on the committee and bring a report and recommendation to the full Board when the review was complete. The committee was appointed at the Board's December 13, 2011 meeting.

Ms. Akers presented the Self-Assessment Review Committee's report and proposed recommendations. She informed the group that after careful review of the self-assessment results for the years 2002-2011, the committee recognized that Board members are in sync for the most part and found no noticeable differences. However, the administration results indicate some distinct differences along the way. As a result, the Committee proposed the following:

1. Continue to provide the Orientation Manual for new Board of Governors members.
2. Assign mentors to new administrative staff and Board of Governors members.
3. All documentation for items placed on meeting agendas should be submitted by the established deadline.
4. In order to address comments regarding deferred maintenance on campuses, the Committee would need written specifics, such as, specific campus, location or building, specific area which needs attention, including pictures.
5. The Committee would also need specific information regarding comments concerning financial reports. It is the Committee's understanding that all department heads have access to the College's Banner system and are authorized to check departmental expenditures and budget balances. If anyone needs help with Banner functions, they should request training from Sam Litteral.
6. Continue the annual Board of Governors and Administration Self-Assessments. The questionnaire should be revised to include "be specific" on questions seeking written input so concerns may be addressed if necessary.

Upon a motion by Wilma Zigmond and second by Shelley Huffman, the Board unanimously approved the Self-Assessment Review Committee's report and recommendations.

**5. President's Report:**

1. Dr. Harry Langley of the University of California at Pennsylvania has been selected by the Screening Committee for the Vice President for Academic Affairs and Student Services position. Dr. Langley's appointment begins on July 16, 2012.
2. President Tomblin informed Board members that she has met with all units of the College during the 2011-2012 academic year.
3. Dr. Greg Hodges of Patrick Henry Community College was a guest speaker at the Community College Forum for College Completion held May 2-3, 2012 at Stonewall Resort by the Council for Community and Technical College System of West Virginia. Dr. Hodges will provide a workshop for Southern employees on college completion during Governance Day on

September 7, 2012. The workshop is geared toward providing college personnel with a better understanding of the current demands and requirements associated with the College Completion initiatives. Dr. Hodges will also provide a workshop regarding College Completion for the Board of Governors at its annual retreat in October 2012.

4. The most significant legislation impacting community and technical colleges is Senate Bill 436. The bill calls for additional cooperation between community and technical colleges and public career-technical schools. It established a community and technical college / career and technical consortia in each district. The consortium is to write a compact that is to be sent to the Council and State Board of Education for approval by July 1, 2012.
  5. The annual President's Administrative Retreat was held on May 9 at Chief Logan Conference Center.
  6. The Academy for Mine Training and Energy Technologies had 19 students from the Ralph R. Willis Vocational School. At the end of the term, all 19 students passed the miner certification exam.
  7. Bulldog Creative is developing a marketing campaign for Southern. Advertisements should start running on television stations within the next few weeks.
  8. President Tomblin will be the keynote speaker for the annual Tug Valley Mine Institute Scholarship banquet to be held June 21 at the Mountaineer Hotel in Williamson. The Institute awards \$15,000 in scholarships each year. Six scholarship recipients will be recognized.
  9. The Self-Study process is on track. President Tomblin received notification from the Higher Learning Commission of the evaluation team who will conduct the continued accreditation visit at Southern in April 2013. A response form must be completed and returned to the Higher Learning Commission as official acceptance of the team.
  10. Ms. Rita Roberson, Director of Williamson Campus Operations, organized a "Girls Night Out" event held June 1 at the Williamson Campus. President Tomblin was unable to attend, however, she understood it was a huge success with approximately 40 ladies attending. They had a fun-filled night of personal development with motivational speakers, a self-defense presentation, manicure and pedicure stations, chair massages, food, music, and fellowship. The event was cosponsored by the Southern West Virginia Community College Foundation. She commended Ms. Roberson and the "Girls Night Out" Committee for doing something different.
6. **Financial Report**  
Chief Financial Officer, Sam Litteral, provided the financial report dated May 31, 2012 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals.

7. **Action Items:**

1. **Approval of April 17, 2012 and April 25, 2012 Board Meeting Minutes**

**MOTION:** George Kostas moved to accept the meeting minutes as presented.

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

2. **Nominating Committee Report and Election of 2012-2013 Board Officers**

Ms. Linda Akers, on behalf of Glenn Yost, Nominating Committee Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2012-2013. Chair Sammons opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, Shelley Huffman moved to close nominations. Jada Hunter seconded the motion. Chair Sammons declared nominations closed.

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board officers for fiscal year 2012-2013 as proposed by the Nominating Committee: Tom Heywood, Chair; Wilma Zigmund, Vice Chair; and Glenn Yost, Secretary.

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

3. **Approval of 2012-2013 Board of Governors Schedule of Meetings**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2012-2013 as presented.

**ACTION:** Debbie Dingess seconded the motion. The motion carried unanimously.

4. **Approval of FY 2012-2013 Institutional Budget**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the filing of the institutional operating budget for the fiscal year beginning July 1, 2012.

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

**5. Approval of FY 2013-2014 Capital Projects and Expenditures**

Mr. Samuel Litteral, Vice President for Finance and Administration, presented a prioritized list of capital projects with related costs for FY 2013-2014 to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.2.1, annually, each institution through its Governing Board is to submit a capital budget plan to the West Virginia Higher Education Policy Commission. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Policy Commission reports and priorities. Listing a project in the annual capital budget plan establishes an institution's intent to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year.

**MOTION:** Tom Heywood moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and the priorities of FY 2014 Capital Projects for Southern West Virginia Community and Technical College.

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

**6. Approval of FY 2014-2018 Capital Projects and Expenditures**

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

**MOTION:** Tom Heywood moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2014 - FY 2018 capital projects for Southern West Virginia Community and Technical College.

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

**7. Action on Institutional Policies Presented for Final Approval:**



1. SCP-1091, Classified Staff Council Constitution

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1091, *Classified Staff Council Constitution*, following the required 30-day public comment period.

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

2. SCP-4000, Basic Guidelines and Standards for Admission

**MOTION:** Tom Heywood moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4000, *The Basic Guidelines and Standards for Admissions*, following the required 30-day public comment period.

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

8. Action on Institutional Policies Presented for 30-day Public Comment:

1. SCP-7000, E-mail Established as an Official Form of Communication

**MOTION:** Tom Heywood moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for advancement of SCP-7000, *Email Established as an Official Form of Communication*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

8. Informational Items

1. Report of Awarding of Undergraduate Tuition and Fee Waivers

In compliance with Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, 7.2, the Vice President for Finance and Administration presented the 2011-2012 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers is entered into the minutes of the Governing Board.

**9. Executive Session**

Tom Heywood moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Shelley Huffman seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Shelley Huffman moved and Linda Akers seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session.

**Further Action:**

Based upon discussions in the Executive Session, the Board reconvened in an open session and the following action was taken:

**1. Approval of Annual Presidential Evaluation**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors authorize the Board Chair to submit the comprehensive presidential evaluation report for the President of Southern West Virginia Community and Technical College for the 2008-2012 review period to the Chancellor of the West Virginia Council for Community and Technical College Education and the Council Chair on its behalf; and

*RESOLVED FURTHER*, that the Board of Governors approve the Presidential Review Committee recommendation to defer submission of a presidential compensation package to the Chancellor and Chair of the West Virginia Council for Community and Technical College Education until additional data is obtained to ensure fair compensation; and

*BE IT FURTHER RESOLVED*, that the employment agreement of the President will automatically renew itself since written notice to terminate the agreement has not been given by either the Board of Governors or the President of Southern West Virginia Community and Technical College. All provisions of the current employment of the President will continue unchanged at this time.

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

**2. Approval of 2012-2013 Presidential Goals**

**MOTION:** Tom Heywood moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as amended for 2012-2013.

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

**9. Adjournment:**

There being no further business, Chair Sammons declared the meeting adjourned at 8:10 p.m. The next Board meeting is scheduled for August 21, 2012.

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Terry R. Sammons, Chair

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Emma L. Baisden  
Assistant to the Board of Governors

*DRAFT*

**ADDENDUM 1**

**Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
Terry R. Sammons**

**WHEREAS**, Terry R. Sammons was duly appointed to the Southern West Virginia Community and Technical College Board of Governors by the Governor of West Virginia in the year 2007; and

**WHEREAS**, Terry R. Sammons was elected and served honorably with distinction as the Chairman of the Southern West Virginia Community and Technical College Board of Governors from July 1, 2008 through June 30, 2010; and as Vice Chairman of the Board of Governors from July 1, 2010 through June 30, 2012; and

**WHEREAS**, he has given generously of his time and talent in support of Southern West Virginia Community and Technical College and has provided outstanding leadership for the Board, representing the Board at official functions, and fulfilling the duties of the Board Chairman in an exemplary manner; and

**WHEREAS**, Terry R. Sammons has willingly responded to any request of the administration with assistance and advice, and has been a strong and articulate advocate for Southern West Virginia Community and Technical College; and

**WHEREAS**, he has concluded his term as Chairman of the Board of Governors, but will continue to serve as a valued member of this Board;

**THEREFORE, BE IT RESOLVED:**

That the Board of Governors of Southern West Virginia Community and Technical College hereby expresses its sincere thanks and appreciation to TERRY R. SAMMONS for his outstanding leadership, service, and dedication to the Board; and, be it

**FURTHER RESOLVED**, That this resolution becomes a part of the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 19th day of June in the year of 2012.

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Thomas Heywood, Vice Chair  
Board of Governors

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Joanne Jaeger Tomblin, President  
Southern West Virginia Community and Technical  
College

**ADDENDUM 2**

**Southern West Virginia Community and Technical College  
Board of Governors Resolution Honoring  
Adam S. Bradford**

**WHEREAS**, Adam S. Bradford has served with dedication as the student representative to the Southern West Virginia Community and Technical College Board of Governors from July 1, 2011 to June 30, 2012; and

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

**RESOLVED BY THE BOARD OF GOVERNORS:**

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

**FURTHER RESOLVED**, That this resolution becomes a part of the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 19th day of June in the year of 2012.

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Terry R. Sammons, Chair  
Board of Governors

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Joanne Jaeger Tomblin, President  
Southern West Virginia Community and  
Technical College

**ADDENDUM 3**

**Joanne Jaeger Tomblin, President**  
**Southern West Virginia Community and Technical College**  
**Goals for 2012-2013**

1. Successfully prepare for and undergo the Institutional Comprehensive Accreditation Evaluation by the Higher Learning Commission of the North Central Association of Colleges and Schools.
  - 1.1 Complete the Self-Study Document and Evidence File.
  - 1.2 Attend the annual conference of the Higher Learning Commission in Chicago, Illinois in April 2013.
  - 1.3 Prepare employees and Board members for the Higher Learning Commission's comprehensive evaluation visit, April 22-24, 2013.
2. Implement "A Roadmap to Success" Enrollment Management Plan 2012-2015.
  - 2.1 Reactivate the Enrollment Management governance committee to oversee, review, and monitor the plan.
  - 2.2 Meet with Units, Departments, and individual employees to assure priorities are made for enrollment management.
  - 2.3 Initiate strategies within budgetary means to execute the plan.
  - 2.4 Advertise and employ individuals to fill new positions designated on the 2012 Organizational Chart as budget permits.
3. Oversight of the construction of the Williamson Campus Applied Technology Facility and acquisition of the Williamson National Guard Armory.
  - 3.1 Meet with architects, contractors and campus personnel weekly to assure that contracts, budgets, and time frames are being followed as the new Applied Technology facility is constructed.
  - 3.2 Meet regularly with members of the National Guard to assure that we are meeting all necessary actions to acquire the Williamson facility by 2013-2014.
4. Select and contract a marketing firm to create a consistent, visible image of the College, create publications and target markets that will increase enrollment and awareness of programs and services.
5. Continue to promote strong partnerships with community and employers through speaking engagements, participation on boards and hosting college-sponsored events throughout the service district.

Southern West Virginia Community and Technical College  
Board of Governors Special Meeting of July 26, 2012  
Room 428, Building C and by Teleconference  
2900 Dempsey Branch Road, Mount Gay, WV

DRAFT

**Board Members Present:** Tom Heywood, Terry Sammons, Linda Akers, George Kostas, Jada Hunter, Shelley Huffman, George Morrison, Eileen Aranas

**Board Members Absent:** Glenn Yost, Kevin Fowler, Wilma Zigmond, Debbie Dingess

**Administrative Staff:** President Joanne Jaeger Tomblin, Emma Baisden, Harry Langley, Gary Holeman

**1. Call to Order**

Mr. Tom Heywood, Board Chair, declared a quorum present and convened the special meeting of the Southern West Virginia Community and Technical College Board of Governors at 9:00 a.m.

**2. Request for Approval of SCP-7000, E-mail Established as an Official Form of Communication**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-7000, *E-mail Established as an Official Form of Communication*, following the required 30-day public comment period.

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

**3. Request for Approval of Appointments to the Boone County Joint Administrative Board**

**MOTION:** George Kostas moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the reappointment of Samuel M. Litteral and Allyn Sue Barker to represent the Board of Governors on the Boone County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Boone County Board of Education; and

*FURTHER RESOLVED*, Samuel M. Litteral will serve a three-year term ending June 30, 2015, and Allyn Sue Barker will serve a two-year term ending June 30, 2014. By mutual consent of the Board of Governors and the Boone County Board of Education, Kevin Hill will serve as the at-large member and Chair of the Joint Administrative Board.

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

**4. Adjournment:**

There being no further business, Chair Heywood declared the meeting adjourned at 9:10 a.m.

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Thomas A. Heywood, Chair

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Emma L. Baisden  
Assistant to the President/Board of Governors

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 21, 2012**

**ITEM:** Request for Approval of Textbook Affordability Committee Report

**RECOMMENDED RESOLUTION:** *Resolved*, That the Southern West Virginia Community and Technical College Board of Governors approve the report provided by the Textbook Affordability Committee for presentation to the Chancellor of the West Virginia Council for Community and Technical College Education as required by Title 135, Series 51, *Bookstores and Textbooks*, Section 3.1.f.

**STAFF MEMBER:** Sam Litteral

**BACKGROUND:**

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

W.Va. Code §18B-10-14 mandates each governing board shall adopt rules governing bookstores and the selection of textbooks and other course materials. Series 51 is intended to guide governing boards in their adoption of rules as mandated by W.Va. Code §18B-10-14. At its August 17, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors gave final approval to SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*.

The staff seeks approval to present the report provided by the Textbook Affordability Committee to the Chancellor for Community and Technical College Education as required by Title 135, Series 51, *Bookstores and Textbooks*, Section 3.1.f.



**Southern West Virginia Community and Technical College  
Textbook Affordability Committee  
Annual Report**

Southern West Virginia Community and Technical College's Textbook Affordability Committee consist of representatives from faculty, students, administration, and staff of the campus bookstores. The Committee met several times during the 2011- 2012 academic year to discuss affordability issues, initiatives, and textbook selection guidelines and procedures.

In accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 51, *Bookstores and Textbooks*, Section 3.1.f., the Textbook Affordability Committee at Southern West Virginia Community and Technical College:

1. Established a firm deadline of one week prior to the first day of class for faculty to be assigned to courses.
  - 1.1 For academic year 2011-2012, the institution estimates that 97% of the classes were staffed one week prior to the first day of class each semester.
2. Established a deadline of four weeks prior to the first day of registration for textbooks and course materials to be selected.
  - 2.1 All textbooks and course materials for the 2011-2012 academic year were selected by the established deadline.
3. Posted the listing of all selected textbooks and materials as required in Section 3.1.e. of Series 51.
  - 3.1 The textbook list was posted on October 26, 2011, for the Spring 2011 semester, and on March 29, 2012, for the 2012 Summer/Fall semesters.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 21, 2012**

**ITEM:** Request for Termination of Certificate in  
Paramedic Science

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia  
Community and Technical College Board of  
Governors approve termination of the Paramedic  
Science Certificate program.

