Southern
West Virginia Community and Technical College

Board of Governors

OCTOBER 8-9, 2015
MEETING AGENDA PACKET

Members

Thomas A. Heywood, Chair
Wilma J. Zigmond, Vice Chair
Glenn T. Yost, Secretary
Linda Q. Akers
Shelley T. Huffman
Jada C. Hunter

George Kostas
Terry R. Sammons
Brandon K. Elkins
Russell F. Saunders
Virginia L. Stepp

Merle Dempsey, Ed.D
Interim President

Southern West Virginia Community and Technical College
Board of Governors
Meeting of October 8, 2015
6:00 p.m.
Stonewall Resort and Conference Center
940 Resort Drive • Roanoke, WV 26447
Pecan Room

AGENDA

1.   Call to Order . . . . Mr. Thomas Heywood
Board of Governors Chair

2.   Call for Public Comments to the Board (Sign-up sheet available at room entrance) . . . . Chair Heywood

3.   Presidential Search Update . . . . Chair Heywood

4.   Board of Governors and Administration Self Assessment Results . . . . Mr. Howard Seufer
Bowles Rice LLP

5.   President's Report . . . . Dr. Merle Dempsey
Interim President

6.   Financial Report . . . . Mr. Samuel Litteral
Vice President for Finance and Administration

7.   wvOasis Bi-weekly Pay Conversion Update to Board . . . . Mr. Litteral

8.   Workforce and Community Development Office Report . . . . Ms. Allyn Sue Barker
Vice President for Community and Workforce Development

9.   Student Success Data . . . . Mr. Steven Lacek
Division Head of Social Sciences,
Education, and Non-traditional Programs

12.   Possible Executive Session Under Authority of WV Code §6-9A-4(b)2A regarding
Personnel and Management Issues . . . . Chair Heywood

13.   Adjournment

Southern West Virginia Community and Technical College
Board of Governors Planning Retreat
October 9, 2015
8:00 a.m.
Stonewall Resort and Conference Center
940 Resort Drive • Roanoke, WV 26447
Pecan Room

AGENDA

7:00 - 7:50 AM	Breakfast at Leisure	Stillwaters Restaurant
7:55 - 8:00 AM	Welcome	Dr. Merle Dempsey Interim President
8:00 - 9:30 AM	"The College's Duty Under Current Law to Address Sexual Harassment and Violence"	Mr. Howard Seufer Bowles Rice LLP
9:30 - 9:45 AM	Question/Answer Session	Mr. Seufer
9:45 - 10:00 AM	Break, Refreshments	Terrace Foyer
10:00 - 11:45 AM	Strategic Initiatives	Dr. Dempsey
11:45 - 12:15 PM	Question/Answer Session	Dr. Dempsey
12:15 - 12:30 PM	Closing Thoughts and Adjournment	Chair Thomas Heywood Dr. Merle Dempsey
12:30 - 1:30 PM	Lunch	Stillwaters Restaurant

Workforce and Community Development Unit

Presentation to Southern West Virginia Community and Technical College Board of Governors

October 8, 2015

Departments

❖ Academy for Mine Training and Energy Technologies

❖ Community and Leadership Development
  • Appalachian Leadership Academy-Cotiga Fellows
  • Community Development

❖ Workforce and Continuing Education
  • Customized Training
  • Continuing Education
  • Community Education

Academy Vision

The Academy will focus on current and future work skill needs of the energy sector and be the leading energy training center in the nation by delivering relevant, hands-on safety, production, equipment, rescue, and regulatory training for entry level and incumbent workers and management.

Academy for Mine Training and Energy Technologies

- ❖ Since 2006, the Academy has trained over twenty-six thousand seven hundred (26,700) people in the mining and oil/gas industries.

- ❖ Over four hundred thirty thousand (430,000) clock hours of training have been delivered.

- ❖ Peak years - 2010 – Head count (5418)
               2011 – Contact Hours (98,997)

- ❖ Continued decline in head count and contact hours since 2011

Academy for Mine Training and Energy Technologies

YEAR	NUMBER OF STUDENTS	TRAINING CLOCK HOURS
2006/07	633	24,020
2007/08	2,675	49,533
2008/09	3,686	75,153
2009/10	4,627	60,706
20010/11	5,712	85,784
2011/12	3,080	66,251
2012/13	2,089	32,436
2013/14	3,069	26,250
2014/15	1,142	17,299
Total	26,713	437,432

Academy for Mine Training and Energy Technologies – Training Statistics

Training Focus 2014-2015

- Underground and Surface Apprentice
- Annual Retraining
  - Underground
  - Surface
  - EMT-M
  - Foreman
  - Electrical
- Electrical Apprentice
- Fire Brigade
- National Incident Management Systems (NIMS)

Academy for Mine Training and Energy Technologies

Training/Curriculum Development

- Traffic Incident Management (TIM)
  - Certified Trainer

- Specialized Simulator Instructor Course
  - Haile Gold –Kershaw, SC

- Dust Control Training
  - Federal Requirement – beginning January 2016

Academy for Mine Training and Energy Technologies

❖ Continues to maintain Task Force I, a technical and rescue response unit in cooperation with the WV Office of Miners' Health, Safety, and Training (WV OMHS&T) to support rescue events.

❖ Rescue vehicles are centrally stationed at a facility co-occupied by the Academy and WV OMHS&T in Boone County.

Photo Source: Academy training files

Academy for Mine Training and Energy Technologies

Academy 2014-2015 Highlights

- Chinese Delegation – August 2014
  - Tours and Training Demonstrations

- Haile Gold – May 2015 to Present
  - Equipment Simulator Lease
  - Training Agreement

- Manufacturing Extension Partnership
  - MOU with WVU and WV Division of Energy

Workforce and Community Development Commitments:

❖ Workforce development, continuing education and training programs that support the needs of employees and employers and serve as a mechanism for economic development.

❖ Community interest programs and activities that promote personal growth and cultural enrichment.

Workforce and Community Development

Appalachian Leadership Academy
(Williamson Campus)

Cotiga Development Company is a proud sponsor of the Appalachian Leadership Academy.

The mission of the Appalachian Leadership Academy is to identify Southern students with outstanding character and prepare them with the leadership and diversity skills needed to serve as engaged, conscientious citizens as they enter the business, political, and academic world.

Community and Leadership Development

2014-15 Service Learning Projects:

❖ Participated in the Matewan turn-this-town-around events to learn first hand about community development and how it takes place.

❖ Made presentations to Tug Valley Chamber of Commerce and to Delbarton and Kermit community members on the value of entrepreneurship as an economic development tool for rural communities.

❖ Organized the 2015 Agriculture and Healthy eating schedule by expanding on existing programming.

2015-16 Projects:

❖ Continue work with Mingo County Redevelopment Authority in the development of a new brand for Mingo County that will facilitate economic development and help unify the various communities around an effort to promote the county as a whole.

❖ Implementation of bike-friendly Matewan.

Community and Leadership Development

Grants

- ❖ Sam's Club/Nation Association of Community College Entrepreneurship Grant (NACCE) ($10,000) Completed 12/14
  - To provide an entrepreneurship training project as part of a seven-community college grant cohort (three from the Appalachian region).
  - Eco-mapping

- ❖ Appalachian Regional Commission/NACCE
  - Scholarships to NACCE Conference in October 2014 and 2015 and CCA

- ❖ West Virginia Geologic and Economic Survey (WVGES) Broadband Technical Assistance Grant. ($25,125) Completed 8/14
  - To support and expand the Sam's Club grant project to deliver e-commerce training to small lodging businesses within Southern's service region.

- ❖ West Virginia Advance Grant – CTC System of WV ($39,838) On-going
  - To conduct off-site business training through purchase of mobile laptop lab.

- ❖ US Department of Labor/Workforce WV – ($4+ million) Pending
  - Training focus in construction, transportation, and process technology.

Workforce and Continuing Education

Bridging the Gap
US DOL TAACCCT 3 Grant

- Employer Engagement Team Leaders
- Resource Partner Meeting
  - Resource Guide
- Manufacturing Sector Meeting
- Development of Electro Mechanical Instrumentation (EMI) Program
  - Joint Effort - Credit/Non-credit
  - Partners - Bridgevalley, New River, Southern, CTC System, Workforce WV, and UMWA Career Center

Workforce and Continuing Education

Outreach Partners

❖ Workforce WV
- Training and Resource Fairs – December 2014/April 2015
- Rapid Response – Unilin, December 2014

❖ Reconnect McDowell
- Entrepreneur Workshops

❖ Tech Connect/3rd District Accelerator
- Workshops (grant writing/access to capital)

❖ Corridor G; County EDAs; Chambers, etc.
- Leadership Southern
- Small Business Workshops

Workforce and Continuing Education

Economic and Community Development Membership/Participation

- ❖ County EDAs
- ❖ Corridor G EDA
- ❖ Wyoming County CVB
- ❖ Wyoming County Planning Commission
- ❖ External Employer Engagement Team
  - County EDAs, Hatfield McCoy Trail, Chamber of Commerce/CVB, US SBA, WV SBDC
- ❖ Diabetes Coalition – Logan and Mingo
- ❖ STOP Coalition
- ❖ Family Resource Networks
- ❖ Region 2 Workforce Board

Workforce and Community Development

Unit Goals 2015-16

- Continue expansion of training for other energy sectors;
- Continue working with mine support businesses and manufacturers on training needs and assist with possible diversification, retention, and/or expansion with assistance from MEP;
- Expand CEU options for all industry sectors;
- Market continuing/community education programs and on-line programs;
- Continue entrepreneurial initiative; and
- Continue work with economic development authorities on regional initiatives.

