

PROGRAM REVIEW
Southern West Virginia Community and Technical College
Programs Without Specialized Accreditation

Summary of Findings
2011-2012

Program Name: Technical Studies, Certificate Program

Hours Required for Graduation: 30

I. Synopses of significant findings, including findings of external reviewer(s)

A. Adequacy

- The curriculum has adequate requirements that meet the needs of business and industry.
- Entrance abilities for the students are within community college standards.

Conclusion: Program meets minimum adequacy requirements.

B. Viability

- No trends can be established due to curriculum changes.
- Previous history of the program indicates future students seeking the degree will increase.

Conclusion: No conclusion can be drawn on viability due to changes over the past five years.

C. Necessity:

- The program meets a validated industry demand.
- The program provides a career pathway connection to high schools.

Conclusion: The program does meet the minimum requirements for necessity.

D. Consistency with Mission:

- The program does support the mission and vision of the institution.
- The program and core courses support the compact.
- There is limited impact on other programs.

Conclusion: The program is consistent with the mission of the college.

- II. Plans for program improvement, including timeline.**
A recruiting effort will be initialized in the high schools to re-energize the articulation and pathways into the program. High School visitations will be scheduled with each vocational center to discuss the program and advantages of completing a college level certificate.
- II. Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished.**
The last review was the initial post audit conducted in 2007. There were no identified weaknesses.
- IV. Five year trend data on graduates and majors enrolled**
Due to the multiple changes in curriculum and management no specific conclusions can be drawn on enrollment trends. It is expected that enrollment will be minimal.
- V. Summary of assessment model and how results are used for program improvement**
The assessment model will be developed on the new curriculum. There is no current assessment program.
- VI. Data on student placement**
There is no data available on student placement.
- VII. Final Recommendation Approved by the Governing Board**
See the attached resolution for Board of Governors Final Recommendation and signatures.

**SOUTHERN WEST VIRGINIA COMMUNITY
AND TECHNICAL COLLEGE**

**PROGRAM REVIEW
Program WITHOUT Special Accreditation**

2011-2012

Program: **Technical Studies, Certificate Program**

Date of Last Review: **2007 – Initial Post Audit Review**

I. PROGRAM DESCRIPTION

The Technical Studies in Applied Technology, Certificate Program was designed as a non-transfer program for students completing an occupational specialization at the career/vocational centers. It was designed to provide students with an opportunity to transfer a variety of experiences and vocational credits toward a degree and compliment them with the general education knowledge and business skills necessary for employment in a variety of occupations and allow advancement of careers into a management position. It utilizes partnerships with career/vocational schools and other providers for the delivery of the occupational specialization core.

II. SPECIALIZED ACCREDITATION INFORMATION

This program does not have any specialized accreditation information.

III. PROGRAM STATEMENT on Adequacy, Viability, Necessity and Consistency with College Mission.

A. Adequacy

1. Curriculum

The Technical Studies, Certificate Program curriculum consist of 30 credit hours. These include 10 credit hours in a general education core, 6 credit hours in a technical core emphasizing management and leadership along with 14 credits in a specialization area. Students must complete one or more skill sets or occupational specializations. These specializations are offered in cooperation with the local career/vocational centers. Students completing any vocational occupational program may request articulated or EDGE credits for courses by completing a Tech-Prep Course Competency Transfer Form. Adults may also sign up for career/vocational center courses to complete the specialization courses.

This program has undergone multiple curriculum changes over the past five years. The program was originally created by the Technology and Engineering Department for industrial/applied technology skills. In 2007-2008 it was drastically changed to include areas of Mine Management

(Business Department), Licensed Practical Nurse—LPN (Nursing Department) and Emergency Medical Services—EMS (Allied Health Department). Management of the program was removed from the Technology and Engineering Department and placed under the Vice President for Academic Affairs during the 2006-2007 academic year. The vice president also replaced the department chair on the Tech Prep consortium. In subsequent years, Mine Management was developed as a stand-alone program, EMS was reinstated as a stand-alone program, and the LPN program was dropped. The curriculum was returned to its original intent during 2009-2010 academic year with management returned to the Technology and Engineering Department in the current (2011-2012) academic year. The curriculum can be found in Appendix I.

2. Faculty

The program utilizes full-time and part-time faculty to teach the general education and technical core courses. No full-time faculty are specifically assigned to this program for instruction of courses. The program utilizes the instruction at the local career/vocational centers for specialization courses.

3. Students

A. Entrance Abilities

Southern maintains an open door policy for admissions. Any prospective student with a high school diploma or GED may take classes at Southern. All entering students must satisfy a general math and English requirement or take Transitional Studies courses to bring their skills to prerequisite levels of performance. The ACT test can be used to evaluate student placement or performance or the ACCUPLACER test can be taken on campus.

B. Exit Abilities

Exit abilities vary based on the specialization chosen by the student. All students have basic management and computer skills. Specializations at the vocational/career centers are based on various industry certifications such as ASE automotive.

4. Resources

A. Financial

This program does not have any financial requirements.

B. Facilities

This program does not have any special facilities needed for program delivery.

5. Assessment Information

Student achievement in general education and technical core courses is

assessed in accordance with the institution's plan for assessment for such courses/programs. There are no assessment measurements for the specialization component beyond industry certification requirements and the EDGE end of year competency testing.