**STAFF MEMBER:** Pamela L. Alderman

**BACKGROUND:**

On July 15, 2011, the West Virginia Council for Community and Technical College Education implemented Title 135 Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*. This rule provides specific guidelines for associate and certificate degree programs, most notably the associate degree programs require a maximum of 60 credit hours, and the certificate degree programs require a maximum of 30 credit hours.

The Paramedic Science Certificate program may be found on page 107 of the 2011-2012 College Catalog. The certificate program has a total of 49 credit hours; 19 credit hours above the maximum number of credit hours mandated by Series 11.

The Dean for Career and Technical Programs, the Department Chair for Allied Health and Nursing, and the Coordinator for Paramedic Science determined the certificate program would be discontinued. It is the belief of all individuals involved that the content of the certificate program could not be decreased from 49 credit hours to 30 credit hours. Therefore, during the 2011-2012 academic year, forms were submitted to the Curriculum and Instruction (C&I) Committee to discontinue the certificate program. Forms were also submitted to decrease the associate degree program from 63 credit hours to 60 credit hours. These changes were approved by the C&I Committee, and are reflected in the 2012-2013 College Catalog. The Paramedic Science, Associate in Applied Science degree program may be found on page 72 of the current catalog, and the certificate program was eliminated from the catalog.

Upon submission of the forms to the C&I Committee, a request should have been made to terminate the Paramedic Certificate program. This was an oversight and did not occur. Therefore, on behalf of the Department Chair for Allied Health and Nursing and the Coordinator for Paramedic Science, the staff respectfully requests that the Board of Governors grant approval for the termination of the Paramedic Science Certificate program.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 21, 2012**

**ITEM:** Request for Termination of Certificate in Fire Service

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve termination of the Fire Service Certificate program.

**STAFF MEMBER:** Pamela L. Alderman

**BACKGROUND:**

On July 15, 2011, the West Virginia Council for Community and Technical College Education implemented Title 135 Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*. This rule provides specific guidelines for associate and certificate degree programs, most notably the associate degree programs require a maximum of 60 credit hours, and the certificate programs require a maximum of 30 credit hours.

The Fire Service Certificate program was created at the request of local volunteer and professional firefighters seeing employment in the Fire Services field. The program curriculum may be found on page 101 of the 2011-2012 College Catalog and page 89 of the 2012-2013 College Catalog.

Due to lack of interest and enrollment, the Dean for Career and Technical Programs, the Department Chair for Allied Health and Nursing, and the Coordinator for paramedic Science determined the Certificate program would be terminated. There are no faculty or students involved in this program who would be affected by its termination.

A request should have been made to the Curriculum and Instruction (C&I) Committee to terminate the Fire Service Certificate program, but this did not occur as it was an oversight. Therefore, on behalf of the Department Chair for Allied Health and Nursing and the Coordinator for Paramedic Science, the staff respectfully requests that the Board of Governors grant approval for the termination of the Fire Service Certificate program.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 21, 2012**

**ITEM:** Request for approval of revisions to SCP-1435, *Incllement Weather and Emergency Situations*, and SCP-1435.A, *Media Notification List*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1435, *Incllement Weather and Emergency Situations*, and SCP-1435.A, *Media Notification List*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

The Vice President for Academic Affairs and Student Services, the Academic Deans, the Directors of Campus Operations, and the Director of Media reviewed SCP-1435, *Incllement Weather and Emergency Situations*, and SCP-1435.A, *Media Notification List*. Revisions to the policy and its attachment reflect no substantial changes in procedure or documentation requirements. Revisions reflect changes in title and management responsibility.

Therefore, the staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1435**

**SUBJECT:** Inclement Weather and Emergency Situations

**REFERENCE:**

**ORIGINATION:** October 1994

**EFFECTIVE:** January 2003

**REVIEWED:** August 2012

**SECTION 1. PURPOSE**

- 1.1 To establish policy and procedures for the cancellation of classes or closure of facilities due to inclement weather or emergency situations for Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 The issuance applies to all classes, facilities, and central administrative units of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 Class Cancellation — Classes are canceled. However, the College is open for business.
- 3.2 Eligible Employee — Those employees defined by Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, *Employee Leave*, deemed eligible to receive annual and/or sick leave.
- 3.3 Emergency — Adverse weather and/or road conditions, floods, extreme heat or cold with utilities turned off for extended periods of time or if local or state public safety officials declare a state of emergency.
- 3.4 Employee — Faculty, including adjunct, classified staff, and non-classified staff.
- 3.5 College Facility Closure — The College, or one or more campuses or facilities, will be closed for business for the entire day.
- 3.6 Off-Campus Instructional Facility — Locations, not operated by Southern, at which classes are held (i.e., public libraries, high schools, community facilities, vocational schools, etc.).
- 3.7 Adjusted Operating Hours — The College will open for business or classes will begin later than the normal hours of operation or the College will close or classes will be canceled before the end of the regularly scheduled day. Normal hours of operation are from 8:00 a.m. to 9:00 p.m.

## SECTION 4. POLICY

- 4.1 Policy Responsibility — It is the intent of Southern West Virginia Community and Technical College to close facilities or cancel classes only in extreme emergency situations. Closure may be for the entire institution, one or more campus locations, or for a single facility. The Directors of Campus Operations will monitor travel conditions and will contact the Vice President for Academic Affairs and Student Services to discuss the weather situation. Once a decision is made, the Vice President for Academic Affairs and Student Services is responsible for overseeing and carrying out procedures related to the cancellation of classes and/or closure of facilities.
- 4.1.1 The Vice President for Academic Affairs and Student Services will then contact the ~~Vice President for Communications~~ Director of Media and inform the individual of the decision to cancel classes and the locations affected. The ~~Communications Unit~~ Director of Media will update the weather line, web site, and contact local media to expedite information to the public.
- 4.2 Campus Responsibility — When these situations occur, the ~~Executive Vice President~~ Vice President for Academic Affairs and Student Services, in consultation with the ~~Vice President for Academic Affairs~~ Academic Deans, will determine if it will be necessary to cancel or adjust classes, and/or operating hours (Adjusted Operating Hours) or close a facility (College Facility Closure). ~~The Directors of Campus Operations are responsible for informing the facilities manager at their respective campuses.~~ When these situations occur, students, employees, and the general public are encouraged to call the College's weather line, visit the web site or listen/watch news media in the county at which their classes/events/meetings are held for cancellation or closure information.
- 4.3 Facility Closure — In the event that facilities are closed, employees of the College do not need to report to work until the facility is reopened. Annual leave must be used per Section 7.2 of this policy. Additionally, public meetings/events/activities scheduled at the facility will be canceled.
- 4.4 Adjusted Operating Hours — In the event hours of operation are adjusted, facilities will remain open for all employees to report to work. Employees are encouraged to use discretionary judgment in their decision to report. Those not reporting must take annual leave. Additionally, public meetings/events/activities scheduled during affected hours will be rescheduled. College employee(s) responsible for scheduling the event must contact the parties affected.
- 4.5 Class Cancellation — In the event classes are canceled, faculty not reporting are expected to submit written plans to their ~~Division~~ Department Chair for making up lost instructional time per Section 7.1 of this policy. Public meetings/events/activities scheduled during hours affected may or may not be rescheduled. College employee(s) responsible for scheduling the event must contact the parties affected.
- 4.6 Shared Facility — The Boone/Lincoln Campus and the Boone Career and Technical Center are considered separate facilities for the purposes of this policy. The Lincoln Site and the Lincoln County High School are considered separate facilities for the purposes of this policy. Southern classes scheduled in the Boone Career and Technical Center facility are canceled if the Center is closed by the Boone County Board of Education. Southern classes scheduled in the Lincoln County High School wing are canceled if the High School is closed by the Lincoln County Board of Education. Classes scheduled at the Boone/Lincoln Campus and/or Lincoln Site facility may/may not be affected. Persons are asked to listen or watch local news media, call the weather line or visit the web site for details.
- 4.7 Off Campus Facility Closure — In the event that an off-campus instructional facility (i.e. high school or vocational school building) is closed, Southern's classes in that facility will not be held. The faculty member is required to submit written plans to their ~~Division~~ Department Chair for making up lost instructional time

per Section 7.1 of this policy.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

6.1 None.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 Loss of Instructional Time — If cancellations or closures cause the loss of instructional time, faculty members have the responsibility for making up instructional time lost. Faculty are to notify their respective ~~Division~~ Department Chair in writing as to when and how instructional time will be made up.
- 7.2 Employee Absences — Absences from work by eligible employees due to cancellations or closures called in accordance with this policy, other than a declared emergency by public safety officials, must be charged against accumulated annual leave. Sick leave may not be charged for absences under this policy. In the event that one campus is closed, employees with approval of their supervisors, may be permitted to work at another location.
- 7.3 Employee Absence Under Declared State of Emergency — In the event that public safety officials declare a state of emergency, work hours missed during the declared emergency shall be considered regular work time for pay purposes. This time will not be charged to annual leave, nor will there be a requirement that the time be made up. Should any employee be required to work by the president or his/her designee during declared emergency, the time worked shall be compensated according to provisions of Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, Employee Leave.
- 7.4 Policy Posting — The Directors of Campus Operations must post information at prominent locations regarding emergency closing and cancellations. Whenever possible, messages regarding adjusted hours, closing, and reopening of facilities will be placed on campus telephone systems.
- 7.5 Student Notification — Faculty are to provide this policy information (SCP-1435.A, Media Notification List ~~=Attachment A~~) to students at the beginning of each semester. Additionally, the information will be published in the College Catalog ~~and Schedule of Classes~~.

## **SECTION 8. CANCELLATION**

- 8.1 Replaces SCI 1370, “Inclement Weather and Emergency Situation” policy dated December 12, 1996.  
Replaces SCI 1435, “Inclement Weather and Emergency Situation” policy dated October 1994.

## **SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**        SCP-1435.A, Media Notification List

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

**Revision Notes:**    February 2008 - Revisions reflect changes in procedure requirements. Revisions provide clarity and reflect changes in management responsibilities.

August 2012 - Revisions reflect changes in titles and management responsibilities.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1435.A**

**SUBJECT:**        ~~Attachment A~~—Media Notification List

**REFERENCE:**    SCP-1435, *Inclement Weather and Emergency Situations*

**SECTION 1. PURPOSE**

1.1        Cancellation or closures may affect only one building, campus, facility, off-campus facility, or the entire institution. Media will be requested to specifically announce the affected location/facility. The following news media will be contacted to announce information on closures or cancellations in affected areas:

<b><i>Boone and Lincoln Counties:</i></b>	WZAC 1450 (AM) 92.5 (FM) WVAF 99.9 (FM) WQBE 950 (AM) 97.5 (FM) KICKS 96.1 (FM) WVPN 88.5 (FM) Public Radio	Madison Charleston Charleston Charleston Charleston
<b><i>Logan County:</i></b>	WVOW 1230 (AM) 101.9 (FM)	Logan
<b><i>Mingo County:</i></b>	WVKM 106.7 (FM) WBTH 1400 (AM) WXCC 96.5 (FM)	Matewan Williamson Williamson
<b><i>Wyoming and McDowell Counties:</i></b>	WPMW 9 WJLS 560 (AM) 99.5 (FM) WHIS 1440 (AM) WHAJ 104 (FM) WWYO 970 (AM) WELC 102.9 (FM) WELC 1150 (AM) WCIR 103.7 (FM)	Mullens Beckley Bluefield Bluefield Pineville Welch Welch Beckley
<b><i>Pike County, KY:</i></b>	WPKE 103.1 (FM)1240 (AM) WKLW 94.7 (FM) WSIP 98.9 (FM) WDHR 93.1 (FM)	Pikeville, KY Paintsville, KY Paintsville, KY Pikeville, KY
<b><i>Wayne County:</i></b>	WFGH 90.7 (FM)	Fort Gay

The following television stations will be contacted with cancellation or closure information:

WCHS-TV (Ch. 8-ABC)	Charleston
WOWK-TV (Ch. 13-CBS)	Huntington
WSAZ-TV (Ch. 3-NBC)	Huntington
WVVA-TV (Ch. 6-NBC)	Bluefield

*Revised August 2012*

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 21, 2012**

**ITEM:** Request for approval of revisions to SCP-2156, *Drug and Alcohol Policy*.

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2156, *Drug and Alcohol Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

In July 2012, the Finance and Administration Unit personnel reviewed SCP-2156, *Drug and Alcohol Policy*, and proposed minor modifications to provide clarity. Revisions to the policy reflect no substantial changes in procedure or documentation requirements.

Therefore, the staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2156**

**SUBJECT:** Drug and Alcohol Policy

**REFERENCE:** This policy is written to meet requirements of the Anti-Drug Abuse Act of 1988, the Drug Free Workplace Act of 1988, and in compliance with requirements of the 1989 amendments to the *Drug-Free Schools and Communities Act*, as articulated in the *Education Department General Administrative Regulations (EDGAR) Part 86* (the Drug-Free Schools and Campuses Regulations). Part 86 pertains to “Drug and Alcohol Abuse Prevention.” These regulations can be reviewed in the Federal Register, Vol. 55, No. 159, Aug. 16, 1990, pp. 33580-33601, or online at ~~www.ed.gov/policy/fund/reg/edgarReg/edlite-part86a.html~~ <http://ecfr.gpoaccess.gov/cgi>.

**ORIGINATION:** March 31, 1989

**EFFECTIVE:** March 31, 1989

**REVIEWED:** July 26, 2012

### **SECTION 1. PURPOSE**

1.1 Southern West Virginia Community and Technical College recognizes the importance of a safe, efficient and healthy work and educational environment. Being under the influence of any illegal drug or alcohol on campus or at college-sponsored functions poses serious risks to a person’s health and safety, and jeopardizes public trust that has been placed in the institution. In recognition of the serious effects of alcohol and drug abuse on the safety and performance of students and employees, this policy provides standards of conduct and clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. This policy certifies that as an employer who contracts and receives funding from federal agencies, Southern West Virginia Community and Technical College will meet requirements of the law for providing a “drug-free workplace.”

### **SECTION 2. SCOPE AND APPLICABILITY**

2.1 Southern recognizes its employees and students as being adults and expects them to obey the law and to take personal responsibility for their conduct. This policy applies to the college community, including faculty, staff, administrators, students, and visitors to the campuses, including contractors, subcontractor, volunteers and service providers.

### **SECTION 3. DEFINITIONS**

3.1 “Illegal drugs” ~~mean~~ — Controlled substances defined by any state or federal regulatory body authorized to designate substances as such.

3.2 “Conviction” ~~means~~ — Aa finding of guilt, (including a plea or nolo contender) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

- 3.3 “Contractor” means — Any department, division, unit, or any person responsible for the performance of work under a contract.