Workforce and Community Development

Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 18, 2015
6:00 p.m.
2900 Dempsey Branch Road, Room 428, Building C
Mount Gay, West Virginia and by Teleconference

DRAFT MINUTES

Board Members Present: Thomas Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary (phone); Linda Akers (phone); Shelley Huffman (phone); Jada Hunter, Terry Sammons (phone); Russell Saunders, Faculty Representative; Virginia Stepp, Classified Staff Representative

Board Members Absent: George Kostas; Brandon Elkins, Student Representative

College Staff Present: Merle Dempsey, Interim President; Allyn Sue Barker, Ronald Lemon, Samuel Litteral, Debra Teachman, Gary Holeman, Steven Lacek, Guy Lowes, Steven Hall, Melinda Saunders, Emma Baisden (Recorder).

1.   Call to Order:
Chair Thomas Heywood declared a quorum present and convened the meeting at 6:00 p.m. He welcomed Interim President, Dr. Merle Dempsey, to Southern, and Mr. Russell Saunders and Ms. Virginia Stepp to the Board of Governors.

2.   Introduction of New Board Members and Oath of Office
Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to the new Faculty Representative to the Board of Governors, Russell Saunders, and new Classified Staff Representative, Virginia Stepp. Mr. Saunders is an Associate Professor of Radiologic Technology based at the Logan Campus and succeeds Mary Nemeth-Pyles. Ms. Stepp is a Program Specialist based at the Williamson Campus and succeeds Debbie Dingess.

3.   Call for Public Comments to the Board of Governors
Chair Heywood announced last call for public sign up for comments to the Board. No signatures were recorded.

4.   Presidential Search Update
The Presidential Search Committee is looking for someone to build upon what President Joanne Tomblin has established. Two Ayers & Associates consultants, Dr. Charles Green and Dr. John Henderson, held daylong meetings on August 5th at Southern's Logan Campus with various college constituent groups. Virtually the same message was heard from everyone. From these sessions, an assessment tool was developed to review applications received. Forty-nine applications have been received to date which is an increase from 30 on August 3. Chair Heywood stated the goal still remains to be able to select an applicant by the end of this year and he perceives a busy fall ahead for the Presidential Search Committee.

5. **President's Report**

5.1 Interim President Dempsey thanked the Board of Governors for the confidence they have placed in him until they are able to find a new leader for the College.

5.2 Dr. Dempsey informed the Board that he visited all campuses during his first week back at the College to reacquaint himself with employees and to introduce himself to new employees.

5.3 Dr. Dempsey participated in the New Student Orientation programs at all locations.

5.4 Southern has a new process for dealing with students who have not paid tuition by the deadline. When Dr. Dempsey arrived at Southern, he found that 900 of 1200 students were listed as having an outstanding tuition balance. He charged several employees with calling the individuals listed to determine why their tuition was not paid or why they decided not to attend. Since that time, the list of unpaid students has been reduced to approximately 210. The current Fall 2015 headcount (HC) is 1,561 and full-time enrollment (FTE) is 1229.93. This figure reflects a decrease in enrollment of 108 headcount and 109.5 FTE from this date in August 2014. The budget for FY 2015-2016 was projected on an enrollment of 1,300 FTE.

5.5 The West Virginia Department of Administration increased the state's mileage reimbursement rate for privately-owned vehicles to be parallel to the federal government rate of 57.5 cents per mile, effective July 2015. This increase will also impact the College's budget.

5.6 Several full-time faculty resigned their positions near the beginning of the fall semester giving very short notifications. Current faculty vacancies include one nursing instructor, one math instructor, one electrical engineering instructor, and one electro-mechanical instrumentation instructor.

5.7 On August 6, 2015, Cabinet Secretary of the West Virginia Department of Health and Human Resources (DHHR), Karen Bowling, announced a partnership with the College. The pilot project is funded by a grant which will provide college opportunities for 21 participants and a Student Services Specialist to work directly with the participants. The Student Services Specialist will also serve as a liaison between the DHHR and Southern. If the project is successful, Secretary Bowling intends to expand the program to other community colleges. The American Association of Community Colleges contacted Dr. Dempsey to schedule an interview regarding the program and plan to write an article for national publication.

5.8 Southern's Student Support Services grant application for renewal was not approved by the federal government and the program will end August 31, 2015. Of the ten institutions in West Virginia which applied, only five were approved for funding. Fortunately, open positions at the College have been identified for the four personnel from the Student Support Services program to be placed so no one will

lose a job. Tutoring services provided for student participants in the Student Support Services program should still be available to these students through the TAACCCT III and TAACCCT IV grants.

5.9   Southern will soon implement a certificate program in Electro-mechanical Instrumentation provided for by funds from former Chancellor Skidmore's office. The program will prepare students for jobs in the oil and gas industry, the chemical industry, and other industries which use pumps and pipes to move materials and monitor processes. It is especially designed to assist displaced coal miners with a quicker return to the workforce. College personnel are working with the United Miner Workers Association (UMWA) to provide assistance for displaced coal miners to enroll in this program

5.10   The annual West Virginia Community College Association Conference is scheduled for November 11-13, 2015 at the Embassy Suites in Charleston, WV. Dr. Jo Harris, President of Bridgevalley Community and Technical College, distributed information on the conference and encouraged employees to attend. A workshop is scheduled for Boards of Governors during this conference. Board participants will receive training hours required by statute.

5.11   Southern will host the West Virginia Council for Community at Technical College Education meeting scheduled for Thursday, October 22, and the Community and Technical College Advisory Council scheduled for Wednesday, October 21.

5.12   Southern's Institutional Master Plan incorporates all strategic planning components. The Community and Technical College (CTC) System Master Plan for 2015-2020 was developed and adopted; Southern's Ten-year Master Facilities Plan was developed and adopted by the Board and CTC Council; and Southern's Mission, Vision, and Core Values have all been recently reviewed and adopted by the Board of Governors. At the Board's October Retreat, the Board will need to review the 2010-2015 strategic goals for the College and develop new ones for 2015-2020. All of these components will be incorporated into the College's new Institutional Master Plan.

5.13   The West Virginia Community and Technical College Board of Governors Association will hold its annual meeting on November 12, 2015 at the Embassy Suites in Charleston.

6.   Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated June 30, 2015 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The financial report discussed was on a cash basis with no accrual accounting. Mr. Litteral informed Board members the budget projected for 2015-2016 was based on a full-time enrollment of 1,300 students. The current FTE of 1229.93 includes waivers of which no revenue is generated. Due to a loss of enrollment, the College will have a shortfall of approximately $350,000 in tuition revenue dollars. He also stated that he received notification from the Chancellor's office to prepare for a 3%

(approximately $250,000) midyear budget cut and should know more about that in December.

Dr. Dempsey informed the Board that he may write a personal letter to those students who were dropped for nonpayment of tuition and setup a survey questionnaire for inclusion to determine why students decided not to attend Southern. Dr. Dempsey stated that he wants to make sure that student issues are being addressed and that information students need is provided. He commented that it behooves us to make sure that we are providing services to students. Some student feedback has been received through social media and other sources.

7. Development Office Report

Mr. Ronald Lemon, Vice President for Development, presented a PowerPoint Presentation which highlighted the Development Office's fundraising efforts to date. The Southern West Virginia Community College Foundation will hold its third annual Mike McGraw Memorial Scholarship Golf Classic on October 1, 2015 at Twin Falls State Park. All proceeds of the tournament will provide assistance to Wyoming County residents who want to pursue an education at Southern West Virginia Community and Technical College. Since 2007, the Foundation has awarded more than $2.1 million in scholarship assistance. College employees have contributed more than $250,000 since the inception of Vision 2020. Following the presentation, Chair Heywood thanked Mr. Lemon for his service and fundraising efforts.

8. Action Items

8.1 Approval of June 24, 2015, Board Meeting Minutes

MOTION: Glenn Yost moved to accept the June 24, 2015 minutes as presented.

ACTION: Terry Sammons seconded the motion. Chair Heywood declared the motion adopted and the minutes approved.

8.2 Request for Approval of Textbook Affordability Committee Report

MOTION: Wilma Zigmond moved to approve the following 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.

ACTION: Jada Hunter seconded the motion. Chair Heywood declared the motion adopted and the report approved.