There is no graduate follow-up data or employer satisfaction data available for the program. Surveys were distributed and results maintained by the office of Vice President for Academic Affairs. The individuals directly responsible for data have since left the institution. The data could not be located in existing files.

6. Previous Program Reviews

The initial post audit review was conducted in 2007. The program review was approved with no corrective actions.

7. Advisory Committee

There is no advisory committee for the program. The program however, does utilize the Southern Mountains Tech Prep Consortium for program agreements and articulation of credits.

8. Strengths and Weaknesses

STRENGTHS

- No cost program
- Provides opportunities for students

WEAKNESSES

- Control of vocational curriculum and standards
- Lack of management of the program

B. Viability

1. Program Enrollment and Graduates

Number of Majors per year for previous 5 years

<u>Year</u>	<u>Enrollment</u>
2005-2006	32
2006-2007	12
2007-2008	7
2008-2009	2
2009-2010	0

Enrollment Trends for previous 5 years

Due to the multiple changes in curriculum and management no specific conclusions can be drawn on enrollment trends.

Number of Graduates for previous 5 years

<u>Year</u>	<u>Graduates</u>
2005-2006	2

2006-2007	2
2007-2008	4
2008-2009	1
2009-2010	0

All graduates were from the original applied technology curriculum.

Enrollment Projections

Previous trends and numbers would indicate that enrollment will continue to be low. The Dean of Career and Technical Programs now attends the Tech Prep consortium meetings. The dean and the chair for the Technology and Engineering Department have initiated new efforts with the vocational/career centers.

2. Program Course Enrollments

This program does not have any courses offered specific to the program. All courses are offered as part of other programs or offered by the vocational/career centers and articulated through EDGE credits.

3. Service Courses

This program does not have any courses offered specific to the program that are used by other programs.

4. Off-Campus/Distance Delivery Classes

This program does not have any courses offered specific to the program. All courses are offered as part of other programs or offered by the vocational/career centers and articulated through EDGE credits.

5. Articulation Agreements (2+2 etc.)

There are no articulation agreements for the program. The program does utilize EDGE articulated credits and articulation agreements between the local county boards of education.

C. Necessity

This program provides a unique opportunity for students with no cost to the institution. No specific data is available on job placement.

D. Consistency with Our Mission

This program directly supports the institution’s previous compact and mission in a variety of areas. Major areas of support for the previous compact include the following:

- Courses are offered as dual credit at a number of locations. This supports compact Goal I.B.3.
- Articulation agreements exist with each of the vocational/career

centers that offer comparable courses. This supports a number of compact goals including I.C.3, III.A.1, and III.D.1.

- This program provides scholarship opportunities to qualified students through the WV Science Engineering and Technology Scholarship. This supports compact goal I.D.2.
- The program was developed to address identified local/regional needs and provides academic as well as non-academic training in technical areas. This supports compact goals II.A.2. and IV.A.1.
- The program emphasizes citizenship and lifelong learning as instructed in OR 105 and supports compact goal III.E.

The program will also support the new program by improved advising and encouragement of graduates to increase the graduation rate.

IV. Recommendation

Based on the program review, the continuation of the program at the current level of activity without corrective action is recommended. The program has returned to its initial state and is expected to grow. It will require several years to gather data. The program meets a need in the community, is no cost to the institution, and should continue as is until the next scheduled review in 5 years. That should provide appropriate time to recruit new students and gather appropriate data for feedback and review.

APPENDIX I - Curriculum

Technical Studies

Certificate

Minimum 30 Credit Hours

Purpose

The Technical Studies program is designed as a non-transfer program for students completing an occupational specialization at the career/ vocational centers. It is designed to provide students with the general education knowledge and technical competencies necessary for employment in a variety of trade skills occupations.

Program Requirements All students in the degree must complete a series of courses in three components.

Component I – General Education: Minimum 10 credit hours

CS 102	Computer Literacy	3 credit hours
EN 101	English Composition I	3 credit hours
OR 105	Orientation to Technical Programs	1 credit hour
SP 103	Speech Fundamentals	3 credit hours

Component II – Technical: Minimum 6 credit hours

BU 207	Business Law	3 credit hours
MG 260	Principles of Management	3 credit hours
MG 261	Human Resources Management	3 credit hours
MG 262	Small Business Management	3 credit hours
MG 264	Supervision	3 credit hours
MG 272	Industrial Leadership	3 credit hours
MN 209	Mine Law, Safety, and Health	3 credit hours
MN 115	Introduction to Mine Management	3 credit hours
MN 136	Mine Management and Labor Relations	3 credit hours
MN 150	Mine Foreman Certification I	6 credit hours

Component III – Specialization: Minimum 14 credit hours

Students must complete one or more skills sets or occupational specializations. Areas of specialization are restricted to applied technology concepts and may be offered in cooperation with various third-party providers or local career and technical centers. Some specializations are offered on campus but not all specializations may be available at all locations or at all times. Students must contact the Department Chair for Technology and Engineering to design a customized curriculum for their occupations.

The Tech Prep Vocational Specializations are offered in cooperation with the local career and technical centers. Students completing any vocational occupational program at one of the career and technical centers may request articulated or EDGE credits for courses. Students must submit a Tech-Prep Course Competency Transfer Form. Students should contact the Department Chair for Technology and Engineering for details and a complete list of course requirements. Adult students may enroll in the career and technical center programs through Southern. Students should consult with their local center for course availability then contact the Department Chair for Technology and Engineering to register for courses.