#### **SECTION 4. POLICY**

- 4.1 Southern West Virginia Community and Technical College will maintain a workplace free of the illegal use of drugs. The unlawful manufacture, distribution, sale, dispensing, possession, or use of illegal drugs, the abuse or improper use of prescribed drugs, and the use of alcohol on Southern West Virginia Community and Technical College property or as a part of any college-sponsored function is prohibited. Reporting to work, class, or any college-sponsored function under the influence of alcohol or illegal drugs is prohibited.
- 4.2 Legally prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect a person’s work ability, job performance, or the safety of others.
- 4.3 Any person who violates the policy shall be subject to disciplinary action. When reasonable suspicion exists that an independent contractor, volunteer, or an employee has reported to work under the influence of alcohol, illegal drugs, or is impaired due to abuse or misuse of controlled substances or prescribed medications, the individual may be subject to assessment and disciplinary action, or termination of the service agreement. The College will impose disciplinary sanctions on students and employees consistent with institutional policies, and local, state, or federal laws for violation of the standards of conduct outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution. Sanctions may include, but are not limited to a requirement that the person participate in a drug abuse assistance or rehabilitation program. College sanctions will be imposed consistent with procedures used in disciplinary actions for students and employees.

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

#### **SECTION 6. GENERAL PROVISIONS**

- 6.1 Criminal Sanctions:
- 6.1.1 Federal Trafficking Penalties include substantial fines and imprisonment up to life. For the most recent and complete Federal Trafficking Penalties information, visit the Web site of the U. S. Drug Enforcement Administration at ~~www.dea.gov/agency/peanlties.htm~~ <http://www.justice.gov/dea/agency/penalties.htm>.
- 6.1.2 West Virginia Law provides penalties dependent upon the classification of the controlled substance, the particular activity involved, and whether multiple convictions are involved. West Virginia Code §60A-4-401 contains penalties for prohibited acts involving scheduled substances. For the most recent and complete West Virginia penalties for prohibited acts involving controlled substances, visit the Web site of the West Virginia Legislature at ~~http://www.legis.state.wv.us/~~ <http://www.legis.state.wv.us/WVCODE/>
- 6.2 Dangers of Drug Abuse in the Workplace and Health Risks:
- 6.2.1 Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the United States. Alcohol/chemical dependency is a disease that affects not only individuals, but every component of

the family system, workplace, and the community. Chemical abuse not only includes alcohol and illegal drugs, but also prescription drugs such as tranquilizers, pain killers, sleeping pills, etc.

6.2.2 Drug Abuse in the Workplace: The law requires the institution to make employees aware of the danger of drugs in the workplace.

6.2.2.1 Drugs can make an individual feel able to handle tasks that are too much or too dangerous for him/her. They make one careless and likely to forget important safety steps. They may alter one's sense of time, space, and distance which may result in increased occurrence of accidents at work.

6.2.2.2 Drugs can cause lateness and absenteeism, increasing the workload of others.

6.2.2.3 Drugs can cause crime on the job, including theft of employees personal belongings.

6.2.2.4 Drugs can cause major error in the work performed, risking harm to our students, customers, and in violation of the public trust.

6.2.3 Individual Health Risks:

6.2.3.1 Alcoholism and other drug dependencies are diseases with identifiable symptoms. These symptoms include changes in alcohol/drug tolerance, blackouts (permanent, chemically induced memory loss), denial (refusal to admit that chemical use is a problem), mood swings, behavior changes, and loss of control (inability to stop and/or limit chemical consumption). The disease injures the person economically, socially, physically, psychologically, and spiritually; relationships break down, work performance is impaired, depression often occurs, and behavior often goes against values.

6.2.3.2 Persons who suffer from chemical dependency are victims of a progressive, fatal disease. Alcoholism/addiction affects people of all ages, economic levels, and races. The National Institute on Drug Abuse reports that ~~ninety-seven~~ 97 percent of chemically-dependent people have responsible jobs, a home, and a family.

6.2.3.3 Alcoholism is a disorder that has profound psychological and biological patterns:

6.2.3.3.1 Regular daily intoxication,

6.2.3.3.2 Drinking large amounts of alcohol at specific times, and

6.2.3.3.3 Periods of sobriety interspersed with periods of heavy daily drinking.

6.2.3.3.4 The course of the disorder is usually progressive and physical dependence can develop. If this happens, serious symptoms, sometimes life threatening, can develop when alcohol is withdrawn.

6.2.3.3.5 Short term effects of alcohol use can include depression, gastritis, liver disease, automobile accidents, and domestic violence.

6.2.3.3.6 Chronic alcohol abuse can produce irreversible changes, including dementia, sexual impotence, cirrhosis of the liver, and heart disease.

6.2.3.3.7 Death can occur either as a complication of one of these chronic problems, or acutely, secondary to alcohol intoxication by poisoning or aspiration of vomitus, or as the result of an automobile accident while driving intoxicated.

#### 6.2.3.4 Impact on Family/Friends

6.2.3.4.1 Families are gravely affected by a chemical abusing member. Some of the effects on the family include: feelings of insecurity, guilt, fear, isolation, anger, and resentment. As the chemically dependent person's disease progresses, the effects on the family worsen. As a very direct, physiological consequence, the infants of alcohol and cocaine abusing mothers often have low birth weight and may suffer from malformations and a variety of developmental problems. Children are often the most vulnerable to the effects of chemical dependency. Growing up in families where their developmental needs do not get met, children may face a variety of problems; low self-esteem, inability to trust others, teenage pregnancy, and high risks for chemical use/abuse, dependency.

6.2.3.4.2 The lifestyle of the abuser often affects the economic well-being of their families due to their inability to hold down a job. In some cases, the abuser will steal from relatives, which reduces the family's financial means and stability. In many cases, substance abuse leads to violence at home.

6.2.3.4.3 Chemical dependency is treatable. With an understanding of the disease and its impact on lives, family members and friends can take steps to help reduce enabling behaviors. Very often, the family's intervention with the user and his or her problem is an essential step which encourages the abusing member to seek treatment. Support groups for family members, such as Al-Anon, as well as family therapy can provide needed assistance to families as they grapple with the destructive effects of the user's addiction.

#### 6.2.4 Counseling and Treatment Resources:

6.2.4.1 For students, assistance and information concerning substance abuse and its treatment may be obtained from the counselor's office at each of the College's campuses.

6.2.4.2 Employees may obtain assistance and information from the Human Resources Office.

6.2.4.3 Southern West Virginia Community and Technical College, in providing any list of counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. Southern cannot accept liability for any services, treatment, or counseling provided by these agencies or their employees or any acts of misfeasance, nonfeasance, or malfeasance by same. The individual and his/her parents or guardian should conduct checks or reviews of these agencies to determine if they will meet the needs of the individual.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 Because work sites provide day-to-day supervision for persons at the College, supervisors and unit administrators will be required to assume primary responsibility for the enforcement of this policy and to take appropriate personnel action.
- 7.2 As a condition of employment, College employees agree to abide by the terms of this policy and to notify the Director of Human Resources Administrator or designee of any criminal drug or alcohol related conviction for violation of a criminal drug or alcohol statute occurring in the workplace no later than five (5) days after the conviction.
- 7.3 After review of the reported incidents and determination of reporting requirements, the appropriate unit administrator will notify the federal granting agency within ten (10) days after receiving notice of a conviction from an employee or otherwise receiving actual notice of such conviction.
- 7.4 The Director of Human Resources Administrator is responsible for development and communication of drug and alcohol prevention programs for employees in compliance with the Drug Free Workplace Act of 1988, which includes:
- 7.4.1 Distribution of this policy to each employee and collection of signed “Drug Awareness Certification Form.” The distribution may be in writing or electronically.
- 7.4.2 Maintaining a copy of this policy in an accessible location and posting the policy on the institutional web site.
- 7.4.3 Inclusion of a copy of this policy in every orientation packet for new employees.
- 7.5 The Vice President ~~of~~ for Academic Affairs and Student Services or designee is responsible for development and communication of a drug and alcohol awareness program for students, in compliance with the Drug Free Schools and Communities Act, which includes:
- 7.5.1 Annual distribution of this policy or information contained herein, to every student taking one or more classes for credit. The distribution may be accomplished by publication of this policy in electronic or printed format in the Student Handbook Section of the College Catalog, the Student Planning Calendar, and/or the Schedule of Classes.
- 7.5.2 A biennial review of the program’s effectiveness and the consistency of the enforcement of sanctions. The Department of Education recommends that the biennial review be conducted in even-numbered years, focusing on the two preceding academic years. Records used for review and report preparation will be retained for a period of three years after the fiscal year in which the record was created. If any litigation, claim, negotiation, audit, review, or other action involving the records has been started before expiration of the three-year period, the records will be retained until completion of the action and resolution of all issues that arise from it, or until the end of the regular three year period, whichever is later.
- 7.5.3 The ~~Chief Financial Officer~~ Vice President for Finance and Administration or designee is responsible for ensuring that contractors, subcontractors, or volunteers for services paid by federal grants certify that they maintain a drug free workplace and that they commit to and comply with the terms and conditions of this policy.

## **SECTION 8. CANCELLATION**

- 8.1 None.

**SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a two year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed. SCP-2156 is scheduled for review during the 2010-2011 academic year: This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

Board of Governors Chair	Date
President	Date

**Attachments:** SCP-2156.A, *Employee Drug Awareness Certification Form*

- Distribution:** Board of Governors (12 members)
- Office of the President
  - Office of the Executive Vice President
  - Office of the Vice President for Academic Affairs
  - Office of the Chief Financial Officer
  - Office of the Vice President for Economic, Workforce and Community Development
  - Office of the Vice President for Student Services
  - Office of the Chief Technology Officer
  - Office of the Human Resources Administrator
  - Office of the Academic Division Chairpersons (2 members)
  - Faculty Senate Chair
  - Classified Staff Council Chair
  - Libraries (Harless and Williamson Campus)
  - Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
- [www.southernwv.edu](http://www.southernwv.edu)

**Revision Notes:** January and July 2007 — Policy revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes for clarity were also made.

July 2012 — Policy was reviewed for accuracy and minor modifications were made. Policy was reformatted and revisions reflect changes in position titles and web links.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2156.A**

**EMPLOYEE DRUG AWARENESS  
CERTIFICATION FORM**

I, \_\_\_\_\_, certify that I have received a copy of SCP-2156, *Drug and Alcohol Policy*.

I agree to abide by the terms of this policy and I am aware that with any violation of this policy, I will be subject to disciplinary action, up to and including dismissal. I may also be required to participate in a drug-abuse assistance or drug-rehabilitation program.

In addition, I understand that under federal law and as a condition of employment, if I am convicted of any drug or alcohol related criminal offense for a violation occurring in the workplace, I must report this conviction to the Director of Human Resources Administrator within five days of the conviction.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN THIS FORM TO HUMAN RESOURCES**

*Revised August 2012*

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 21, 2012**

**ITEM:** Request for approval of revisions to SCP-2160, *Holidays*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2160, *Holidays*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Sam Litteral

**BACKGROUND:**

The Finance and Administration Unit personnel reviewed SCP-2160, *Holidays*, and proposed one substantive change. The policy was modified to reflect that an election day which falls on a non-work day when the institution is closed will not be designated as a holiday for Southern.

Therefore, the staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2360**

**SUBJECT:** Holidays

**REFERENCE:** West Virginia Code §2-2-1. Legal Holidays; 135CSR14 (Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 14, Holidays)

**ORIGINATION:** January 31, 2003

**EFFECTIVE:** January 31, 2003

**REVIEWED:** ~~March 2008~~ July 2012

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to determine holidays that will be observed by the employees of Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is limited in scope and applicable to the employees of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

4.1 It is the policy of Southern West Virginia Community and Technical College to afford its employees appropriate opportunities for holiday observances in accordance with West Virginia Council for Community and Technical College Education requirements.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 Full Holidays – In accordance with the West Virginia Higher Education Policy Commission requirements, the number of holidays shall be twelve, plus additional days for any statewide, primary or general election.

6.1.1 Designated Holidays – Six designated holidays — New Year’s Day, Martin Luther King, Jr.’s Birthday, Independence Day, Labor Day, Thanksgiving Day and Christmas Day — shall be observed by the employees of Southern West Virginia Community and Technical College in accordance with the West Virginia Higher Education Policy Commission requirements.

6.1.2 Alternate Schedule Holidays – Six holidays — Lincoln’s Birthday, Washington’s Birthday, Memorial Day, West Virginia Day, Columbus Day, and Veterans’ Day — may be scheduled by the President on alternate dates from the date on which the holiday occurs.

6.2 Elections Holidays – Any scheduled work day on which a general, primary or special election is held is a holiday and shall be considered an alternate schedule holiday by the institution. Elections held on days the College is closed will not be designated as a holiday.

6.3 Additional Holidays Proclaimed by a Duly Constituted Authority – All holidays proclaimed by the President of the United States, the Governor of the State of West Virginia or other duly constituted authority shall be observed by the employees of Southern West Virginia Community and Technical College. However, the President may designate alternative dates that such additional holidays are to be observed if the operational needs of the institution require such an adjustment.

6.4 Half-Holidays – One-half day preceding Christmas or New Year’s Day shall be designated and observed as a holiday by the employees of Southern West Virginia Community and Technical College when either such holiday falls on a Tuesday, Wednesday, Thursday, or Friday.

6.5 Reporting and Publication – The President shall submit a holiday schedule to the Chancellor prior to June 30 of each year. The President shall post a list of holidays to be observed in the upcoming fiscal year at appropriate campus locations and shall cause further publication of the holiday schedule as is deemed appropriate.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 The President shall cause the terms of this policy to be observed.

**SECTION 8. CANCELLATION**

8.1 None.

**SECTION 9. REVIEW STATEMENT**

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

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**

**Date**

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**President**

**Date**

**Attachments:** None.

**Distribution:** Board of Governors (12 members)  
Office of the President  
\_\_\_\_\_  
Office of the Executive Vice President  
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Office of the Vice President for Academic Affairs  
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Office of the Academic Division Dean (2 members)  
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www.southernwv.edu

**Revision Notes:** March 2008 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions reflect change in governance to Community and Technical College System. Policy was reformatted.

July 2012 — One revision was made to clarify that election days will be observed as holidays when they fall on a regularly scheduled workday. Elections held on days the College is closed will not be designated as a holiday.

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of August 21, 2012  
Agenda Item for Discussion**

Discussion Item ..... Vice Chair Zigmond

1. Review of 2007-2008 Board of Governors Goals for possible revision  
based upon new Consortium Compact ..... pp. 39-40

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 21, 2012**

**ITEM:** 2007-2008 Board of Governors Goals

**RECOMMENDED RESOLUTION:** For Discussion Only

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

At its April 24, 2007 meeting, the Board of Governors unanimously adopted the following Board goals of which two are included on the annual Board of Governors Self-Assessment survey:

1. One hundred percent participation in the Vision 2020 Major Gifts Campaign.
2. Increase Board participation at College activities and events. Each Board member will try to attend a minimum of three events annually.
3. Finalize Strategic Goals for the College.
4. Board members will participate in professional development and training at the state and national levels when available.

At its February 19, 2008 meeting, the Board unanimously adopted the 2008-2010 Strategic Goal statements developed by the Board of Governors Committee on Strategic Goals which remain effective until June 30, 2010, or until such time when a new Institutional Compact is required by the West Virginia Council for Community and Technical College Education. The 2008-2010 Strategic Goals for Southern are as follows:

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
Strategic Goals 2008-2010**

Strategic planning is creating a vision for the future and managing toward that vision. It is a process for aligning short-term decisions with long-term goals. Southern's strategic plan shapes and guides who we are, what we do, and why we do it, all with a focus on the future. Our strategic plan helps us achieve long-term goals by focusing our energy, by ensuring that we are all working toward the same end, and by allowing us to assess and adjust the College's direction in response to changes. Southern's strategic plan sets forth our reason for being, defines the critical issues, establishes a vision, sets measurable objectives, and, most importantly, prioritizes strategies for achieving our vision.