8.3 Action on Institutional Policies Presented for 30-day Public Comment
8.3.1 SCP-1160, Diversity Philosophy

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1160, *Diversity Philosophy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously, and Chair Heywood declared the motion adopted.

8.3.2 SCP-1500, Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously, and Chair Heywood declared the motion adopted.

8.4 Action on Follow-up Reports Requested by the Board
At its June 24, 2015 meeting, the Board tabled Mr. Steven Lacek's recommendation to discontinue the Addiction Counseling, A.A.S. and Certificate programs; the Forensic Psychology and Investigation, A.A.S. and Certificate programs; and the Homeland Security and Emergency Services, A.A.S. program pending analysis of the number of students enrolled in these programs and the amount of time students need for program completion. The Board requested for Mr. Lacek to provide a follow-up report at the August 2015 meeting showing the number of students enrolled in each program and a time line for program completion.

Mr. Lacek presented a matrix to Board members showing the number of students enrolled in each program and the semester in which they enrolled. He stated that all students would fall under the 2014-2015 catalog and have five years to complete the programs. In response to the Board's questions in June, Mr. Lacek supplied the following information (Matrix is included as Addendum 1 of the meeting minutes).

8.4.1 Addiction Counseling, Associate in Applied Science and Certificate
The Addiction Counseling, A.A.S. program has nine (9) students enrolled and the Certificate program has one (1) student enrolled. All students should be able to complete the program in three years.

8.4.2 Forensic Psychology and Investigation, Associate in Applied Science and Certificate

Three (3) students are enrolled in both the Forensic Psychology and Investigation, A.A.S. and Certificate programs. Very little progress has been made toward degree or certificate completion in either program. No teach-out time line was provided.

8.4.3 Homeland Security and Emergency Service, Associate in Applied Science

Students pursuing a degree in this field of will have a Homeland Security concentration under Criminal Justice. A part-time instructor is employed for this program. Most students pursuing this degree are already employed in the field.

MOTION: Russell Saunders moved to accept the reports as presented.

ACTION: Wilma Zigmond seconded the motion. Chair Heywood declared the motion adopted.

No decision was made regarding discontinuance of the Addiction Counseling, A.A.S. and Certificate programs; the Forensic Psychology and Investigation, A.A.S. and Certificate programs; or the Homeland Security and Emergency Services, A.A.S. program.

9. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 7:55 p.m. The next Board of Governors business meeting is scheduled for Thursday, October 8, 2015 beginning at 6:00 p.m. and will be held at Stonewall Resort and Conference Center, Roanoke, West Virginia.

_____
Thomas A. Heywood, Chair

_____
Emma L. Baisden
Executive Assistant to the President
and Board of Governors

DRAFT

Number of students remaining in program:

9

Overview of Progress:

	First Term	CS 102	EN 101	MT 123	OR 110	PY 218	SO 200	SO 208	SP 103	Lab	PY 204	PY 209	PY 210	PY 217	PY 230	PY 231	PY 233	PY 234	PY 235	PY 236	HRS
TS	F10	S12	S11		S11	F15	S12		S11	F11											55
DK	F14	IP	S15		F14		F14	S15	S15												35
LT	S13	SU13	S14	SU14	S13	SU13	S14	SU13	SU13	S14	F13	F13	F14	IP	F14	S15	S15	S15	IP		93
MS	F13	F13	F14	IP*	F13	S14	F13	S15	S14	IP	S14	F14	F14	S14	IP	IP	S15	S15	IP	IP	71
BA	F15		IP	IP*	IP				IP												13
KD	S15	IP	S15	IP*	S15	IP	S15			IP											30
MC	F93	S09	S09			S15	S09	S15	S09		S15		S09		S09	S15	S15	S15			83
TW	F12	S13	F13	S15	S13	F13	S13	F13	F12		S15	F14	F14	IP	IP	IP	S15	S15	IP		89
AP	S13	IP	IP		S13	F13	S13	S14			F13	F13		S14	IP	IP	S15	S15			56

☐ = Class offered Fall 2015

Number of students remaining in program:

1

Overview of Progress:

First Term	BS 115	EN 101	OR 110	SO 208	SP 103	PY 204	PY 207	PY 217	PY 230	PY 231	PY 233	PY 234	PY 237	HRS
SE	SU12		IP												21

▢ = Class offered Fall 2015

Forensic Psychology and Investigation, AAS

Number of students remaining in program:

3

Overview of Progress:

	First Term	CH 203	EN 101	IT 102	IT 104	PY 201	PY 203	PY 204	PY 226	MT 130	MT 225	OR 110	SO 200	SP 103	F.A.	LAB	LIT	CJ 201	CJ 202	CJ 203	CJ 223	HRS
JB	F12					IP						F12										15
LP	F91		F91			F02								S03		F03						135
TB	F15		IP																			15

▢ = Class offered Fall 2015

Number of students remaining in program:

3

Overview of Progress:

	First Term	AH 122	EN 101	PY 203	PY 226	MT 130	LAB	CJ 201	CJ 203	CJ 213	CJ 223	HRS
RD	F06		F06	F10	S14			F10			S11	105
CN	F14	IP						F14	F14			
KM	F15		IP									

▢ = Class offered Fall 2015

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 8, 2015

ITEM:	Request for Approval of Institutional Update for the 2015-2020 Community and Technical College System Master Plan
RECOMMENDED RESOLUTION:	*RESOLVED,* That the Southern West Virginia Community and Technical College Board of Governors approve the Southern West Virginia Community and Technical College's strategies and target dates for the Community and Technical College System Master Plan, *Fulfilling the Vision:* 2015-2020, and authorize its submission to the West Virginia Council for Community and Technical College Education for its approval.
STAFF MEMBER:	Allyn Sue Barker
BACKGROUND:	

The West Virginia Council for Community and Technical College Education amended and approved the master plan, *Fulfilling the Vision*: 2015-2020, for the Community and Technical College System of West Virginia at their April 16, 2015 meeting. On June 7, 2015, the master plan was approved by the Legislative Oversight Commission on Education Accountability. In May 2015, Southern West Virginia Community and Technical College set an internal deadline of August 3, 2015 for submission of master plan strategies and target dates. An internal master plan template was created, which includes strategies, target dates, responsible party, action, and rationale, because the Community and Technical College System of West Virginia had not finalized a master plan template. Southern employees developed strategies and target dates that were formulated into the internal document. This document has been presented and approved through the Institutional Governance System.

The 2015-2020 Master Plan must be submitted to the West Virginia Council for Community and Technical College Education on or before November 1, 2015. As of September 17, 2015, the Community College System of West Virginia had not finalized the 2015-2020 Master Plan template. The official template will include completed strategies, new strategies, and continuing strategies, along with target dates.

Southern West Virginia Community and Technical College's Master Plan, *Fulfilling the Vision*: 2015-2020 is presented to the Board of Governors for review and consideration for approval. The document being presented is not in the official format, but does include the strategies and target dates that will be transferred to the official template, once finalized and received from the Community and Technical College System of West Virginia. Therefore, it is the recommendation of the staff that the Board approve the plan's strategies and target dates as presented and submission on the official template to the Council for approval.

MASTER PLAN

Fulfilling the Vision 2015 - 2020

Southern West Virginia
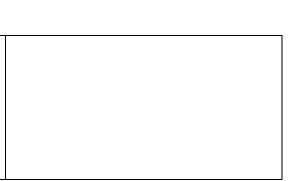*Community and Technical College*
Annual Update

Academic Year 2015-2016

GOAL I: Student Success: Improve the success of students by increasing college completion.

Objective 1.1 – Increase the number of West Virginians with a college credential

Strategies Completed	Date	Responsible Party	Action	Rationale
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Strengthen the partnership established between Adult Education and Southern to facilitate the referral process for students whose degree requirements include technical math (MT 124) but who do not meet the established cut score. Develop and implement a contract between the student, Southern, and Adult Education to facilitate the delivery of services and sharing of assessment data.	Fall 2017	Division Head of University Transfer Programs		
Provide tutoring in basic skills on all campuses through the developmental education coordinators.	Ongoing	Division Head of University Transfer Programs/Development Education Coordinators		
Continue to work with public schools to provide campus visits to students.	Ongoing	Division Heads/Student Services Directors		
Continue to use co-curricular model of delivery of developmental mathematics for gateway college-level mathematics courses.	Ongoing	Division Head of University Transfer Programs and Program Faculty		
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Provide students with added support and assistance from developmental education coordinators.	Ongoing	Division Head of University Transfer Programs/Developmental Education Coordinators		
Provide free tutoring 24/7 through Brainfuse Live Tutoring and communicate availability of service to students.	Ongoing	Blackboard Administrator/Faculty and Staff involved with New Student Orientation sessions and classes		
Continue outreach and enrichment efforts for K-12 students.	Ongoing	All College personnel		
Continue implementation and improvement of block scheduling models.	2016-2018	Division Heads, in cooperation with Faculty responsible for specific programs in own division		
Continue implementation and improvement of fully online program models, where appropriate.	2016-2020	Division Heads, in cooperation with Faculty and instructional technology		