## **Strategic Goals**

**Goal 1:** Southern will expand its role in meeting the identified educational and training needs of the district by reviewing existing programs and services as well as developing new academic and entrepreneurial programs.

**Desired State:** *Students receive an educational experience which enables them to achieve work, career and personal success while business, industry and other clients receive quality training and continuing education programs that meet their needs.*

**Goal 2:** Southern will increase the amount of financial assistance available to eligible students from both public and private resources.

**Desired State:** *While at Southern, eligible students, with demonstrated need, receive financial assistance at a level that allows them to reach their stated educational goals.*

**Goal 3:** Southern will increase its visibility at the local, state, regional, national, and international level through effective marketing.

**Desired State:** *Because of its increased visibility, quality programs and services, Southern will be the first choice in the district for education and training.*

**Goal 4:** Southern will improve and maintain its physical facilities at all campus locations and instructional sites through implementation of a comprehensive capital improvement plan.

**Desired State:** *Facilities at all campus locations are of such quality and functionality to enable the institution to fulfill its stated mission, vision, and goals.*

As a result of reaching these strategic goals and attaining its desired state, ***Southern will be an integral and active partner in the educational, social, cultural and economic development of the region thereby enhancing the quality of life for the citizens of the district.***

*Approved 02/19/2008  
Southern West Virginia Community and Technical College Board of Governors*



**Southern West Virginia Community and Technical College  
Board of Governors Meeting of August 21, 2012  
Agenda Items for Information**

Informational Items ..... Vice Chair Zigmond

1. Certification of Classified Employees Salary Schedule Full Funding ..... p. 42
2. Higher Learning Commission Criteria Book ..... pp. 43-54
3. Institutional Rule Making Report ..... pp. 55-85



RECEIVED

JUL 25 2012

PRESIDENT'S OFFICE

July 18, 2012

Mrs. Joanne Jaeger Tomblin  
President  
Southern West Virginia Community and Technical College  
Post Office Box 2900  
Mt. Gay, West Virginia 25637

Dear President Tomblin:

In accordance with West Virginia Code §18B-9-3, this correspondence serves as the official certification that Southern West Virginia Community and Technical College has reached full funding of the Temporary Higher Education Classified Employee Salary Schedule established by that section of the state code. Southern West Virginia Community and Technical College has provided, in total, one hundred percent of the funds needed to meet the salary funding target as calculated in October 2010.

On behalf of the West Virginia Council for Community and Technical College Education, thank you for your continued support of classified employees.

Sincerely,

James L. Skidmore  
Chancellor

cc: Board of Governors  
Sam Litteral  
Harry Langley  
Patricia Clay

# The New Criteria for Accreditation

*The HLC Board of Trustees, at its meeting on February 24, 2012, voted to adopt new Criteria for Accreditation, Assumed Practices, and Obligations of Affiliation. The final versions appear in this booklet. The Commission is grateful for the significant participation of its members and others in this revision process.*

## 1

### The New Criteria: An Overview

In its review of institutions, the Higher Learning Commission seeks a culture of aspiration and continual improvement rather than satisfaction of minimum requirements. It also seeks to acknowledge the great diversity of its member institutions. For these reasons it uses the term “criteria” rather than “standards.”

Prior to admission to candidacy for accreditation and again in applying for initial accreditation, an institution demonstrates that it meets the Commission’s Eligibility Requirements.

#### **FINAL VERSION**

#### **Inside this Edition**

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The Eligibility Requirements and process for seeking status are available in a separate document.

The accreditation process is governed by the **Criteria for Accreditation**. Within the Criteria there are Criterion Statements and Core Components that ensure institutional effectiveness. Underlying the Criteria and Core Components is a set of assumptions shared by the community of practice within higher education and made explicit in the section on **Assumed Practices**.

Finally, the Commission articulates **Obligations of Affiliation**, which are behavioral requirements for its member and candidate institutions, including the requirement that they abide by Commission policies.

#### **Guiding Values**

The Criteria for Accreditation reflect a set of guiding values for institutional accreditation. The Commission articulates these guiding values so as to offer a better understanding of the Criteria and the intentions that underlie them. Institutions are not expected to address these values: they are offered as explanation.

#### **The Criteria for Accreditation and Core Components**

The Criteria are designed to seek evidence of continual improvement and aspiration on the part of member institutions rather than to define minimum qualifications. Each Criterion begins with a broad statement of Commission expectations related to the Criterion. The **Core Components** identify areas of particular

focus within the Criterion. Some of these Core Components are further elaborated or explicated in sub-components. The sub-components are not comprehensive: they elaborate certain aspects of the Core Component that the Commission seeks to ensure are not overlooked, but they do not fully constitute the Component. Some of the Core Components do not have sub-components because such elaboration has not appeared necessary. An institution provides evidence with regard to those sub-components of the Core Components that apply to the institution. An institution has the opportunity in its documentation and a team has the option in its review to identify topics or issues related to a Core Component other than those specified in the sub-components.

In preparation for accreditation and reaffirmation of accreditation, an institution provides evidence that it meets all the Criteria and all the Core Components. The distinctiveness of an institution’s mission may condition the strategies it adopts and the evidence it provides that it meets the Criteria.

The Commission reviews the institution against the Core Components and Criteria through its evaluation processes according to the following evaluative framework.

#### **The Core Components**

The institution **meets** the Core Component if the Core Component:

- a) is met without concerns, that is the institution meets or exceeds the expectations embodied in the Component; or

- b) is met with concerns, that is the institution demonstrates the characteristics expected by the Component, but performance in relation to some aspect of the Component must be improved.

The institution **does not meet** the Core Component if the institution fails to meet the Component in its entirety or is so deficient in one or more aspects of the Component that the Component is judged not to be met.

### The Criteria for Accreditation

The institution **meets** the Criterion if the Criterion:

- a) is met without concerns, that is the institution meets or exceeds the expectations embodied in the Criterion; or
- b) is met with concerns, that is the institution demonstrates the characteristics expected by the Criterion, but performance in relation to some Core Components of the Criterion must be improved.

The institution **does not meet** the Criterion if the institution fails to meet the Criterion in its entirety or is so deficient in one or more Core Components of the Criterion that the Criterion is judged not to be met.

The institution meets the Criterion only if all Core Components are met. The institution must be judged to meet all five Criteria for Accreditation to merit accreditation.

The Commission will grant or continue accreditation (with or without conditions or sanctions), deny accreditation, or withdraw accreditation based on the outcome of its review.

### The Assumed Practices

Higher education functions within a community marked by shared practices among colleges and universities,

practices that have developed out of shared experience, are basic to higher education in the United States, and have been tested over time. Institutional accreditation evolved within these shared practices and it relies upon the assumption that institutions follow them.

The Assumed Practices are foundational to the Criteria for Accreditation. Unlike the Criteria and Core Components, they are generally matters to be determined as facts, rather than matters requiring professional judgment, and they are unlikely to vary by institutional mission or context.

Because accredited institutions engage in these Assumed Practices as a matter of course, the Commission does not ask that an accredited institution explicitly address them in an evaluation process except where specifically required to do so to ensure continuing conformity. Such circumstances include when an institution is undergoing a Change of Control, Structure, or Organization, and when an institution is in the process of removal from probation or an order of show-cause.

When it discovers that an accredited institution is not following an Assumed Practice, the Commission initiates a review, in accordance with its policy and procedure, to determine whether the institution remains in compliance with the Criteria for Accreditation. The Commission also requires that the institution take action to bring its practice into conformity with the Assumed Practices. An accredited institution that finds through its own processes that its practice is departing from the Assumed Practices should take immediate steps to correct the deficiency; it is not required to disclose its finding to the Commission provided that it moves quickly to initiate a remedy.

An institution seeking Candidacy must explicitly demonstrate con-

formity with the Assumed Practices. An institution seeking initial accreditation must again explicitly demonstrate conformity with these Practices as it addresses the Criteria for Accreditation. Institutional conformity with the Assumed Practices is necessary but only partial evidence of fulfillment of the Criteria for Accreditation. Commission decisions regarding accreditation status, while considering conformity with the Assumed Practices, will ultimately be based on a finding of fulfillment of the requirements for Candidacy for an institution seeking Candidacy or the Criteria for Accreditation for an institution seeking accreditation.

### Obligations of Affiliation and Commission Policies

The Institutional Obligations of Affiliation describe behavioral requirements on the part of member institutions, including the requirement to abide by Commission policies. Among those policies, the Obligations draw particular attention to the requirements for transparency as to specified outcomes of the Commission's reviews for accreditation. While the Commission makes information about these reviews public, this information concerns the accreditation relationship of institutions; hence institutions have an obligation to accept such publication and also have an obligation to represent this information accurately. The Institutional Obligations of Affiliation are absolute and the Commission may take immediate administrative action in the event that an institution fails to meet any of them.

### Commission Policies Related to the Federal Requirements for Recognition of Accrediting Agencies

The Commission has a number of policies regarding the institutions it accredits that are mandated by virtue of its recognition by the U.S.

Department of Education as a qualified accreditor for the purposes of eligibility for Title IV funds. While these requirements are outside the Criteria for Accreditation, the Commission will assure compliance with the requirements outlined in the Commission's Federal Compliance Program as part of all its comprehensive reviews.

## 2

# The Criteria for Accreditation: Guiding Values

The Higher Learning Commission's Criteria for Accreditation reflect a set of **guiding values**. The Commission articulates these guiding values so as to offer a better understanding of the Criteria and the intentions that underlie them.

### 1. Focus on student learning

For the purpose of accreditation, the Higher Learning Commission regards the teaching mission of any institution as primary. Institutions will have other missions, such as research, healthcare, and public service, and these other missions may have a shaping and highly valuable effect on the education that the institution provides. In the accreditation process, these missions should be recognized and considered in relation to the teaching mission.

A focus on student learning encompasses every aspect of students' experience at an institution: how they are recruited and admitted; costs they are charged and how they are supported by financial aid; how well they are informed and guided before and through their work at the institution; the breadth, depth, currency, and rele-

vance of the learning they are offered; their education through co-curricular offerings; the effectiveness of their programs; what happens to them after they leave the institution.

### 2. Education as a public purpose

Every educational institution serves a public purpose. Public or state-supported institutions make that assumption readily. Not-for-profit institutions receive their tax-exempt status on the basis of an assumption that they serve a public purpose. And although it may appear that a for-profit institution does not require a public purpose, because education is a public good its provision serves a public purpose and entails societal obligations. Furthermore, the provision of higher education requires a more complex standard of care than, for instance, the provision of dry cleaning services. What the students buy, with money, time, and effort, is not merely a good, like a credential, but experiences that have the potential to transform lives, or to harm them. What institutions do constitutes a solemn responsibility for which they should hold themselves accountable.

### 3. Education for a diverse, technological, globally connected world

A contemporary education must recognize contemporary circumstances: the diversity of U.S. society, the diversity of the world in which students live, and the centrality of technology and the global dynamic to life in the 21<sup>st</sup> century. More than ever, students should be prepared for life-long learning and for the likelihood that no job or occupation will last a lifetime. Even for the most technical qualification, students need the civic learning and broader intellectual capabilities that underlie success in the workforce. The Commission distinguishes higher education in part on the basis of its reach beyond narrow vocational training to a broader intellectual and social context.

### 4. A culture of continuous improvement

Continuous improvement is the alternative to stagnation. Minimum standards are necessary but far from sufficient to achieve acceptable quality in higher education, and the strongest institutions will stay strong through ongoing aspiration. The Commission includes improvement as one of two major strands in all its pathways, the other being assurance that member institutions meet the Criteria and the Federal Requirements.

A process of assessment is essential to continuous improvement and therefore a commitment to assessment should be deeply embedded in an institution's activities. Assessment applies not only to student learning and educational outcomes but to an institution's approach to improvement of institutional effectiveness.

For student learning, a commitment to assessment would mean assessment at the program level that proceeds from clear goals, involves faculty at all points in the process, and analyzes the assessment results; it would also mean that the institution improves its programs or ancillary services or other operations on the basis of those analyses. Institutions committed to improvement review their programs regularly and seek external judgment, advice, or benchmarks in their assessments. Because in recent years the issues of persistence and completion have become central to public concern about higher education, the current Criteria direct attention to them as possible indicators of quality and foci for improvement, without prescribing either the measures or outcomes.

Innovation is an aspect of improvement and essential in a time of rapid change and challenge; through its Criteria and processes the Commission seeks to support innovation for improvement in all facets of institutional practice.

## 5. Evidence-based institutional learning and self-presentation

Assessment and the processes an institution learns from should be well-grounded in evidence. Statements of belief and intention have important roles in an institution's presentation of itself, but for the quality assurance function of accreditation, evidence is critical. Institutions should be able to select evidence based on their particular purposes and circumstances. At the same time, many of the Assumed Practices within the Criteria require certain specified evidence.

## 6. Integrity, transparency, and ethical behavior or practice

The Commission understands integrity broadly, including wholeness and coherence at one end of the spectrum and ethical behavior at the other. Integrity means doing what the mission calls for and not doing what it does not call for; governance systems that are freely, independently, and rigorously focused on the welfare of the institution and its students; scrupulous avoidance of misleading statements or practices; full disclosure of information to students before students make any commitment to the institution, even a commitment to receive more information; clear, explicit requirements for ethical practice by all members of the institutional community in all its activities.

## 7. Governance for the well-being of the institution

The well-being of an institution requires that its governing board place that well-being above the interests of its own members and the interests of any other entity. Because the Commission accredits the educational institution itself, and not the state system, religious organization, corporation, medical center, or other entity that may own it, it holds the governing board of an institution accountable for the key aspects

of the institution's operations. The governing board must have the independent authority for such accountability and must also hold itself independent of undue influence from individuals, be they donors, elected officials, supporters of athletics, shareholders, or others with personal or political interests.

Governance of a quality institution of higher education will include a significant role for faculty, in particular with regard to currency and sufficiency of the curriculum, expectations for student performance, qualifications of the instructional staff, and adequacy of resources for instructional support.

## 8. Planning and management of resources to ensure institutional sustainability

The Commission does not privilege wealth. Students do expect, however, that an institution will be in operation for the duration of their degree programs. Therefore, the Commission is obliged to seek information regarding an institution's sustainability and, to that end, wise management of its resources. The Commission also watches for signs that an institution's financial challenges are eroding the quality of its programs to the point of endangering the institution's ability to meet the Criteria for Accreditation. Careful mid- and long-range planning must undergird an institution's budgetary and financial decisions.

## 9. Mission-centered evaluation

The Commission understands and values deeply the diversity of its institutions, which begins from the diversity of their missions. Accordingly, mission in some degree governs each of the Criteria. The Commission holds many expectations for all institutions regardless of mission, but it expects that differences in mission will shape wide differences in how the expectations are addressed and met.

## 10. Accreditation through peer review

Peer review is the defining characteristic of accreditation and essential for a judgment-based process in a highly complex field. But self-regulation can be met with public skepticism. Therefore, peer review for accreditation must: (1) be collegial, in the sense of absolute openness in the relationship between an institution and the peer reviewers assigned to it as well as between the institution and the Commission; (2) be firm in maintaining high standards, not mistaking leniency for kindness or inclusiveness; and (3) be cognizant of the dual role of peer reviewers in both assuring and advancing institutional quality.

# 3

## The Criteria for Accreditation

The Criteria for Accreditation are the standards of quality by which the Commission determines whether an institution merits accreditation or reaffirmation of accreditation. They are as follows:

### Criterion One. Mission

*The institution's mission is clear and articulated publicly; it guides the institution's operations.*

#### Core Components

1.A. The institution's mission is broadly understood within the institution and guides its operations.

1. The mission statement is developed through a process suited to the nature and culture of the institution and is adopted by the governing board.
  2. The institution's academic programs, student support services, and enrollment profile are consistent with its stated mission.
  3. The institution's planning and budgeting priorities align with and support the mission. (This sub-component may be addressed by reference to the response to Criterion 5.C.1.)
- 1.B. The mission is articulated publicly.
1. The institution clearly articulates its mission through one or more public documents, such as statements of purpose, vision, values, goals, plans, or institutional priorities.
  2. The mission document or documents are current and explain the extent of the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development, and religious or cultural purpose.
  3. The mission document or documents identify the nature, scope, and intended constituents of the higher education programs and services the institution provides.
- 1.C. The institution understands the relationship between its mission and the diversity of society.
1. The institution addresses its role in a multicultural society.
  2. The institution's processes and activities reflect attention to

human diversity as appropriate within its mission and for the constituencies it serves.

- 1.D. The institution's mission demonstrates commitment to the public good.
1. Actions and decisions reflect an understanding that in its educational role the institution serves the public, not solely the institution, and thus entails a public obligation.
  2. The institution's educational responsibilities take primacy over other purposes, such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.
  3. The institution engages with its identified external constituencies and communities of interest and responds to their needs as its mission and capacity allow.

## Criterion Two.

### Integrity: Ethical and Responsible Conduct

*The institution acts with integrity; its conduct is ethical and responsible.*

#### Core Components

- 2.A. The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows fair and ethical policies and processes for its governing board, administration, faculty, and staff.
- 2.B. The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.

- 2.C. The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.
1. The governing board's deliberations reflect priorities to preserve and enhance the institution.
  2. The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
  3. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests, or other external parties when such influence would not be in the best interest of the institution.
  4. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.
- 2.D. The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.
- 2.E. The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly.
1. The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.
  2. Students are offered guidance in the ethical use of information resources.
  3. The institution has and enforces policies on academic honesty and integrity.

## Criterion Three.

### Teaching and Learning: Quality, Resources, and Support

*The institution provides high quality education, wherever and however its offerings are delivered.*

#### Core Components

3.A. The institution's degree programs are appropriate to higher education.

1. Courses and programs are current and require levels of performance by students appropriate to the degree or certificate awarded.
2. The institution articulates and differentiates learning goals for its undergraduate, graduate, post-baccalaureate, post-graduate, and certificate programs.
3. The institution's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).

3.B. The institution demonstrates that the exercise of intellectual inquiry and the acquisition, application, and integration of broad learning and skills are integral to its educational programs.

1. The general education program is appropriate to the mission, educational offerings, and degree levels of the institution.
2. The institution articulates the purposes, content, and intended learning outcomes of its undergraduate general

education requirements. The program of general education is grounded in a philosophy or framework developed by the institution or adopted from an established framework. It imparts broad knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess.

3. Every degree program offered by the institution engages students in collecting, analyzing, and communicating information; in mastering modes of inquiry or creative work; and in developing skills adaptable to changing environments.
  4. The education offered by the institution recognizes the human and cultural diversity of the world in which students live and work.
  5. The faculty and students contribute to scholarship, creative work, and the discovery of knowledge to the extent appropriate to their programs and the institution's mission.
- 3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.

1. The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance; establishment of academic credentials for instructional staff; involvement in assessment of student learning.
2. All instructors are appropriately credentialed, including those in dual credit, contractual, and consortial programs.

3. Instructors are evaluated regularly in accordance with established institutional policies and procedures.
4. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.
5. Instructors are accessible for student inquiry.
6. Staff members providing student support services, such as tutoring, financial aid advising, academic advising, and co-curricular activities, are appropriately qualified, trained, and supported in their professional development.

3.D. The institution provides support for student learning and effective teaching.

1. The institution provides student support services suited to the needs of its student populations.
2. The institution provides for learning support and preparatory instruction to address the academic needs of its students. It has a process for directing entering students to courses and programs for which the students are adequately prepared.
3. The institution provides academic advising suited to its programs and the needs of its students.
4. The institution provides to students and instructors the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites, museum collections, as appropriate to the institution's offerings).



5. The institution provides to students guidance in the effective use of research and information resources.
- 3.E. The institution fulfills the claims it makes for an enriched educational environment.
1. Co-curricular programs are suited to the institution's mission and contribute to the educational experience of its students.
  2. The institution demonstrates any claims it makes about contributions to its students' educational experience by virtue of aspects of its mission, such as research, community engagement, service learning, religious or spiritual purpose, and economic development.

## Criterion Four.

### Teaching and Learning: Evaluation and Improvement

*The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.*

#### Core Components

- 4.A. The institution demonstrates responsibility for the quality of its educational programs.
1. The institution maintains a practice of regular program reviews.
  2. The institution evaluates all the credit that it transcripts, including what it awards for experiential learning or other forms of prior learning.
3. The institution has policies that assure the quality of the credit it accepts in transfer.
4. The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It assures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.
5. The institution maintains specialized accreditation for its programs as appropriate to its educational purposes.
6. The institution evaluates the success of its graduates. The institution assures that the degree or certificate programs it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission, such as employment rates, admission rates to advanced degree programs, and participation rates in fellowships, internships, and special programs (e.g., Peace Corps and Americorps).
- 4.B. The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.
1. The institution has clearly stated goals for student learning and effective processes for assessment of student learning and achievement of learning goals.
  2. The institution assesses achievement of the learning
- outcomes that it claims for its curricular and co-curricular programs.
3. The institution uses the information gained from assessment to improve student learning.
4. The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members.
- 4.C. The institution demonstrates a commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs.
1. The institution has defined goals for student retention, persistence, and completion that are ambitious but attainable and appropriate to its mission, student populations, and educational offerings.
  2. The institution collects and analyzes information on student retention, persistence, and completion of its programs.
  3. The institution uses information on student retention, persistence, and completion of programs to make improvements as warranted by the data.
  4. The institution's processes and methodologies for collecting and analyzing information on student retention, persistence, and completion of programs reflect good practice. (Institutions are not required to use IPEDS definitions in their determination of persistence or completion rates. Institutions are encouraged to choose measures that are suitable to their student populations, but institutions are accountable for the validity of their measures.)

## Criterion Five.

### Resources, Planning, and Institutional Effectiveness

*The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.*

#### Core Components

- 5.A. The institution's resource base supports its current educational programs and its plans for maintaining and strengthening their quality in the future.
1. The institution has the fiscal and human resources and physical and technological infrastructure sufficient to support its operations wherever and however programs are delivered.
  2. The institution's resource allocation process ensures that its educational purposes are not adversely affected by elective resource allocations to other areas or disbursement of revenue to a superordinate entity.
  3. The goals incorporated into mission statements or elaborations of mission statements are realistic in light of the institution's organization, resources, and opportunities.
  4. The institution's staff in all areas are appropriately qualified and trained.
  5. The institution has a well-developed process in place for budgeting and for monitoring expense.
- 5.B. The institution's governance and administrative structures promote

effective leadership and support collaborative processes that enable the institution to fulfill its mission.

1. The institution has and employs policies and procedures to engage its internal constituencies—including its governing board, administration, faculty, staff, and students—in the institution's governance.
  2. The governing board is knowledgeable about the institution; it provides oversight for the institution's financial and academic policies and practices and meets its legal and fiduciary responsibilities.
  3. The institution enables the involvement of its administration, faculty, staff, and students in setting academic requirements, policy, and processes through effective structures for contribution and collaborative effort.
- 5.C. The institution engages in systematic and integrated planning.
1. The institution allocates its resources in alignment with its mission and priorities.
  2. The institution links its processes for assessment of student learning, evaluation of operations, planning, and budgeting.
  3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.
  4. The institution plans on the basis of a sound understanding of its current capacity. Institutional plans anticipate the possible impact of fluctuations in the institution's sources of revenue, such as enrollment, the economy, and state support.

5. Institutional planning anticipates emerging factors, such as technology, demographic shifts, and globalization.
- 5.D. The institution works systematically to improve its performance.
1. The institution develops and documents evidence of performance in its operations.
  2. The institution learns from its operational experience and applies that learning to improve its institutional effectiveness, capabilities, and sustainability, overall and in its component parts.

## 4

### The Assumed Practices

(replaces Minimum Expectations)

Foundational to the Criteria and Core Components is a set of practices shared by institutions of higher education in the United States. Unlike Criteria and Core Components, these Assumed Practices are (1) generally matters to be determined as facts, rather than matters requiring professional judgment and (2) unlikely to vary by institutional mission or context.

#### A. Integrity: Ethical and Responsible Conduct

1. The institution has a conflict of interest policy that ensures that the governing board and the senior administrative personnel act in the best interest of the institution.
2. The institution has ethics policies for faculty and staff regarding conflict of interest, nepotism, recruitment and admissions, financial aid, privacy of personal information, and contracting.

3. The institution provides its students, administrators, faculty, and staff with policies and procedures informing them of their rights and responsibilities within the institution.

4. The institution provides clear information regarding its procedures for receiving complaints and grievances from students and other constituencies, responds to them in a timely manner, and analyzes them to improve its processes.

5. The institution makes readily available to students and to the general public clear and complete information including:

- a. statements of mission, vision, and values
- b. full descriptions of the requirements for its programs, including all pre-requisite courses
- c. requirements for admission both to the institution and to particular programs or majors
- d. policies on acceptance of transfer credit, including how credit is applied to degree requirements. (Except for courses articulated through transfer policies or institutional agreements, the institution makes no promises to prospective students regarding the acceptance of credit awarded by examination, credit for prior learning, or credit for transfer until an evaluation has been conducted.)
- e. all student costs, including tuition, fees, training, and incidentals; its financial aid policies, practices, and requirements; and its policy on refunds
- f. policies regarding academic good standing, probation, and dismissal; residency or enrollment requirements (if any)
- g. a full list of its instructors and their academic credentials
- h. its relationship with any parent organization (corporation, hospital, church, or other entity that owns the institution) and any external providers of its instruction.

6. The institution assures that all data it makes public are accurate and complete, including those reporting on student achievement of learning and student persistence, retention, and completion.

7. The institution portrays clearly and accurately to the public its current status with the Higher Learning Commission and with specialized, national, and professional accreditation agencies.

- a. An institution offering programs that require specialized accreditation or recognition in order for its students to be certified or to sit for licensing examinations either has the appropriate accreditation or discloses publicly and clearly the consequences to the students of the lack thereof. The institution makes clear to students the distinction between regional and specialized or program accreditation and the relationships between licensure and the various types of accreditation.
- b. An institution offering programs eligible for specialized accreditation at multiple locations discloses the accreditation status of the program at each location.
- c. An institution that advertises a program as preparation for a licensure examination publicly discloses its licensure pass rate on that examination, unless such information is not available to the institution.

8. The governing board and its executive committee, if it has one, include some “public” members. Public members have no significant administrative position or any ownership interest in any of the following: the institution itself; a company that does substantial business with the institution; a company or organization with which the institution has a substantial partnership; a parent, ultimate parent, affiliate, or subsidiary corporation; an investment group or firm substantially involved with one of the above organizations. All publicly-elected members or members appointed by publicly-elected individuals or bodies (governors, elected legislative bodies) are public members.<sup>1</sup>

9. The governing board has the authority to approve the annual budget and to engage and dismiss the chief executive officer.<sup>1</sup>

10. The institution documents outsourcing of all services in written agreements, including agreements with parent or affiliated organizations.

11. The institution takes responsibility for the ethical and responsible behavior of its contractual partners in relation to actions taken on its behalf.

## **B. Teaching and Learning: Quality, Resources, and Support**

### **1. Programs, Courses, and Credits**

a. The institution conforms to commonly accepted minimum program length: 60 semester credits for associate’s degrees, 120 semester credits for bachelor’s degrees, and 30 semester credits beyond the bachelor’s for master’s degrees. Any variation from these minima must be explained and justified.

b. The institution requires that 30 of the last 60 credits earned for a bachelor’s degree that the institution awards and 15 of the final 30 for an associate’s degree it awards be credits earned at the institution.<sup>2</sup> Institutions that do not maintain such a requirement, or have programs that do not, are able to demonstrate structures or practices that ensure coherence and quality to the degree. (Consortial arrangements are considered to be such structures. In addition, an institution that complies with the criteria for academic residency requirements of the Servicemembers Opportunity Colleges (SOC) will not be deemed out of conformity with this Assumed Practice provided that its policy is an exception for active-duty servicemembers and not for students in general.)

c. The institution’s policy and practice assure that at least 50% of courses applied to a graduate program are courses designed for graduate work, rather than undergraduate courses credited toward a graduate degree. (An institution may allow well-prepared advanced students to substitute its graduate courses for required or elective courses in an undergraduate degree program and then subsequently count those same courses as fulfilling graduate requirements in a related graduate program that the institution offers. In “4+1” or “2+3” programs, at least 50% of the credits allocated for the master’s degree—usually 15 of 30—must be for courses designed for graduate work.)

d. The institution adheres to policies on student academic load per term that reflect reasonable expectations for successful learning and course completion.

e. Courses that carry academic credit toward college-level credentials have content and rigor appropriate to higher education.

f. The institution has a process for ensuring that all courses transferred and applied toward degree requirements demonstrate equivalence with its own courses required for that degree or are of equivalent rigor.

g. The institution has a clear policy on the maximum allowable credit for prior learning as a reasonable proportion of the credits required to complete the student's program. Credit awarded for prior learning is documented, evaluated, and appropriate for the level of degree awarded. (Note that this requirement does not apply to courses transferred from other institutions.)

h. The institution maintains a minimum requirement for general education for all of its undergraduate programs whether through a traditional practice of distributed curricula (15 semester credits for AAS degrees, 24 for AS or AA degrees, and 30 for bachelor's degrees) or through integrated, embedded, interdisciplinary, or other accepted models that demonstrate a minimum requirement equivalent to the distributed model. Any variation is explained and justified.

## 2. Faculty Roles and Qualifications

a. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.

b. Instructors teaching at the doctoral level have a record of recognized scholarship, creative endeavor, or achievement in practice commensurate with doctoral expectations.

c. Faculty participate substantially in:

1) oversight of the curriculum—its development and implementation, academic substance, currency, and relevance for internal and external constituencies;

2) assurance of consistency in the level and quality of instruction and in the expectations of student performance;

3) establishment of the academic qualifications for instructional personnel;

4) analysis of data and appropriate action on assessment of student learning and program completion.

## 3. Support Services

a. Financial aid advising clearly and comprehensively reviews students' eligibility for financial assistance and assists students in a full understanding of their debt and its consequences.

b. The institution maintains timely and accurate transcript and records services.

## C. Teaching and Learning: Evaluation and Improvement

1. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) have the authority for the assignment of grades. (This requirement allows for collective responsibility, as when a faculty committee has the authority to override a grade on appeal.)

2. The institution refrains from the transcription of credit from other institutions or providers that it will not apply to its own programs.

3. The institution has formal and current written agreements for managing any internships and clinical placements included in its programs.

4. A predominantly or solely single-purpose institution in fields that require licensure for practice is also accredited

by or is actively in the process of applying to a recognized specialized accrediting agency for each field, if such agency exists.