Continue to identify and market academic programs that meet the needs of the nontraditional student and veteran (Board of Governors, Technical Studies, Occupational Development, etc.) in order to increase the number of graduates from this population of students, as well as traditional students.	Ongoing	Division Heads/BOG Coordinator/Student Services Specialists/Veterans Support/Public Relations Specialist		

New Strategies	Target Date	Responsible Party	Action	Rationale
Refine policy and procedure regarding credit for prior learning.	April 2016	Division Head of Social Sciences, Education, and Non-Traditional Programs		
Develop and implement summer boot-camps to help students improve initial placement scores to reduce the number of students in need of co-curricular math and English supplemental instruction.		Division Head of University Transfer Programs/Program Faculty		
Fully implement co-curricular model of delivery of developmental English for gateway college-level English courses.	Fall 2015	Division Head of University Transfer Programs/Program Faculty		
Implement Math Readiness Boot Camps between semesters and during the summer.	Summer 2015; between fall and spring semesters, 2015-2016	Division Head of University Transfer Programs/Developmental Education Coordinators		
Work to ensure development and implementation of stackable credentials.	April 2016/ongoing	Division Heads with faculty within program of study		
Work with HEPC to develop and implement processes for granting associate degrees under reverse transfer policy.	Spring 2017	Registrar/Director of Institutional Effectiveness/Director of Enrollment Management and Student Engagement		
Improve, streamline, and simplify the application and approval the process and procedures of awarding degrees in order to encourage candidates for graduation to complete the process.	Spring 2017	Registrar/Management Council of Academic Affairs and Student Services (MCAS)		
Develop and implement process of identifying students who complete credit-bearing skills sets and granting them a formal completion of skill set credential; as a corollary, develop technological means of reporting completed skill sets in credit-bearing area.	April 2016	Registrar/Chief Information Officer/ IT Staff/Faculty		

GOAL I: Student Success: Improve the success of students by increasing college completion.

Objective 1.2 – Accelerate the time to degree.

Strategies Completed	Date	Responsible Party	Action	Rationale
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Complete development and dissemination of semester-by-semester suggested sequences of courses for all programs.	Fall 2016	Division Heads/Faculty		
Continue implementation of co-curricular model of delivery for freshman-level English composition courses.	Fall 2015	Division Head of University Transfer Programs		
Refine policy and procedure regarding credit for prior learning.	April 2016	Division Head of Social Sciences, Education, and Non-Traditional Programs		
Continue to use co-curricular model of delivery of developmental mathematics for gateway college-level mathematics courses, assess, review and revise course content as appropriate.	Ongoing	Division Head of University Transfer Programs/Program Faculty		
Continue implementation of offering programs in accelerated scheduling modes where possible to include both 30 credit certificate programs and 60 credit associate degree programs.	2016-2020	Division Head of University Transfer Programs/Program Faculty		

New Strategies	Target Date	Responsible Party	Action	Rationale
Fully implement co-curricular model of delivery of developmental English for gateway college-level English courses.	Fall 2015	Division Head of University Transfer Programs/Program Faculty		
Review and revise math and English course prerequisites for other courses offered to reflect co-curricular model of delivery for developmental and college-level math and English.	Fall 2015	Chief Academic Officer/Division Heads and Faculty/Curriculum and Instruction Committee		
Develop new ways to encourage student use as well as advisor use of DegreeWorks to assist students in taking the most direct route to graduation.	Ongoing	Registrar		
Develop and implement effective and ongoing process for the review of transcripts of students who left Southern without a certificate or degree to determine how much they need to complete before contacting student about potential of completing.	June 2016	Registrar/Records Staff/Student Support Specialists		
Coordinate activities with other WV colleges and universities with the assistance of the HEPC to implement processes for granting degrees under the state-approved reverse transfer process.	2017	Registrar/Director of Institutional Effectiveness/Director of Enrollment Management and Student Engagement		
Develop and implement an effective marketing plan for communicating with interested population about the accelerated career/technical programs that students can enter.	Ongoing	Division Head of Healthcare and Business Programs/Division Head of Applied and Industrial Technology Programs/Public Relations Specialist		

GOAL I: Student Success: Improve the success of students by increasing college completion.

Objective 1.3 – Prepare students for success in the workplace.

Strategies Completed	Date	Responsible Party	Action	Rationale
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Continue to utilize TAACCCT Grant to fund two developmental education coordinators who provide additional support for developmental education students.	Ongoing	Division Head of University Transfer Programs		
Continue to monitor application progress that would allow healthcare students to return to clinical rotations in Kentucky.	Spring 2016	Division Head of Healthcare and Business Programs		
Continue delivery of training and professional development opportunities for business and industry within the region.	Ongoing	Vice President for Economic, Workforce, and Community Development/ Chief Academic Officer/Division Heads		
Continue to expand workforce development education courses and/or programs into other sectors and industries.	2020	Vice President for Economic, Workforce, and Community Development/ Chief Academic Officer/Division Heads		
Continue to apply for workforce related grants to meet documented workforce needs.	Ongoing	Vice President for Economic, Workforce, and Community Development/Grants Coordinator		
Continue implementation of simulated workplace in career technical programs, as appropriate.	Ongoing	Division Head of Healthcare and Business Programs/Division Head of Applied and Industrial Technology Programs		
Continue to engage with employers on program advisory boards to ensure quality of curriculum being taught and to discuss quality of knowledge/ability of graduates from programs.	Ongoing	Division Head of Healthcare and Business Programs/Division Head of Applied and Industrial Technology Programs/Division Head of Social Sciences, Education and Non-Traditional Programs		
Continue to work towards implementation of Career Services Centers.	2020	Chief Academic Officer/Student Services Directors		

New Strategies	Target Date	Responsible Party	Action	Rationale
Where applicable imbed general education competencies within technical program curricula.	Fall 2016	Chief Academic Officer/Division Heads/Faculty/Curriculum and Instruction Committee		
Increase amount and variety of simulation experiences for students in health programs.	Ongoing	Division Head of Healthcare and Business Programs/Allied Health Program Coordinators		
Add content, as applicable, to career technical programs in entrepreneurism to enhance student awareness of business needs and concerns.	Ongoing	Division Heads and Faculty in specific programs of study		

GOAL I: **Student Success: Improve the success of students by increasing college completion.**

Objective 1.4 – Prepare students for success who transfer to four-year institutions.

Strategies Completed	Date	Responsible Party	Action	Rationale
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Continue to monitor and update the statewide core coursework transfer agreement.	Ongoing	Chief Academic Officer/Division Heads		
Continue to maintain and improve quality classes available for AA and AS transfer degrees.	Ongoing	Division Heads/Chief Academic Officer		
Continue to update and upgrade 2+2 and other transfer/articulation agreements with bachelor-granting institutions throughout WV.	Ongoing	Division Head of Social Sciences, Education, and Non-Traditional Programs		
Ensure quality of academic and workforce programs through the student learning assessment process at Southern.	Ongoing	Chief Academic Officer/Division Heads/Assessment Committee/Faculty		

New Strategies	Target Date	Responsible Party	Action	Rationale
Regularly review general education goals.	Every 3-5 years, determined in accordance with HEPC review process	Chief Academic Officer/Division Heads/State Assessment Council Representative		
Increase flexibility and transferability of the Associate of Arts and Associate of Science degrees.	Fall 2017	Chief Academic Officer/Division Heads/Curriculum and Instruction Committee		
Increase the number and seamless nature of individual coursework and degree agreements with transfer institutions.	Fall 2020	Chief Academic Officer/Division Heads		
Develop and implement a regular schedule for the review of course objectives.	Fall 2017	Division Heads		
Revise the A.A. and A.S. degree requirements to improve alignment with baccalaureate degree requirements at transfer institutions and to provide greater flexibility of requirements to serve a broad spectrum of majors to promote degree completion and seamless transfer.	Spring 2018	Chief Academic Officer/Division Heads/Curriculum and Instruction Committee		
Develop new courses with a global perspective to meet the needs of transferring students.	Ongoing	Chief Academic Officer/Division Heads/Curriculum and Instruction Committee		

GOAL 2: **Workforce: Meet the workforce demands of employers and enhance economic development efforts in West Virginia.**

Objective 2.1 – Meet short- and long-term documented workforce needs of the region.