5. Instructors communicate course requirements to students through syllabi.

6. Institutional data on assessment of student learning are accurate and address the full range of students who enroll.

7. Institutional data on student retention, persistence, and completion are accurate and address the full range of students who enroll.

## D. Resources, Planning, and Institutional Effectiveness

1. The institution is able to meet its current financial obligations.

2. The institution has a prepared budget for the current year and the capacity to compare it with budgets and actual results of previous years.

3. The institution has future financial projections addressing its long-term financial sustainability.

4. The institution maintains effective systems for collecting, analyzing, and using institutional information.

5. The institution undergoes an external audit by a certified public accountant or a public audit agency of its own financial and educational activities and maintains audited financial statements. For private institutions the audit is annual; for public institutions it is at least every two years.<sup>3</sup>

6. The institution's administrative structure includes a chief executive officer, chief financial officer, and chief academic officer (titles may vary) with appropriate credentials and experience and sufficient focus on the institution to ensure appropriate leadership and oversight.

### Notes:

<sup>1</sup> *Institutions operating under federal control and authorized by Congress are exempt from these requirements. These institutions must have a public board that includes representation by individuals who do not have a current or previous*

*employment or other relationship with the federal government or any military entity. This public board has a significant role in setting policy, reviewing the institution's finances, reviewing and approving major institutional priorities, and overseeing the academic programs of the institution.*

<sup>2</sup> *For example, for a bachelor's degree requiring 120 credits, the institution accepts no more than 90 credits in total through transfer or other assessment of prior learning, and the remaining 30 must fall within the last 60 credits awarded the student.*

<sup>3</sup> *Institutions under federal control are exempted provided that they have other reliable information to document the institution's fiscal resources and management.*

## 5

# Institutional Obligations of Affiliation

While seeking and holding affiliation with the Commission, an institution voluntarily agrees to meet obligations set forth by the Commission as follows:

1. The institution meets obligations set forth by the Commission, including periodic evaluation through the structures and mechanisms set forth in Commission policies, submission of reports as requested by the Commission, filing of the Institutional Update, and any other requirements set forth in its policies.
2. The institution is candid, transparent, and forthcoming in its dealings with the Commission, including in its responses to any special inquiries or requests for

information from the Commission. The institution agrees not to enter into any agreement that limits the nature or scope of its communications with the Commission or requires that a third party review and approve those communications prior to their transmission to the Commission.

3. The institution notifies the Commission of any condition or situation that has the potential to affect the institution's status with the Commission, such as a significant unanticipated reduction in program offerings or serious legal investigation. (A fuller list of such conditions or situations is included in the Commission's policy on special monitoring.)
4. The institution informs the Commission of its relationship with any related entity wherein institutional decision-making is controlled by that entity and of any changes in that relationship that may affect the institution's compliance with Commission accreditation requirements. (Definitions and process requirements are contained in the Commission's policy on institutions with related entities.)
5. The institution describes itself in identical terms to the Commission and to any other institutional accrediting body with which it holds or seeks affiliation with regard to purpose, governance, programs, sites, degrees, diplomas, certificates, personnel, finances, and constituents.
6. The institution notifies the Commission when it receives an adverse action from or has been placed on sanction by any other accrediting agency or if a state has issued a pending or final action that affects the institution's legal status or authority to grant degrees.

7. The institution assures its employees and students that it will consider fairly all complaints and third-party comments and not engage in retaliatory action against any who have submitted such information.
8. The institution accepts that the Commission will, in the interest of transparency to the public, publish outcomes from its accreditation process.
9. The institution portrays its accreditation status with the Commission clearly to the public, including the status of its branch campuses and related entities. The institution posts the electronic version of the Commission's Mark of Affiliation in at least one place on its Web site, linking users directly to the institution's status on the Commission's Web site.
10. The institution communicates to its constituencies and applicants any Public Disclosure Notice it receives from the Higher Learning Commission.
11. The institution maintains prominently on its Web site a telephone number that includes an option for both current students and the public to speak with a representative of the institution.
12. The institution submits timely payment of dues and fees and accepts the fact of surcharges for late payment.
13. The institution agrees to accept binding arbitration in the event of an action by the Commission's Board of Trustees that the institution disputes and is not able to resolve through the Commission's processes. This agreement follows procedures developed and published by the Commission.

## Criteria for Accreditation: Glossary

There are a few words and phrases in the Criteria that require additional clarification, seemingly simple language that, in practice, may be used in different ways by different member institutions. This glossary explains how these words are used within the Criteria for Accreditation. Its intent is not to prescribe how institutions must use a particular word or phrase locally, but rather to offer a means to ensure a consistent reading of the meaning and expectations of the Criteria for Accreditation.

**auxiliary** denotes activities and services related to but not intrinsic to educational functions: dining services, student housing, faculty or staff housing, intercollegiate athletics, student stores, a Public Radio station, etc. In many institutions **auxiliary** simultaneously denotes a segregated budget and dedicated revenues.

**assessment** and **evaluation** are used as ordinary language synonyms. When a narrower referent is intended, the terms are modified, as in “assessment of student learning” or “evaluation of academic services.”

**control** as used in the Criteria refers to the institution’s status as a public, private-not-for-profit, or private-for-profit institution, and in the latter instances, to the institution’s ownership and the board’s power to direct its affairs.

**dual credit** refers to courses taught to high school students for which the students receive both high school credit and college credit. These courses or programs are offered under a variety of names; the Criteria on “dual credit” apply to all of them as they involve the accredited institution’s responsibility for the quality of its offerings.

**faculty** and **instructors** refer to all those an institution employs or assigns to teach students. **Faculty** is used to refer to the group rather than to each individual instructional staff member, typically to distinguish faculty from administration.

**goals** and **outcomes** are used inconsistently by member institutions in the context of assessment of student learning, to the extent that one institution’s **goal** may be another’s **outcome** and vice versa. When they use either term, the Criteria indicate through context whether the term refers to the learning intended or to how much students actually learn.

**public** in phrases such as “makes available to the public” or “states publicly” refers to people *in general*, including current and potential students. In phrases such as “the public good,” the Criteria refer to public, as opposed to private, good. The modifier **public** as used to describe governing board members is defined within the statement requiring such members.

**wherever and however delivered** is intended to encompass all modes of delivery and all locations, modalities, and venues, including but not limited to the main campus, additional locations, distance delivery, dual credit, contractual or consortial arrangements.

## Criteria Implementation Schedule

### Accredited Institutions

The revised Criteria for Accreditation, Assumed Practices, Obligations of Affiliation, and other new and revised related policies are effective for all accredited institutions on January 1, 2013.

*What this timeline means for specific Commission processes:*

- All visits prior to January 1, 2013, will address the current Criteria.
- All visits occurring on or after January 1, 2013, will address the revised Criteria.\*
- Change requests submitted on or after January 1, 2013, will address the revised Criteria, where appropriate.
- AQIP Systems Portfolios submitted November 2012 or thereafter will address the new Criteria for Accreditation.
- All Change of Control requests submitted on or after September 1, 2012, will address the revised Criteria.

\* Accredited institutions with comprehensive visits scheduled in spring 2013 will have the option to write their Self-Study Reports based on the revised Criteria or address them through an addendum or a crosswalk. The Commission will provide a template for this crosswalk.

### Candidacy through Initial Accreditation

The revised Criteria for Accreditation, Assumed Practices, and other new and revised related policies are effective for all non-affiliated institutions and candidates on September 1, 2012. Beginning September 1, 2012, non-affiliated institutions will be asked, in conjunction with the letter of intent to seek candidacy and before the initial candidacy visit, to affirm their willingness to abide by the Obligations of Affiliation if they are granted candidacy. The Obligations are effective for current candidate institutions on January 1, 2013.

*What these timelines mean for specific Commission processes:*

- All Preliminary Information Forms due after May 1, 2011, will address the new Eligibility Requirements.
- All candidacy and initial accreditation visits occurring prior to September 1, 2012, will address the current Criteria for Accreditation.
- All candidacy and initial accreditation visits occurring on or after September 1, 2012, will address the revised Criteria for Accreditation.

## Board of Governors

July 18, 2012

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*Student Representative*

**Ms. Joanne Jaeger Tomblin**  
*President*

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

Dear Chancellor Skidmore:

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

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



Terry R. Sammons, Chair  
Southern West Virginia Community and  
Technical College Board of Governors

July 18, 2012  
Date

TRS:elb

Attachment: 2012 Institutional Rulemaking Report

cc: Joanne Jaeger Tomblin, President



**Southern West Virginia Community and Technical College**  
**Board of Governors**  
**Institutional Rulemaking Report**  
**Policies Effective as of July 1, 2012**

**Manuals, Announcements and Polices (Map) System**  
**Classification Table**

**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/Document Retention/Security/Control, Weapons/Firearms, Safety, Public Relations, Institutional Publications, Marketing, Fund-raising, 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, SGA, Grievances, Grade Appeals, FERPA, Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

**5000 FINANCE**

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

**6000 ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT**

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

**7000 TECHNOLOGY**

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.



**Southern West Virginia Community and Technical College  
Board of Governors  
Institutional Rulemaking Report  
Policies Effective as of July 1, 2012**

SCP Number	Policy Name	Effective Date	Date of Latest Action
<b>1000</b>	<b>GENERAL</b>		
1000	Manuals, Announcements, and Polices (MAP) Development System	06/24/2002	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 - Revised policy review cycle from every 3 years to a review on a regular basis with a time frame for review of each policy to be determined by the President or President's designee. 02/21/06. Replaced SCP-1467.
1000.A	Attachment A — Classification Table	04/06/1999	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions.
1000.B	Attachment B — Format for Southern College Policy (SCP)	04/06/1999	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 - Revised paragraph numbering system to incorporate a legal numbering system. 02/21/06. Technical revisions.
1000.C	Attachment C — Format for Southern Administrative Announcements (SAA)	04/06/1999	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06 - Technical revisions made to form.
1000.D	Attachment D — Format for Southern Administrative Manuals (SAMs)	04/06/1999	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions made to form.
1001	Records Retention Policy	07/01/2011	06/21/2011 - BOG granted final approval; 05/21/2011 - Received no comments; 04/19/2011 - Policy originated and BOG released for a 30-day public comment period expiring 05/21/2011.
1010	Use of Alcoholic Beverages on Campus	02/21/2003	10/14/10 - BOG granted final approval; 09/17/2010 Received comments from one individual which are available for review upon request. It is the position of the administration that the issues, concerns and suggestions raised in these comments are addressed in a separate policy, SCP-2156, Drug and Alcohol Policy. The individual was satisfied with the response provided. All reference to drugs has been removed from the final version of SCP-1010; 09/17/2010 - Comments received; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; Reviewed 09/20/2005.

SCP Number	Policy Name	Effective Date	Date of Latest Action
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	02/01/2005	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 07/27/00 - Policy amended.
1091	Classified Staff Council Constitution	06/19/2012	06/19/2012 - BOG granted final approval; 05/19/2012 - Received no comments; 04/17/2012 - BOG released for the required 30-day public comment period expiring 05/19/2012; 12/2011 - Policy reviewed and revised to permit electronic and proxy voting. 06/23/2009 - BOG granted final approval; 05/22/2009 - Received no comments; 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009; 03/04/2009 - Revisions clarify membership representation with no substantial changes in procedures. 12/13/2006 - Technical revisions. 11/28/2003 - Originated to supercede SCI 1672 and SCI 1672.01.
1153	Consumer Complaint Procedures	04/03/1995	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; Amended 08/08 - Revisions reflect no substantial changes in procedure or reporting requirements. The policy and attachment were revised to reflect the institution's current organizational structure. 09/01/2000 - Amended.
1153.A	Consumer Complaint Form	04/03/1995	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 Amended - Revisions reflect the institution's current organizational structure. 09/01/2000 - Amended.
1160	Diversity Philosophy	08/20/1998	10/14/10 - BOG granted final approval; 09/17/2010 Received one comment pertaining to grammar. The suggested correction was made to the final policy; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; Amended 09/01/00
1167	Emergency Procedures	01/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/12/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.

SCP Number	Policy Name	Effective Date	Date of Latest Action
1180	Equipment Loans	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1180.A	Contract of Equipment Loan	07/01/84	12/09/08 - Form repealed with rescission of SCP-1180.
1215	Use of Institutional Facilities	05/01/85	04/27/10 - BOG granted final approval; 04/03/2010 Received one comment pertaining to grammar. The suggested correction was made to the final policy; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00
1233	First Aid	03/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/12/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.
1375	Reports of Accidents/Incidents	01/28/91	02/17/09 - BOG granted final approval; 01/12/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. Amended 09/01/00
1375.A	Accident / Incident Report Form		02/17/09 - Amended. 09/01/00 - Amended.
1375.B	Monthly Report of Accidents/Incidents		02/17/09 - Amended. 09/01/00 - Amended.
1435	Inclement Weather and Emergency Situations	01/21/03	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 02/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 11/02 - Replaced SCI-1370, Inclement Weather and Emergency Situation, Effective 12/12/96; and SCI-1435, Inclement Weather and Emergency Situation, Effective 10/94.
1435.A	Attachment A — Media Notification List	01/21/03	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; Amended 02/08; Amended 11/02
1467	MAP Development System	06/24/02	Repealed 02/21/06. Assigned a new classification number, SCP-1000. Reviewed 10/20/05 – Major revisions required to comply with Series 4. Reassigned classification number of SCP-1000. Comment Period Expires 11/22/05; Amended 04/05/02

SCP Number	Policy Name	Effective Date	Date of Latest Action
1481	Naming of Facilities or Organizational Units	02/15/05	11/20/2007 BOG granted final approval with no revisions. 11/18/2007 Received no comments; 10/18/2007 Board released for 30-day public comment period expiring 11/18/2007. Reviewed 09/04/2007 – Recommended continuation with no revisions. 12/09/04 - Reviewed - Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.
1500	Philosophy, Vision and Mission of Southern West Virginia Community and Technical College	07/01/84	02/15/2011 - BOG granted final approval; 11/17/2010 Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revisions reflect no substantial changes in procedure or documentation requirements, but provides clarity and includes the new institutional mission statement. 07/27/00 - Policy amended. Repealed Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 07/01/84
1625	Publications and Productions	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1725	Private Scholarships	07/01/84	06/17/08 - BOG granted final approval; 05/22/08 - Received no comments; 04/15/08 - Board released for 30-day public comment period expiring 05/22/08; Amended 03/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 09/01/00
1735	Solicitation Policy	06/15/2004	10/13/2011 - BOG granted final approval; 09/17/2011 - Comments received were restricted to grammatical and technical corrections; 08/16/2011 - BOG released for 30-day public comment expiring 09/17/2011; 07/2011 – Reviewed and revised to provide clarity and reflect changes in management responsibilities. 04/24/2007 BOG granted final approval. 01/2007 – Revised the policy to include clarification and develop a more formalized method for solicitation requests. SCP-1735.A, On Campus Solicitation Request Form developed. Originated 05/20/04
1735.A	On Campus Solicitation Request Form	04/24/2007	07/2011 - Form was streamlined. Originated 01/02/2007
1750	Tobacco Usage	01/01/1988	04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; Amended 09/01/00; Repealed SCI-1375

SCP Number	Policy Name	Effective Date	Date of Latest Action
<b>2000</b>	<b>HUMAN RESOURCES</b>		
2000	Elimination of Faculty Positions Due to Program Reduction or Elimination	09/01/1985	10/13/2011 - BOG granted final approval and assigned a new classification number, SCP-2000 and a new title "Elimination of Faculty Positions Due to Program Reduction or Elimination." Former SCP-3650, Program Reduction or Elimination; 09/17/2011 - Comments received were restricted to grammatical and technical corrections; 08/16/2011 - BOG released for 30-day public comment expiring 09/17/2011; 07/2011 - Revisions reflect major changes in policy. 04/19/2011 - Based on the comments received, substantive changes will be made to the policy presented to the Board on 2/15/2011 and will require an additional 30-day comment period prior to adoption. Taking into consideration that many employees are gone during the summer months, the administration will defer action until the Board's first business meeting in Fall 2011 to assure that all employees have an opportunity to review the amendments and provide comment. 03/19/2011 - Comments received. 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - The Academic Affairs Management Council reviewed and revised the policy to provide clarity and reflect no substantial changes in procedure or documentation requirements. 09/01/00 Amended - Repealed SCI 1542
2005	Catastrophic Leave	04/19/2005	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Originated 02/15/05
2005.A	Catastrophic Leave Request Form	04/19/2005	03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Reviewed Originated 02/15/05
2005.B	Catastrophic Leave Donation Form	04/19/2005	03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Reviewed Originated 02/15/05

SCP Number	Policy Name	Effective Date	Date of Latest Action
2006	Employee Leave	03/02/2010	03/02/2010 - BOG granted final approval. 01/11/2010 - Comments received were grammatical and spelling related. Suggested corrections were made in the final policy presented to BOG for approval. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2125	College-wide Employee/Personnel Policy	07/01/1984	04/19/2011 - BOG deferred action on this policy until the Employee Handbook is revised, approved, published, and made available to employees. Upon completion of the Employee Handbook, SCP-2125 will be resubmitted to the BOG with a recommendation for rescission. 02/15/2011 - BOG approved release for a 30-day public comment period expiring 03/19/2011 with a recommendation for rescission; 01/2011 - Policy was reviewed by Finance Unit and Executive Council. It was determined that the information contained in this policy can also be found in: SCP-1735 Solicitation Policy, SCP-2006 Employee Leave, SCP-2171 Professional and Educational Requirements for Faculty, SCP-2202 Personnel Assessment Philosophy and Practice Statement, SCP-2575 Overtime and Compensatory Time Policy, SCP-2580 Part-Time Employees, Classified Staff, Adjunct Faculty and the Employee Handbook. The staff will recommend rescission of this policy. Amended 09/01/00
2156	Drugs and Alcohol Policy	03/31/1989	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG Released for additional 30-day public comment period expiring 01/04/2008. 09/18/2007 – BOG deferred action until the administration conducts a meeting with the faculty to review and discuss the provisions of the revised draft. 07/2007 – The draft policy was revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes were made for clarity. 03/23/2007 – Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff & Love for legal review. 02/20/2007 – BOG released draft policy for 30-day public comment period expiring 03/23/2007. 04/24/2007 - Currently under revision. Amended 09/01/00
2156.A	Employee Drug Awareness Clarification Form	03/31/1989	02/19/2008 - BOG granted final approval. Amended 09/01/00
2165	Educational Release Time Policy	02/17/2004	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 12/2011 - Policy reviewed with minor changes. 11/28/06 - BOG granted final approval; 10/27/06 - No comments received; 09/26/06 Released for 30-day comment expiring 10/27/06 . 08/31/06 – Clarifications made to policy. 2 <sup>nd</sup> 30-day comment period expired 11/22/03

SCP Number	Policy Name	Effective Date	Date of Latest Action
2165.A	Educational Release Time Request	02/17/2004	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012. 11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - No comments received. 08/31/06 – Technical revision of form. 2 <sup>nd</sup> 30-day Comment Period Expired 11/22/03
2171	Professional and Educational Requirements for Faculty	12/09/2004	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references. Amended 05/04 Repealed SCI-2122
2171.A	Faculty Credentials Certification Form	12/09/2004	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references. Amended 05/04 Repealed SCI-2122
2202	Personnel Assessment, Philosophy, and Practice Statement	07/01/1987	10/14/10 - BOG granted final approval; 09/17/2010 Received no comments; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; 07/2010 - Policy was revised to be compliant with WV Code and rules of the WV Council for Community and Technical College Education. Amended 08/21/00
2218	Evaluation Process for Full Time Faculty	08/17/1984	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 – Revisions reflect changes to better serve institutional needs. Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
2218.A	Supervisor's Evaluation of Faculty Member	08/17/84	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 – Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2220	Course Feedback Policy	06/17/03	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 04/03 - Policy amended.
2220.A	Course Feedback Form	06/17/03	12/09/08 - Form repealed with rescission of SCP-2220. 04/03 - Form amended.
2226	Faculty Incentive Pay Plan	10/16/01	06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment pertaining to the WV Code - suggested correction was made in the final policy. 04/19/2011 - SCP-2226 was revised to reflect the changes provided for in the response to comments received. Because these represent significant changes from the policy presented for comment on 02/15/2011, the policy was released for an additional 30-day public comment period expiring 05/20/2011/ 03/19/2011 - Received comments which are available for review upon request and responses were provided to the individuals making comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011. 12/09/08 - BOG granted final approval; 11/19/08 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment; 11/11/08 - Technical revisions made to this policy; 10/16/08 Board released for 30-day public comment period expiring 11/19/08. 09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01. Originated 04/01/01



SCP Number	Policy Name	Effective Date	Date of Latest Action
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	10/16/01	06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; 2/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011. 12/09/08 - BOG granted final approval. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/06/05 – Technical revisions made to this policy. 8/20/01 - Board released for 30-day public comment Period expiring 09/28/01. Originated 08/01
2226.B	Faculty Incentive Pay Program Agreement Form		06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; Originated 03/2011.
2234	Flex Work Schedule	06/01/87	12/08/09 - BOG granted final approval. 11/18/09 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/2009 – Policy was extensively revised to reflect requirements of the WV Code, WVCCTCE policy, and various work arrangements in place at Southern. Amended 09/01/00
2250	Hiring Adjunct Faculty	11/01/84	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. Amended 09/01/00 Originated 11/01/1984.
2254	Hiring Process	09/01/00	04/24/2007 - Policy repealed by BOG. Amended 09/01/00 - Repealed WV Administrative Regulations, SWVCTC: Procedures for Hiring Full-time Employees Effective 01/15/85
2360	Holidays	01/21/03	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/08 - Policy reviewed; No substantial changes. Comment Period Expired 12/20/02 Originated 11/02
2375	Home Campus Assignment and Campus Requirements for Faculty	07/01/85	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 12/00/05 Technical Revision Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	01/01/85	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2406.A	Faculty Absence Request / Report	01/01/85	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2484	Medical Leave of Absence	09/01/00	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2484.A	Request for Medical Leave of Absence	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Revised 01/03/06
2484.B	Treating Licensed Physician Statement - Medical Leave Verification	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2484.C	Return to Work Authorization Medical Release Form	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2562	External Professional Activities of Faculty and Other Professional Staff	11/01/84	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 09/08 - Revisions reflect no substantial changes in procedure or documentation requirements. Coverage was expanded to include full-time exempt professional employees. Definitions were revised to provide clarity. 03/2008 - Amended - Revisions reflect changes in procedure requirements and changes in management responsibilities. 09/01/2000 - Amended
2562.A	External Professional Activities for Pay Report Form	11/01/84	09/08 - Modified to indicate the specific outside employment activity; 09/01/2000 - Amended

SCP Number	Policy Name	Effective Date	Date of Latest Action
2575	Overtime and Compensatory Time	02/17/04	02/19/2008 - BOG granted final approval; 01/04/2008 - No comments received; 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 02/17/2004 - BOG grants final approval of policy; 10/21/2003 – Significant revisions were made to the draft policy. The BOG approved amendments and released the policy for a 2 <sup>nd</sup> 30-day public comment period expiring 11/22/2003. 10/16/2003 – Comments were received and responses provided for each issue raised; 09/16/2003 – BOG released for 30-day public comment period expiring 10/16/2003. 09/2003 - Originated
2575.A	Request to Work Additional Hours	02/17/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 02/17/2004 - BOG grants final approval. 09/2003 - Originated
2580	Part-time Employees: Classified Staff and Adjunct Faculty	06/15/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 06/15/2004 – BOG grants final approval; 05/20/2004 – Received no comments; 04-21-2004 – Released for 30-day public comment period expiring 05/20/2004; 04/04 - Originated
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	04/22/98	02/15/2011 - BOG granted final approval; 11/17/2010 Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to include compliance statement regarding overtime and compensatory time. Sections were rewritten for clarity. 09/01/2000 Amended
2593.A	Payment to Individuals for Services Form	04/22/98	02/15/2011 - BOG granted final approval; 11/17/2010 Received no comments; 10/14/2010 - BOG Released for a 30-day public comment period expiring 11/17/2010; 09/2010 - Form revised to provide clarity. 09/01/00 Amended

SCP Number	Policy Name	Effective Date	Date of Latest Action
2624	Employee Development	01/28/1991	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/2008 - Substantial changes were made to this policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for employee development. The policy title was changed from "Professional Development" to "Employee Development." 09/01/2000 - Amended and placed in new SCP format. Repealed SCI-1623, Personnel Development, Effective 01/28/91
2624.A	Funding Request Form (Staff)	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2624.B	Presentation Request Form	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2624.C	Funding Request Form (Faculty)	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2686	Promotion-in-Rank and Tenure Policy	11/27/2001	06/23/2009 - BOG granted final approval. 05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes. 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009. 02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements. 11/20/2007 – Board granted final approval with recommended revision. 11/17/2007 – Two comments received; Revised policy to reflect recommended changes to the WV Code, reference to the WV Council, and grammatical errors. Clarification was provided on the number of graduate hours since last promotion. 10/18/2007 – BOG released draft for 30-day public comment expiring 11/17/2007. 07/31/2007 – AAMC and Faculty Senate revised draft to provide clarity and reflect changes in management responsibilities. 01/2006 – Reviewed and revised by Faculty Senate advanced draft to Academic Affairs Management Council for review and approval. Amended 10/01/01 Repealed SCI-2321

SCP Number	Policy Name	Effective Date	Date of Latest Action
2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	11/27/2001	<p>06/23/2009 - BOG granted final approval.</p> <p>05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.</p> <p>04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.</p> <p>02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 – Board granted final approval.</p> <p>07/31/2007 AAMC and Faculty Senate streamlined the form.</p> <p>Amended 10/01/2001; Repealed SCI-2321</p>
2700	Reduction in Workforce – Classified Personnel	04/20/2004	<p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008.</p> <p>10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval.</p> <p>03/23/04 – No comments received.</p> <p>02/17/2004 – Due to comments received, significant revisions were made to draft policy. BOG approved amendments and released draft for an additional 30-day comment period expiring 03/23/2004.</p> <p>11/22/2003 – Comments received and responses provided for each issue raised.</p> <p>10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003.</p> <p>Originated 10/21/2003</p>
2701	Reduction in Workforce – Faculty Personnel	04/20/2004	<p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008.</p> <p>10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval 11/22/2003 – Received no comments.</p> <p>10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003.</p> <p>Originated 10/21/2003</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
2748	Request for Release Time for Full-time Faculty	12/09/2004	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 12/2011 - Policy reviewed with minor changes to reflect current titles. 11/28/06 - BOG granted final approval; 10/27/2006 - One comment received; no adjustment was made based on comment received; 09/26/06 Released for 30-day comment expiring 10/27/06. 08/06 – Revisions provide clarity and reflect changes in management responsibilities. 09/01/2000 - Amended 09/01/00. 04/2004 - Amended; Repealed SCI-2420
2748.A	Release Time Request Form for Full-time Faculty	12/09/04	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012. 06/2006 - Streamlined Form. 04/2004 - Amended
2810	Sabbatical Leave for Full-Time Faculty	10/15/02	04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/2011 - Policy reviewed and revised to provide clarity and reflect changes in management responsibilities; forms streamlined. 04/18/06 - BOG granted final approval of amended policy. 02/21/06 - Released for 30-day comment-expires 03/24/06. 02/06 Amended to clarify responsibilities and application requirements. Amended 09/02 - Repealed SCP-2810, Sabbatical Leave for Full-time Faculty, Effective 08/92 and SCI-2411
2810.A	Sabbatical Leave Request Form	10/15/02	04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. Amended 02/06. Amended 09/02
2810.B	Sabbatical Leave Promissory Note	10/15/02	04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Revised Form. Originated 10/02

SCP Number	Policy Name	Effective Date	Date of Latest Action
2825	Salary Administration	04/19/05	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to incorporate the institutional Faculty Compensation Program and Salary Schedule. 04/19/2005 – BOG granted final approval. 03/18/2005 – No additional comments. 02/15/2005 – Due to substantive changes made to the existing draft policy, comment period extended for an additional 30 days expiring 03/18/2005. 02/14/2005 – Six comments received. 03/18/05 01/14/2005 – Comment period extended for additional 30-days (expiring 02/14/2005) due to Christmas and New Year’s holidays, and the short time frame the institution had to develop the draft policy. 12/09/2004 – Released for a 30-day public comment period expiring 01/10/2005. Originated 12/04
2843	Sexual Harassment Policy	09/12/02	04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - Reviewed and revised to provide clarity. 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day Comment-expired 03/24/06. 01/20/06 Amended; 05/17/02 Amended; 09/01/00 Repealed College-wide Employee Personnel Policy Series II, 1984, Section 12; Sexual Harassment of Students Series VI, 1987, Section 1-2; SCP-2843, Harassment Policy.
2875	Workload Requirements for Full-time Faculty	01/28/1991	03/02/2010 - BOG granted final approval. 01/11/2010 - No comments received. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
2875.A	Class Load Formula Matrix (Summer)	01/28/1991	01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
2875.B	Class Load Formula Matrix (Fall and Spring)	01/28/1991	01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
<b>3000</b>	<b>ACADEMIC AFFAIRS</b>		
3000	Distance Learning	New Policy	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 02/07/2012 - Originated .

SCP Number	Policy Name	Effective Date	Date of Latest Action
3100	Faculty Responsibilities for Academic Advising of Students	04/18/1985	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. 10/21/2004 – Policy amended.
3160	Course Syllabus	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. Repealed Chapter 29A-2 Series I, Course Syllabus, Effective 07/01/81; References to course syllabi in SM 1275.1c, Faculty Handbook, Effective 08/20/90, Revised 07/93; Adjunct Faculty Handbook, Effective 01/97, pp. 13-14.
3160.A	Course Syllabus Format	07/01/1984	12/09/08 - Form repealed with the rescission of SCP-3160. 09/20/05 - Form amended.
3165	Adding Courses to the Curriculum and Revising Existing Courses	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended. Repealed WV Administrative Regulations, SWVCTC, Chapter 29A-2, Series I, Revising Courses, Effective 07/01/84.
3170	Deleting Courses from the Curriculum	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3188	College Level Exam Program (CLEP)	11/01/85	08/17/2010 - BOG released draft for a 30-day public comment period expiring 09/17/2010; 11/29/05 - BOG granted final approval of amended policy; 10/21/05 Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.