Strategies Completed	Date	Responsible Party	Action	Rationale

Continuing Strategies	Target Date	Responsible Party	Action	Rationale
Continue to monitor application progress ~~to~~ that would allow healthcare students to return to clinical rotations in Kentucky. This will allow more graduates to enter the workforce in demand occupations	Spring 2016	Division Head of Healthcare and Business Programs		
Continue to expand workforce development education courses and/or programs into other sectors and industries.	2020	Vice President for Economic, Workforce, and Community Development/ Chief Academic Officer/Division Heads		
Continue to apply for workforce related grants to meet documented workforce needs.		Vice President for Economic, Workforce, and Community Development/Grants Coordinator		
Continue to work with employers to identify current high demand occupations and skill sets.	On-going	Workforce Unit/Employer Engagement Team		
Continue delivery of training and professional development opportunities for business and industry within the region.	On-going	Workforce Unit/Employer Engagement Team		
Continue to deliver professional development and skill set training to business and industry.	On-going	Workforce Unit/Employer Engagement Team		
Expand relationships with non-profit organizations to identify the citizen's and organization's training needs.	On-going	Workforce Unit/Employer Engagement Team		
Strategically target funding for the development of programs that meet documented workforce needs.	On-going	Workforce Unit/Employer Engagement Team		

New Strategies	Target Date	Responsible Party	Action	Rationale
Increase the number of continuing education offerings in Business, Healthcare, and Technology by 25%.	2020	Workforce Director/Division Heads/ Program Coordinators		
Develop five new academic programs designed to meet further workforce and industry needs of the region.	2020	Division Heads/ Program Coordinators/Faculty		
Implement sector-based employer engagement plan.	2015	Workforce Unit/Employer Engagement Team		
Formally establish partnership with manufacturing sector representatives to meet the documented needs of employers.	2017	Workforce Unit/Employer Engagement Team/Division Head of Applied and Industrial Technology Programs		
Inventory non-profit organizations in the region and conduct survey to document their workforce and organizational needs.	2018	Workforce Unit/Employer Engagement Team		
Explore, develop, and deliver non-academic credit healthcare programs to meet documented need.	2020	Workforce Unit/Employer Engagement Team/Division Head of Healthcare and Business Programs		
Establish partnerships with the industry sectors identified through consensus by the region's resource partners.	2018	Workforce Unit/Employer Engagement Team		

GOAL 2: Workforce: Meet the workforce demands of employers and enhance economic development efforts in West Virginia.

Objective 2.2 – Enhance regional economic development efforts.

Strategies Completed	Date	Responsible Party	Action	Rationale
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Continue to engage Appalachian Leadership Academy students in community service learning projects that support Mingo County initiatives to expand economic development and tourism in the area.	Ongoing	Program Manager/Community Leadership Development		
Continue to work with employers to identify current high demand occupations and skill sets.	Ongoing	Workforce Unit/Employer Engagement Team		
Continue delivery of training and professional development opportunities for business and industry within the region.	Ongoing	Workforce Unit/Employer Engagement Team		
Expand relationships with non-profit organizations to identify the citizen's and organization's training needs.	Ongoing	Workforce Unit/Employer Engagement Team		
Continue to apply for workforce related grants to meet documented workforce needs.	Ongoing	Vice President for Economic, Workforce, and Community Development/Grants Coordinator		
Continue to work in cooperation with all economic development authorities, chambers of commerce, convention and visitor bureaus, public officials, and community leaders throughout the college's region on regional projects to strategically address economic and workforce challenges.	On-going	Workforce Unit/Employer Engagement Team		
Collaborate with economic development authorities within the region to support emerging industries, businesses, and other entrepreneurial opportunities.	On-going	Workforce Unit/Employer Engagement Team		

Continuing Strategies	Target Date	Responsible Party	Action	Rationale
Continue work with internal entrepreneurial team to cultivate a cooperative integration of entrepreneurial skills across college programs providing students tools for self-employment, business development, and job creation and an entrepreneurial culture throughout the region.	On-going	Workforce Unit/Employer Engagement Team/Entrepreneurial Team/Division Heads		
New Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Work with all necessary organizations to ensure that eighty percent of all Career and Technical Programs will obtain include an industry recognized credential upon completion.	2019	Division Heads/Program Coordinators/ Faculty		
Develop 5 new courses and/or workshops with an emphasis on entrepreneurship.	2019	Division Heads/Program Coordinators/ Faculty		
Work in cooperation and collaboration with the region's economic development planning team to host a Leadership Southern session.	2015-2016	Workforce Unit/Employer Engagement Team		
Work with area manufactures to host regional business services/support meetings and/or workshops.	2017	Workforce Unit/Employer Engagement Team		

GOAL 2: **Workforce: Meet the workforce demands of employers and enhance economic development efforts in West Virginia.**

Objective 2.3 - Provide workplace learning opportunities.

Strategies Completed	Date	Responsible Party	Action	Rationale
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Continue to expand workforce development education courses and/or programs into other sectors and industries.	Ongoing	Vice President for Economic, Workforce, and Community Development/ CAO/Division Heads		
Continue to apply for workforce related grants to meet documented workforce needs.	Ongoing	Vice President for Economic, Workforce, and Community Development/ Grants Coordinator		
Develop a minimum of three paid internships and/or registered apprenticeships.	2019	Division Heads/Program Coordinators/ Faculty		
Continue delivery of training and professional development opportunities for business and industry within the region.	On-going	Workforce Unit/Employer Engagement Team		
Continue to deliver documented skill set training needs to business and industry.	On-going	Workforce Unit/Employer Engagement Team		
Strategically target funding for the development of programs that meet documented workforce needs and support learning opportunities in the workplace.	On-going	Workforce Unit/Employer Engagement Team		
Continue to deliver the annual required workforce training for incumbent workers in the mining industry.	On-going	Workforce Unit/Director of the Academy for Mine Training and Energy Technologies		
Continue to deliver established training programs for incumbent workers in the oil/gas industry.	On-going	Workforce Unit/Director of the Academy for Mine Training and Energy Technologies		

Continuing Strategies	Target Date	Responsible Party	Action	Rationale
Deliver employer training programs when and where they are needed.	On-going	Workforce Unit/Director of the Academy for Mine Training and Energy Technologies/Workforce Director		

New Strategies	Target Date	Responsible Party	Action	Rationale
Conduct personal visits to employers' businesses and survey their needs to assist in development of customized training, additional training programs, and/or adjustments to current programs.	2015-2018	Workforce Unit/Employer Engagement Team		
Develop and deliver needed training programs and/or customized training.	2015-2020	Workforce Unit/Employer Engagement Team		
Inventory non-profit organizations in the region and conduct survey of their workforce and organizational needs.	2015-2017	Workforce Unit/Employer Engagement Team		
Develop and deliver training programs for the mining industry to meet the new MSHA federal regulations and guidelines.	2015-2020	Workforce Unit/Director of the Academy for Mine Training and Energy Technologies		

GOAL 3:   Access: Provide access to affordable community and technical college education in all regions of the state.

Objective 3.1 – Maintain access to educational programs.

Strategies Completed	Date	Responsible Party	Action	Rationale

Continuing Strategies	Target Date	Responsible Party	Action	Rationale
Continue to utilize TAACCCT 3 Grant to fund two developmental education coordinators who provide additional support for developmental education students.	2016	Division Head of University Transfer Programs		
Revise scheduling processes to implement block scheduling in most degree programs for greater ease for students to complete programs.	Ongoing	Division Heads		
Develop and implement online courses strategically to improve ability of students at a distance to complete specific course requirements in specific programs.	Ongoing	Division Heads		
Refine policy and procedure regarding credit for prior learning.	2016	Division Head of Social Sciences, Education, and Non-Traditional Programs		
Participate in college fairs at local high schools.	Ongoing	Director of Disability and Adult Services		
Continue outreach and support of Veterans and Active Military.	Ongoing	Veteran's Support		
Increase dual credit participation in local high schools	Ongoing	Division Head of Social Sciences, Education, and Non-Traditional Programs/Coordinator for Dual Credit and Education Program Liaison		
Continue to submit programs for WIOA and Workforce HEAPS approval in order to provide access to financial assistance for non-academic credit students.	On-going	Workforce Unit		
Continue to offer ed2go non-academic credit on-line courses and/or programs.	On-going	Workforce Unit		

New Strategies	Target Date	Responsible Party	Action	Rationale
Increase course offerings at local high schools on evenings and weekends.	Fall 2016	Division Heads/CAO		
Develop recovery program for students on academic and financial aid probation.	Spring 2017	Management Council for Academic Affairs and Student Services (MCAS)		
Develop plan to strategically manage enrollment and best utilize the institution's financial resources for enrollment growth.	Fall 2015	Chief Academic Officer/Vice President for Development/Director of Financial Assistance/Public Relations Specialist/Director of Enrollment Management and Student Engagement/Registrar/Director of Disability and Adult Services		
Develop and implement marketing program to adult students on Google and Facebook.	Spring 2016	Public Relations Specialist/Program Coordinator for Adult Services		
Develop and implement marketing program to adult students on college TV station.	Spring 2016	Public Relations Specialist/Program Coordinator for Adult Services		
Initiate Early Alert program.	Fall 2016	Director of Enrollment Management and Student Engagement/Registrar/Director of Disability and Adult Services		
Develop and implement faculty/student tutoring program on each campus.	Fall 2017	Division Head of University Transfer Programs		
Reorganize Student Services to better serve students.	Summer 2016	Chief Academic Officer		

GOAL 3:   Access: Provide access to affordable community and technical college education in all regions of the state.