SCP Number	Policy Name	Effective Date	Date of Latest Action
3201	Challenging a Course/Credit by Examination	02/15/05	11/20/2007 – Board granted final approval of revised policy. 10/18/2007 - Received one comment regarding the dates of withdrawal. Clarification was provided to the individual; no change to the draft policy was warranted. 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007. 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Amended 10/27/04 Replaces SCP-3201, Challenge Exam For Credit, Effective 07/01/86, Revised 09/01/00; Effective 06/24/02, Revised 02/15/02.
3201.A	Challenge Examination Form	02/15/05	11/20/2007 – Board granted final approval. 08/2007 – Streamlined form 10/27/2004 – Amended policy
3214	College Board Advanced Placement Credit	09/13/93	10/15/2009 – Board granted final approval of revised policy. 9/17/2009 - Received no comments. 08/18/2009 - BOG released draft for 30-day public comment expiring 09/17/2009. 07/2009 – Revised policy to provide clarity and reflect changes in course titles. Amended 09/01/00
3227	Credit Based on Experience	01/01/85	08/17/2010 - BOG released draft for a 30-day public comment period expiring 09/17/2010; 11/29/05 - BOG granted final approval of amended policy; 10/21/05 Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3227.A	Portfolio Evaluation Form	01/01/85	09/20/05 - Reviewed
3240	Assignment of Credit/Non Credit Courses	07/01/86	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3245	Faculty and Administrative Productivity	02/21/2006	04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/2010 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. Originated 10/20/2005

SCP Number	Policy Name	Effective Date	Date of Latest Action
3250	Final Examinations	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3401	Independent Study	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/20/2007 – Board granted final approval of revised policy. 10/18/2007 - Received no comments; 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007; 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Independent Study forms SCP-3401.A and SCP-3401.B were added to the policy. Amended 09/01/00
3401.A	Independent Study Request Form	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Revisions reflect changes in management responsibilities.
3401.B	Independent Study Contract	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Reviewed and revised to create a standard learning contract to be used in conjunction with the independent study.
3479	Mid-Term Grade Reports	09/23/1991	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3479.A	Mid-Term Grade Report Form	09/23/1991	03/02/2010- BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3551	Meeting Scheduled Classes	01/1985	02/21/2012 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012 with recommendation to rescind and reconstruct as procedures within the Academic Affairs Unit as recommended by the Academic Affairs Management Council and Executive Council. Amended 01/2007 - Revisions reflect no substantial changes in procedure or documentation requirements; provide clarity and reflect current practice. Amended 04/28/2005

SCP Number	Policy Name	Effective Date	Date of Latest Action
3600	Faculty Office and Class Schedule	07/01/1984	02/15/2011 - BOG granted final approval to rescind; 11/17/2010 - Received no comments; 10/14/10 - Board released for 30-day public comment period expiring 11/17/10 with recommendation to rescind and reconstruct as a procedure within the Academic Affairs Unit; 07/2010 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation as a policy and reconstruction as a procedure. Amended 09/01/00
3600.A	Faculty Office and Class Schedule Form	07/01/1984	02/15/2011 - BOG rescinded this policy and approved its reconstruction as a procedure; 11/17/2010 - Received no comments; 10/14/10 - Board released for 30-day public comment period expiring 11/17/10 with recommendation to rescind and reconstruct along with the procedure within the Academic Affairs Unit. 07/2010 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 09/01/00
3620	Policy Regarding Program Review	11/27/2001	12/09/2008 - BOG granted final approval; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Originated 10/08/01
3625	General Studies (University Parallel) Program Evaluation Model Policy	09/01/1985	04/27/2010 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revise.
3625.A	General Studies (University Parallel) Program Evaluation Model	09/01/1985	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revise.
3637	General Education Philosophy and Goals	04/19/2005	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 08/30/2007 - Reviewed and revised to include references to provide clarity. Amended 01/05

SCP Number	Policy Name	Effective Date	Date of Latest Action
3650	Program Reduction or Elimination	09/01/1985	10/13/11 - Assigned a new classification number, SCP-2000 and a new title "Elimination of Faculty Positions Due to Program Reduction or Elimination." 04/19/2011 - Based on the comments received, substantive changes will be made to the policy presented to the Board on 2/15/2011 and will require an additional 30-day comment period prior to adoption. Taking into consideration that many employees are gone during the summer months, the administration will defer action until the Board's first business meeting in Fall 2011 to assure that all employees have an opportunity to review the amendments and provide comment. 03/19/2011 - Comments received. 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - The Academic Affairs Management Council reviewed and revised the policy to provide clarity and reflect no substantial changes in procedure or documentation requirements. 09/01/00 Amended - Repealed SCI 1542
3670	Public School Service Program	11/29/2005	06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. 09/20/05 - Originated
3670.A	Public School Service Form	11/29/2005	06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 09/20/05 - Originated
3693	Instructional Schedule Development	07/01/1984	04/17/2012 - BOG rescinded this policy and approved its reconstruction as a procedure. 03/23/2012 - No comments received. 02/21/2012 - Board released for required 30-day public comment period expiring 03/23/2012; November/ December 2011 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its rescission and reconstruction as a procedure. 11/28/06 - BOG granted final approval; 10/19/06 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. 09/23/2005 – Technical revision. 09/01/00 Amended policy; Repealed SCI-1271 effective date of 08/30/93
3705	Student Academic Rights	04/15/02	04/18/06 BOG Repealed policy. 03/24/06 - No comments received; 02/21/06 Released for 30-day comment-expires 03/24/06. Technical revision 03/06/03 Originated 02/02

SCP Number	Policy Name	Effective Date	Date of Latest Action
3736	Student Standards of Academic Progress	11/01/84	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revise.
3780	Textbook Selection Policy	06/24/02	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 11/16/02; Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.
<b>4000</b>	<b>STUDENT SERVICES</b>		
4000	Basic Admissions Guidelines	07/01/2012	06/19/2012 - BOG granted final approval; 05/19/2012 - Received not comments; 04/17/2012 - BOG released for the required 30-day public comment period expiring 05/19/2012; 03/07/2012 - Policy reviewed and revised to reflect new federal financial assistance guidelines and clarify other admission requirements. 10/13/2011 - BOG granted final approval; 09/17/2011 - No comments received; 08/16/2011 - Policy originated and BOG released for a 30-day public comment period expiring 09/17/2011.
4110	Institutional Policy Regarding ACT Requirements	12/01/84	12/08/09 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/09 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/00
4151	Academic Standards and Expectation from Students	07/01/97	02/15/2011 - BOG granted final approval; 11/17/2010 Received no comments 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to provide clarity and reflect no substantial changes in procedure or documentation requirements. 04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Amended to incorporate relevant information from SCP-3705, Student Academic Rights (cancelled 04/18/05) into SCP-4151 and revised this policy to meet the needs of the institution and its students. 09/01/2000 - Amended; 06/09/1987 - Originated

SCP Number	Policy Name	Effective Date	Date of Latest Action
4192	Administrative Withdrawal of Students	12/09/04	10/13/2011 - BOG granted final approval; 09/17/2011 - Received no comments; 08/16/2011 - BOG released for a 30-day public comment period expiring 09/17/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Grammatical and technical revisions 10/2006. Policy amended 05/19/2004.
4233	Deans's List of Students; Graduation with Honors Status	07/01/85	04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 03/19/2011; 12/2010 - Review and revised to provide clarity and changes in responsibilities and procedures. Reformatted in new SCP format. 09/01/2000 - Reviewed and revised.
4274	Standards of Progress for Federal Financial Assistance Recipients	01/01/84	06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 Released for 30-day comment--expired 11/21/2006 - One comment received; policy adjusted based on comment; 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4356	Financial Aid Recipient - Change in Enrollment Status	01/01/85	06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval. 10/19/2006 Released for 30-day comment--expired 11/21/2006 - No substantive comments received. 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	Repealed 02/21/06. Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05. Originated 12/02/04

SCP Number	Policy Name	Effective Date	Date of Latest Action
4398	Student Grades and Grade Point Average Requirements for Graduation	01/21/03	12/09/08 - BOG granted final approval;11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - Amended and repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00 and SCP-4520, Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades, Effective 09/01/00; SCP-4520.A, Final Grade Report Form, Effective 09/01/00.
4558	Administration of Credit Course Registration Procedures	11/01/84	11/28/2006 - BOG rescinded SCP-4558. 10/19/2006 - BOG reviewed policy and approved for 30-day comment period expiring 11/21/2006 – No comments were received. 10/2006 – Policy reviewed by Academic Affairs and Student Services Units. Group deemed the document does not meet the criteria for a policy, but is a statement of procedures and rules. Recommended cancellation. Amended policy 09/01/2000
4634	Student Activities	07/01/84	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure. 09/17/2009 - Received no comments. 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009. 08/04/2009 - Policy was reviewed by the Student Development and Special Services Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/2000 - Reviewed.
4672	Student Class Attendance	07/01/84	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure. 11/18/2009 - Received no comments. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed.
4710	Academic Dishonesty	07/01/84	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG reviewed revised policy and released for required 30-day public comment period expiring 03/23/2012; November/ December 2011 - Reviewed a made significant revisions to include aspect of integrity and technology advancements. 05/2006 Technical Revision 09/01/2000 - Reviewed.

SCP Number	Policy Name	Effective Date	Date of Latest Action
4748	Southern West Virginia Community and Technical College Student Government Constitution	07/01/85	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a working document within the Student Government Association. 11/18/2009 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed
4770	Student Rights and Responsibilities	04/16/02	04/19/2011 - BOG granted final approval of amended policy; 03/19/2011 - One comment received - policy adjusted based on comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 02/2011 - Reviewed and revised to provide clarity. Reformatted to new SCP format. 09/20/05 - Three-year review only - no revisions.
4786	Transfer Student Requirements and Credit Evaluation	07/01/84	06/22/2010 - BOG granted final approval; 05/29/2010 Received two comments. One comment was grammatical in nature and was addressed in the final policy. The second comment related to an inaccurate definition in Section 3.7 of the policy. The section was revised to include the word "regional" in the definition. Revisions of 09/01/2009 reflect title changes and include content from the rescinded policy, SCP-4825, Transfer of Student Credit Hours from Another Institution; 04/27/2010 - Due to significant changes in the content of this policy, the BOG released draft policy for an additional 30-day public comment expiring 05/29/2010; 03/02/2010 - Policy continues under review; 11/18/2009 - Received one comment. Available for review upon request. Response has not yet been provided; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed
4825	Transfer of Student Credit Hours from Another Institution	03/01/1985	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/2009 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05; Amended 09/20/05 to include additional language in Sections 3 and 6 of this policy.
<b>5000</b>	<b>FINANCE</b>		



SCP Number	Policy Name	Effective Date	Date of Latest Action
5050	Assessment, Payment and Refund of Fees	02/19/2002	06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment related to grammar - suggested correction made in the final policy; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 01/2011 - Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity and reflect changes in management responsibilities. 02/19/2002 - BOG granted final approval; 02/15/2002 Received no comments. 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002; 01/2002 Originated
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/2005	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Reviewed by the Executive Council and recommended its continuation without revision. 12/09/05 - Policy amended; 02/21/05 - Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051; Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04
5065	Awarding of Undergraduate Tuition and Fee Waivers	02/19/2002	12/09/08 - BOG granted final approval; 10/10/08 - Received one comment correcting the specific section of the WV State Code cited in the definitions section; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. Amended 08/08 - Revisions reflect significant changes in state code pertaining to undergraduate tuition and fee waivers. 02/21/06 - Revised policy to comply with WV Code §18B-10-5, -7, 7b 02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments. 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002; 01/15/2002 - Originated
5066	Third-Party Tuition and Fee Waivers	08/17/2010	08/17/2010 - BOG granted final approval; 07/23/2010 Received no comments; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy which addresses approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third parties and offered for academic credit by Southern West Virginia Community and Technical College.

SCP Number	Policy Name	Effective Date	Date of Latest Action
5074	Selection, Adoption and Sale of Textbooks and Other Course Materials	08/17/2010	08/17/2010 - BOG granted final approval; 07/23/2010 Received one comment pertaining to grammar. The suggested correction was made in the final policy; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures.
5075	Bookstore Textbook Procedures	07/01/1984	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/2000 - Replaced <i>Textbook Policy Procedures</i> , Effective 01/17/97
5100	Disposition of Sale of Surplus/Excess Property	04/19/2005	11/20/2007 – Board granted final approval of revised policy; 11/17/2007 - Received no comments; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007; 09/02/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 04/19/2005 BOG grants final approval; 03/18/2005 Received no comments; 02/15/2005 BOG released draft policy for 30-day public comment expiring 03/18/05; 02/05 Originated
5260	Meeting Financial Exigencies	02/17/2004	10/13/2011 - BOG granted final approval; 09/17/2011 - Received no comments; 08/16/2011 - BOG released for a 30-day public comment period expiring 09/17/2011. 11/2006 - Policy Reviewed-No changes were made; 11/22/2003 - Comment Period Expired; 10/2003 Amended. 05/27/1988 Originated
5525	Maintenance Work Order Request System	07/01/1984	04/19/2011 - BOG rescinded this policy and approved its reconstruction as a procedure; 03/19/2011 - Received no comments; 02/15/2011 - Board released for 30-day public comment period expiring 03/19/2011; 11/02/2010 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended its cancellation and reconstruction as a procedure. Amended 09/01/00 - Replaced the <i>Maintenance Work Order Request System, Effective 07/01/84, in Chapter 29A-2, Series I of Southern's Administrative Regulations</i>

SCP Number	Policy Name	Effective Date	Date of Latest Action
5620	Parking Regulations Policy	02/01/1989	02/15/2011 - BOG granted final approval; 11/17/2010 Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Revisions reflect substantial change in procedure and provide clarity to reflect changes in responsibilities. The policy title was changed from "Parking Regulations Policy" to "Traffic and Vehicle Speed, Flow and Parking Regulations Policy". Form SCP-5620.A was eliminated. 09/01/2000 - Amended; Replaced Parking Policy, Effective 02/01/1989 and Parking Policy, Effective 09/02/97.
5620.A	Parking Decal Log	02/01/1989	09/2010 - Eliminated from SCP-5620; 09/01/2000 Amended
5780	Travel Regulations Policy	10/15/2002	04/17/2012 - BOG granted final approval. 03/23/2012 - Comments received were restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting instrument for additional public comment. 02/21/2012 - BOG reviewed policy revisions and released for required 30-day public comment period expiring 03/23/2012; 12/2011 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. 11/2006 - Policy reviewed – no changes were made. Comment Period Expired 05/20/04; Amended 02/25/04 09/2002 Originated
5830	Use of Southern West Virginia Community and Technical College System Vehicles	01/28/1991	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00; Repealed SCI-1381, Use of Southern System Vehicles, Effective 01/28/91; State Vehicle Requisition Policy, Effective 12/09/07; Use of Southern Vehicles Policy, Effective 02/01/99.
<b>6000</b>	<b>ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT</b>		
6125	Contractual Training for Workforce Development	07/01/99	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 08/08 - Policy was reviewed by the Executive Council and Workforce Development Unit. Both groups recommended its cancellation and reconstruction as a procedure. 07/01 - Policy amended.
<b>7000</b>	<b>TECHNOLOGY</b>		

SCP Number	Policy Name	Effective Date	Date of Latest Action
7000	Email Established as an Official Form of Communication	Upon passage by the Board of Governors.	02/03/2012 - Originated.
7125	Information Technology Acceptable Usage	07/07/97	04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to reflect up-to-date terms and current acceptable usage. 09/01/2000 Amended
7680	Reports for External Use	05/01/85	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 07/27/2000 Amended
7688	Reports for Internal Use	05/01/85	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 07/27/00
7712	Requests for Media Service and Television Agreements	05/01/85	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
7720	Security of Management Information Technology	05/01/88	04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to include all forms of technology and to meet the standards of the payment card industry. Amended 09/01/00
<b>8000</b>	<b>BOARD OF GOVERNORS</b>		

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