Objective 3.2 – Ensure affordability.

Strategies Completed	Date	Responsible Party	Action	Rationale
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Refine policy and procedure regarding credit for prior learning.	April 2016	Division Head of Social Sciences, Education, and Non-Traditional Programs		
Maintain tuition and fees below System average.	Ongoing	President/Board of Governors		
Develop more online and alternative format classes.	Ongoing	Division Heads		
Increase the number and amount of foundation scholarships.	Ongoing	Vice President for Development		
Increase dual credit participation in local high schools.	Ongoing	Division Head of Social Sciences, Education, and Non-Traditional Programs/Coordinator for Dual Credit and Education Program Liaison		
Increase course offerings at local high schools on evenings and weekends.	Fall 2016	Division Heads/CAO		
Continue to submit programs for WIOA and Workforce HEAPS approval in order to provide access to financial assistance for non-academic credit students.	On-going	Workforce Unit		
Strategically target funding for the development of non-academic credit programs that meet documented workforce needs.	On-going	Workforce Unit/Employer Engagement Team		

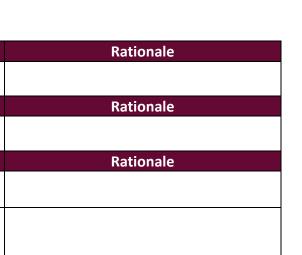| New Strategies	Target Date	Responsible Party	Action	Rationale
Develop a more student-friendly payment plan.	Fall 2016	Vice President for Finance and Administration		
Develop "predictors" of students who register for classes but do not enroll at Southern.	Fall 2017	CIO/Director of Institutional Effectiveness/Director of Enrollment Management and Student Engagement/Manager of Business and Auxiliary Services, Logan Campus		
Develop "predictors" of students who graduate from Southern.	Fall 2017	CIO/Director of Institutional Effectiveness/Director of Enrollment Management and Student Engagement/Manager of Business and Auxiliary Services, Logan Campus		

GOAL 3: **Access: Provide access to affordable community and technical college education in all regions of the state.**

Objective 3.3 – Use technology to better serve all regions of the state.

Strategies Completed	Date	Responsible Party	Action	Rationale
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Develop and implement online courses strategically to improve ability of students at a distance to complete specific course requirements in specific programs.	Ongoing	Division Heads		
Explore alternative methods of deliver through the use of technology.	Fall 2018	Division Heads/IT Staff		
Create recruitment website that integrates college marketing materials, foundation scholarships, admissions applications, etc.	Fall 2016	Web Developer/CAO/Veteran's Support		
Develop more online and alternative format classes.	Ongoing	Division Heads		
Increase the number of services available to students digitally (via the web or the College's mobile app).	Ongoing	Web Developer/CIO		
Continue to offer non-academic credit on-line courses and programs.	On-going	Workforce Unit		
New Strategies	**Target Date**	**Responsible Party**		
Create recruitment database that helps the College follow-up on prospective students.	October 2015	Director of Enrollment Management and Student Engagement/IT User Services Manager		
Explore establishment of an electronic pathway between Southern and all schools and community partners in our service district.	2020	District Consortium		

GOAL 4: **Resources: Ensure fiscal stability to effectively deliver comprehensive community and technical college education.**

Objective 4.1 – Advocate for increased state support.

Strategies Completed	Date	Responsible Party	Action	Rationale

Continuing Strategies	Target Date	Responsible Party	Action	Rationale

New Strategies	Target Date	Responsible Party	Action	Rationale
Promote documented Southern successes to state-level decision makers.	2016-2020	President		
Advocate for increased appropriation levels of funding from the State legislature through appropriate avenues.	2016-2020	President		

GOAL 4: Resources: Ensure fiscal stability to effectively deliver comprehensive community and technical college education.

Objective 4.2 – Increase external financial support.

Strategies Completed	Date	Responsible Party	Action	Rationale
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Continue to pursue external grants.	Ongoing	Grants Coordinator/Director of Institution Effectiveness		
New Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Search out and apply for new federal, state and private grants that can support academic programming appropriate and needed by the college.	2016-2020	Director of Institutional Effectiveness/CAO/Vice President for Economic, Workforce, and Community Development		
Develop partnerships with business and industry that can enable leveraging of resources with the private sector through sharing of people, equipment, materials, and/or facilities.	2016-2020	President/all Vice Presidents/Division Heads/Directors of Campus Operations		
Seek donations of funding, equipment, materials, etc., from partners in business and industry, as appropriate.	2016-2020	President/all Vice Presidents/Division Heads/Directors of Campus Operations		
Explore new methods to conduct fund-raising for the Southern Foundation for support of college as well as for scholarships.	2016-2020	President/Vice President for Development		

GOAL 4:   Resources: Ensure fiscal stability to effectively deliver comprehensive community and technical college education.

Objective 4.3 – Invest in Human Resources.

Strategies Completed	Date	Responsible Party	Action	Rationale
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Increase opportunities for faculty and staff development at the college.	2016-2020	Director of Human Resources/all Vice Presidents		
Target external professional development funding towards trainings and other professional engagement that enhances the employee's experiences to the benefit of the college.	2016-2020	Director of Human Resources/all Vice Presidents		
Fill currently budgeted vacant positions that are needed to fulfill the functions of the college.	2015-2016	Director of Human Resources/Supervisors of vacant positions/appropriate unit Vice Presidents		
New Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Work to increase salaries.	2016-2020	President		
Implement New Faculty Academy for recently hired faculty members. Develop and implement semester long series of workshops and discussions for New Faculty Academy.	2015-2020	Division Heads/CAO		
Develop and implement systematic plan for review of PIQs for all staff.	2016	Director of Human Resources		
Develop multi-year plan for salary adjustments to full funding of the staff salary schedule, recognizing that implementation is dependent on other financial factors.	2017-2018	President/Vice President for Finance and Administration/Director of Human Resources		
Develop multi-year plan for salary adjustments for faculty to bring salaries in line with those at other community colleges in the state and region, recognizing that implementation is dependent on other financial factors.	2017-2018	President/Vice President for Finance and Administration/Director of Human Resources		

GOAL 4:   Resources: Ensure fiscal stability to effectively deliver comprehensive community and technical college education.

Objective 4.4 – Ensure fiscal stability.

Strategies Completed	Date	Responsible Party	Action	Rationale
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Continue recruiting efforts to ensure revenue from tuition is maximized.	Ongoing	CAO/Director of Disability and Adult Services/Division Heads		.
Continue to project enrollment numbers conservatively in order to prevent creation of budgets that are not realistic.	2016-2020	Vice President for Finance and Administration		
New Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Review and revise appropriate course and program fees	2016-2018	Division Heads/Program Coordinators		
Present proposals for changes in course fees/program fees (as approved by the President) to the Board of Governors for passage and implementation.	2016-2019	President/all Vice Presidents		
Take measures to incrementally increase reserve funds, as appropriate and possible.	2016-2020	Vice President for Finance and Administration		

GOAL 4: **Resources: Ensure fiscal stability to effectively deliver comprehensive community and technical college education.**

Objective 4.5 – Demonstrate a financial commitment to student success.

Strategies Completed	Date	Responsible Party	Action	Rationale
Continuing Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Continue institutional support for co-requisite model of basic skills classes, providing math and language support to students who test below college level in math and/or language upon entering college.	2016-2020	Division Head of University Transfer Programs		
New Strategies	**Target Date**	**Responsible Party**	**Action**	**Rationale**
Use quantitative analysis of systems and programs to determine which ones have shown success. Provide budget allotments appropriately.	2016-2020	Director of Institutional Effectiveness		
Develop and implement more effective advising strategies and practices, involving more active and intrusive advising of students throughout their programs.	2016-2017	Student Services Directors/Division Heads		
Develop and implement additional and enhanced academic support services for students, to include more tutoring opportunities and greater opportunities for practice of skills, such as supported open lab times.	2016-2018	Division Heads/CAO		

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 8, 2015

ITEM: Request for Approval of SCP-1160, *Diversity Philosophy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1160, *Diversity Philosophy*, and its submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Merle Dempsey

BACKGROUND:

SCP-1160, *Diversity Philosophy*, was reviewed and approved by the Executive Council and President's Cabinet. No modifications were necessary as the policy is in alignment with the American Association of Community Colleges, Position Statement on Inclusion.

At its August 18, 2015, meeting, the Southern West Virginia Community and Technical College Board of Governors authorized advancement of SCP-1160, *Diversity Philosophy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended on September 18, 2015. No comments were received at the end of the comment period. Therefore, the staff recommends the proposed policy as presented to the Board of Governors for consideration for approval and submission to the Chancellor for Community and Technical College Education for final approval.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1160

SUBJECT: Diversity Philosophy

REFERENCE: American Association of Community Colleges, Position Statement on Inclusion
                            http://www.aacc.nche.edu

ORIGINATION: August 20, 1998

EFFECTIVE: November 8, 2015

REVIEWED: July 2015

SECTION 1.   PURPOSE

1.1   To communicate support for, and adoption of, the Association of Community Colleges' (AACC) "Position Statement on Inclusion."

SECTION 2.   SCOPE AND APPLICABILITY

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

SECTION 3.   DEFINITIONS

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

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

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

SECTION 4.   POLICY

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

SCP-1160, *Diversity Philosophy*   Page 1 of 4

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1   None

SECTION 6.   GENERAL PROVISIONS

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

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

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

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

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

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

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

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

6.5   Many colleges and universities share a common belief, born of experience, that diversity in their student bodies, faculties, and staff is important for them to fulfill their primary mission: providing a quality education. The reasons include:

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

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

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

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

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

SECTION 7.   RESPONSIBILITIES

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

SECTION 8.   CANCELLATION

8.1   None.

SECTION 9.   REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	**Date**

President	**Date**

Attachments: None.

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

Revision Notes: September 2000 – Reformatted policy to the MAP system.

                           August 2010 – Revised to reflect current AACC Position Statement on Inclusion.

                           July 2015 – Policy reviewed for accuracy and no modifications are needed.

<div align="center">

COMMENTS RECEIVED

Public Comment Period: August 19, 2015 – September 18, 2015

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1. SCP-1160, Diversity Philosophy
2. SCP-1500, Philosophy, Vision, Mission of Southern West Virginia Community and Technical College

1. SCP-1160, Diversity Philosophy		
Date Received	Comments	Revisions to Policy Proposal
9/18/2015	No comments received.	

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 8, 2015

ITEM: Request for Approval of SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*, and its submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Merle Dempsey

BACKGROUND:

SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*, was reviewed and approved by the Executive Council and President's Cabinet. Revisions made provide clarity and reflect the addition of the new institutional Vision and Mission Statements adopted by the Board of Governors, the new purpose statement of the Strategic Planning and Financial Review Committee reflected in the current institutional Governance Handbook, and the incorporation of the Institutional Commitments and Core Values into the policy.

At its August 18, 2015, meeting, the Southern West Virginia Community and Technical College Board of Governors authorized advancement of SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended on September 8, 2015. One comment pertaining to grammar was received at the end of the comment period. The suggested grammar correction was made to Section 6.1 of the policy. Therefore, the staff recommends the proposed policy as presented to the Board of Governors for consideration for approval and submission to the Chancellor for Community and Technical College Education for final approval.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1500

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

REFERENCE: Institutional Master Plan

ORIGINATION: July 1, 1984

EFFECTIVE: November 8, 2015

REVIEWED: July 2015

SECTION 1.   PURPOSE

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

SECTION 2.   SCOPE AND APPLICABILITY

2.1   All college constituencies.

SECTION 3.   DEFINITIONS

3.1   None.

SECTION 4.   POLICY

4.1   The philosophy, vision, and mission of Southern West Virginia Community and Technical College are generally consistent with similar institutions. However the philosophy, vision, and mission statements are reviewed and revised from time to time; therefore, it reflects the hopes and aspirations of the citizens in the service area as well as College constituents. The Southern West Virginia Community and Technical College Board of Governors and members of institutional governance committees, as well as, faculty, students, staff, and administration have all contributed to defining the philosophy, vision, and mission of the College.

   4.1.1   Philosophy Statement

      4.1.1.1   We believe that all citizens have a right to develop their abilities in accordance with their own chosen goals, and that the College provides the means through which this development may take place. The emphasis of the College is upon people. We believe in people – in their dignity, in their worth as individuals, and in their development.

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

and satisfying lives.

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

4.1.2 Vision Statement

Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century.

4.1.3 Mission Statement

Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

4.1.3.1 Institutional Commitments

As a comprehensive community and technical college, Southern is committed to providing:

4.1.3.1.1 Developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses.

4.1.3.1.2 Programs of study leading to the associate in arts and the associate in science degrees, which can be effectively transferred and applied toward the baccalaureate degree.

4.1.3.1.3 Programs of study in career and technical fields leading to a skill-set certification, certificate degree and/or the associate in applied science degree for entry into the workforce.

4.1.3.1.4 Workforce development, continuing education and training programs that support the needs of employees and employers and serve as a mechanism for economic development.

4.1.3.1.5 Support services that assist students in achieving their education and training goals.

4.1.3.1.6 Community interest programs and activities that promote personal growth and cultural enrichment.

4.1.4 Our Core Values

We will accomplish our mission by:

4.1.4.1 Achieving excellence in education and service.

4.1.4.2 Exhibiting integrity in all that we do.

4.1.4.3 Collaborating and communicating actively with others.

4.1.4.4 Imparting passion and compassion to our every task.

4.1.4.5 Leading by encouragement and support of lifelong learning.

4.1.4.6 Embracing change through bold actions.

4.1.4.7 Being creative and innovative at all levels.

4.1.4.8 Initiating opportunities for the community.

4.1.4.9 Celebrating success.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 The College has a systematic and inclusive process for the development and review/update of the Institution's vision, mission, and core values. This process is integrated in part within the College's strategic planning process guided by the institution's commitment to shared governance. The Strategic Planning and Financial Review Committee comprised of individuals representing all internal constituencies is charged with the development and review of the strategic planning process and plan. As part of the College's Strategic Plan, the vision, mission, and core values are reviewed and recommendations for change or modification are submitted through the College Governance System to the President for recommendation to the Board of Governors for final approval and adoption.

SECTION 7. RESPONSIBILITIES

7.1 Employees are expected to understand the philosophy and support the vision, mission, and core values of the College. The vision, mission, and core values will be reviewed annually by the Strategic Planning and Financial Review Committee.

SECTION 8. CANCELLATION

8.1 Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 7/1/1984.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	**Date**

President	**Date**

Attachments: None.

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

Revision Notes: September 2010 – Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity. Includes the new institutional Mission Statement approved by the Board of Governors June 22, 2010. This policy was reformatted using the latest policy template.

July 2015 – Revisions provide clarity and reflect the addition of the new institutional Vision and Mission Statements adopted by the Board of Governors, the new purpose statement of the Strategic Planning and Financial Review Committee reflected in the current institutional Governance Handbook, and the incorporation of the Institutional Commitments and Core Values into the policy.

COMMENTS RECEIVED
Public Comment Period: August 19, 2015 – September 18, 2015

1. **SCP-1160, Diversity Philosophy**
2. **SCP-1500, Philosophy, Vision, Mission of Southern West Virginia Community and Technical College**

2. SCP-1500, Philosophy, Vision, Mission of Southern West Virginia Community and Technical College		
Date Received	Comments	Revisions to Policy Proposal
8/19/2015	In SCP-1500, Section 6.1, there is a grammar error in the third sentence. The verb, "are" in the phrase, "are charged with the development…" should be changed to "is." The **Strategic Planning and Financial Review Committee** is a singular committee, therefore the verb 'is' would be appropriate: …Committee... is charged... D. Bruce Curry, Ph.D.	Suggested grammar correction was made to Section 6.1.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 8, 2015

ITEM:	Request for Approval for Rescission of SCP-3245, *Faculty and Administrative Productivity*
RECOMMENDED RESOLUTION:	*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the proposed rescission of the aforementioned policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.
STAFF MEMBER:	Debra Teachman
BACKGROUND:	

SCP-3245, *Faculty and Administrative Productivity*, was reviewed by the Academic Leadership Team (Vice President for Academic Affairs and Student Services and the Division Heads), a sub-group of the Management Council for Academic Affairs and Student Services (MCAS), at their August 26, 2015, meeting.

The Academic Leadership Team recommends rescission of the policy as the state statutes have changed and no longer address productivity of faculty and administrative staff as outlined in Section 1.1 of the policy. The policy is no longer relevant.

Based on the deliberation and recommendation of the Academic Leadership Team, the staff member requests that the request to rescind SCP-3245, *Faculty and Administrative Productivity*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. This request was reviewed and approved by Executive Council at their September 2015 meeting and approved by President's Cabinet at their September 2015 meeting.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3245

SUBJECT: Faculty and Administrative Productivity

REFERENCE: West Virginia Code §18B-7-7, Professional Productivity; West Virginia Code §18B-1A-3, Peer Institutions

ORIGINATION: October 20, 2005

EFFECTIVE: February 21, 2006

REVIEWED: November 2010

SECTION 1.   PURPOSE

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

SECTION 2.   SCOPE AND APPLICABILITY

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

SECTION 3.   DEFINITIONS

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

3.2   Full-time Faculty — An individual employed on a full-time year-to-year basis designated as faculty or instructional staff who holds rank and is assigned a full-time workload per institutional guidelines.

SECTION 4.   POLICY

4.1   Administrators shall be at least 10 percent more productive than administrators at similar peer institutions in other states as selected by the West Virginia Higher Education Policy Commission in collaboration with the Council for Community and Technical College Education and approved by the Legislative Oversight Commission on Education Accountability (LOCEA). Appropriate measures of productivity will be determined by the Southern West Virginia Community and Technical College Board of Governors and compared with approved peer institutions in other states. Possible measures include number of administrators as a percent of full-time employees; average administrator salary as compared with similar positions at peer institutions in other states. Other appropriate measures may be determined by the Board of Governors.

4.2   Any administrator holding faculty rank must teach at least a minimum of three (3) credit hours per academic year. This teaching responsibility shall be considered as a part of the contractual responsibilities of that administrative position and shall not require any additional compensation. Department Chairs who hold faculty rank shall perform teaching responsibilities as determined by the appropriate Academic Dean.

4.3   Faculty and instructional staff shall be at least ten percent more productive than faculty at peer institutions as approved according to West Virginia State Code §18B-1A-3. It is recognized, however, that many aspects of faculty productivity are intangible and cannot be measured by such simple methods as examining student/teacher ratio. Likewise, no single measure of faculty productivity is sufficient to measure overall productivity. While quantity is easily measured, quality is more meaningful when assessing faculty productivity. Therefore, a combination of measures will be used to determine productivity. Only comparable standardized data elements, as reported to nationally recognized data collection organizations, will be used for any comparative measurement of faculty productivity. Such measures may include:

   4.3.1   Credit hour production shall be determined by dividing the number of student credit hours by the number of faculty credit hours.

   4.3.2   Advising load shall be determined by the Department Chair in consultation with the faculty member.

   4.3.3   Program-focused qualitative measures shall include the percentage of graduates who pass licensing and/or certifications exams in their areas of study.

   4.3.4   Course-oriented productivity measures shall include course load and successful completion of duties assigned by the Department Chair and/or the Academic Dean.

   4.3.5   College governance committee service shall be determined by the Department Chair and/or Academic Deans.

   4.3.6   Professional development will likewise be assessed by the Department Chair and/or Academic Dean.

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

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1   This policy is not applicable to non-exempt employees.

SECTION 6.   GENERAL PROVISIONS

6.1   None.

SECTION 7.   RESPONSIBILITIES AND PROCEDURES

7.1   Evaluation of administrator and faculty productivity is the responsibility of the appropriate Department Chair or Academic Dean or his/her designee working in conjunction with the Southern West Virginia Community and Technical College Board of Governors. The Board of Governors will approve the list of peer institutions. A productivity report will be presented each fall to that body.

SECTION 8.   CANCELLATION

8.1   None.

SECTION 9.   REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	**Date**

President	**Date**

Attachments: None.

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

Revision Notes: November 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 8, 2015

ITEM:	Request for Approval for Revisions to SCP-4151, *Academic Standards and Expectations of Students*
RECOMMENDED RESOLUTION:	*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.
STAFF MEMBER:	Debra Teachman
BACKGROUND:	

SCP-4151, *Academic Standards and Expectations of Students*, was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at their August 26, 2015, meeting.

Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and simplification.

Based on the deliberation and recommendation of MCAS, the staff member requests that SCP-4151, *Academic Standards and Expectations of Students*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. This request was reviewed and approved by Executive Council with minor changes at their September 2015 meeting and approved by President's Cabinet at their September 2015 meeting.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4151

SUBJECT: <u>Regarding the College Catalog as</u> Academic Standards and Expectations of Students

REFERENCE: None

ORIGINATION: June 9, 1987

EFFECTIVE: July 1, 1987

REVIEWED: ~~September 23, 2010~~ <u>August 26, 2015</u>

SECTION 1.   PURPOSE

1.1   To establish standards and expectations of students regarding their responsibility relating to course work, degree and certificate requirements; satisfactory academic progress; and program completion.

SECTION 2.   SCOPE AND APPLICABILITY

2.1   Applies to all students.

SECTION 3.   DEFINITIONS

3.1   *Student* – Any person who has been admitted to Southern ~~to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same in connection with study, research, or service or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the West Virginia Higher Education Policy Commission, West Virginia Council for Community and Technical College Education, or the institution~~.

SECTION 4.   <u>ACADEMIC</u> POLICY

4.1   ~~The following~~ College Catalog entries <u>that</u> relate to student academic standards and expectations and shall be regarded as <u>academic</u> policy ~~until such time as they are superceded by policies subsequently considered and approved.~~<u>except when superseded by changes required by state, federal or accrediting bodies.</u>

   4.1.1   General Admission~~s~~
   4.1.2   Admission~~s~~ Requirements for Allied Health or Nursing Associate Degree Programs
   4.1.3   Entrance Assessment
   4.1.4   Assessment Expectations for Students
   4.1.5   Academic Standing Policy
   4.1.6   Academic Dishonesty Policy
   4.1.7   Graduation Statement
   4.1.8   Academic Expectations of Students

4.2   To the extent any conflict is determined to exist between the existing policies identified in this policy and the published description of institution policy and procedure, as contained in the College Catalog, or subsequent revisions thereto, the policies and procedures embraced in the existing policies shall prevail, except under circumstances where the observance of existing policy would be patently unfair to a student.

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1   None.

SECTION 6.   GENERAL PROVISIONS

6.1   None.

SECTION 7.   RESPONSIBILITIES AND PROCEDURES

7.1   The student, by voluntarily accepting admission to the institution, accepts the academic requirements and all criteria of the institution. It is the student's responsibility to fulfill course work/degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of his/her program.

7.2   Once the individual becomes a "student," he/she is expected:

    7.2.1   To be willing to seek instruction for self-assessment and preparedness in the following skills:
        7.2.1.1 Reading and Writing
        7.2.1.2 Math and Science
        7.2.1.3 Study and Testing

    7.2.2   To know and meet each instructor's subject criteria by:
        7.2.2.1 Following directives,
        7.2.2.2 Reading materials, and
        7.2.2.3 Completing required assignments.

    7.2.3   To behave in a mature and responsible way – not in a distractive or disruptive fashion – while present in all academic settings (classes, labs, clinics, and/or related activities).

    7.2.4   To strive for continuous academic progress by:
        7.2.4.1 Improving the quality of work, and
        7.2.4.2 Monitoring grade averages.

    7.2.5   To continue monitoring program requirements by:
        7.2.5.1 Checking one's status, and
        7.2.5.2 Checking one's program requirements for possible changes.

    7.2.6   To be aware of, and formulate as quickly as possible, personal and/or professional goals by:
        7.2.6.1 Comparing personal qualifications with the requirements for a desired job,
        7.2.6.2 Monitoring transfer requirements and own status, and
        7.2.6.3 Reviewing goals for personal satisfaction.

7.2.7   To be aware of College policies pertaining to student rights and responsibilities by:
       7.2.7.1   Understanding College related materials (catalog, notices, and/or general information), and
       7.2.7.2   <u>Seeking</u> <s>C</s>clarification from personnel employed by the College.

7.2.8   To seek help from College personnel for assistance when faced with a problem.

SECTION 8.   CANCELLATION

8.1   SCP-3705, *Student Academic Rights*.

SECTION 9.   REVIEW STATEMENT

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

SECTION 10.   SIGNATURES

Board of Governors Chair	**Date**

President	**Date**

Attachments: None.

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

Revision Notes: September 23, 2010 – Changed terms to match 2010-2011 College Catalog and made basic edit to make the policy more concise. February 21, 2006 – Incorporated relevant information from SCP-3705, *Student Academic Rights*, into SCP-4151 and revised this policy to meet the needs of the institution and its students. (Board of Governors cancelled SCP-3705 4/18/2006).

<u>August 26, 2015 – Rename policy to include "Regarding the College Catalog as..." Simplify definition of student. Simplify wording in 4.1.</u>

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
Clarence B. Pennington, Chair • Sarah Armstrong Tucker, Interim Chancellor

RECEIVED

AUG **3 1** 2015

PRESIDENT'S OFFICE

August 24, 2015

Dr. Merle Dempsey
Interim President
Southern West Virginia Community & Technical College
Post Office Box 2900
Mt. Gay, WV 25637

Dear President Dempsey:

At its meeting on August 20, 2015, the West Virginia Council for Community and Technical College Education received the post-audit report for the following program and offers the following recommendation:

> *Continue with follow-up report due by March 1, 2016:*
> ➢ AAS Medical Assisting

> The report should provide 1) a detailed assessment plan, including how assessment results are used for program improvement, 2) future plans for faculty resources, 3) specific plans for pursuing accreditation, and 4) evidence of how the advisory committee is utilized.

The Council accepted post-audit follow-up reports for the CAS/AAS Addiction Counseling, CAS/AAS Forensic Psychology and Investigation, and AAS Homeland Security and Emergency Services programs offered at Southern West Virginia Community and Technical College.

Sincerely,

Sarah Armstrong Tucker
Interim Chancellor

cc: Debra Teachman, Vice President for Academic Affairs and Student Services
       Mark Stotler, Director of Academic Programming

cc: Steven Hall
     Lora Foster
     Steven Lacek

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