PROGRAM REVIEW

**For Occupational Programs
Implemented Under the Provisions of Series 37 of the
West Virginia Council for Community and Technical College Education**

Institution: Southern West Virginia Community and Technical College
  Program: Information Technology, Certificate

March 2017

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

Summary of Findings
2016-2017

Program Name: Information Technology, Certificate
Hours Required for Graduation: 30

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

A.   Adequacy
1.   The curriculum has adequate requirements that meet the needs of business and industry.
2.   The program has established goals and objectives.
3.   Provides a variety of skilled job pathways.
4.   Entrance abilities for the students are within community college standards.
5.   The program has appropriately trained faculty.
6.   The program maintains appropriate assessment tools.

Conclusion: Program meets minimum adequacy requirement standards.

B.   Viability
1.   The program has sufficient enrollment.
2.   Graduates are within expectations for the program.
3.   Previous history of the program indicates future students seeking the degree will remain steady.

Conclusion: Program meets minimum viability requirements.

C.   Necessity
1.   The program meets a validated industry demand.
2.   The graduates find successful gainful employment.
3.   The program has input from an advisory committee.

Conclusion: The program meets minimum requirements for necessity.

D.   Consistency with Mission
1.   The program supports the mission and vision of the institution.
2.   The program and core courses support the compact.
3.   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

New skill sets and restricted elective courses are being developed to expand offerings and stay current with changing technology. More courses are being developed in hybrid and/or online formats to expand offerings beyond a local audience. Plans are being made to add an Unmanned Aerial Vehicle (UAV) component to the program. This UAV aspect will provide students an opportunity to learn additional skills with graphics and mapping as well as video editing. These skills can lead to emerging jobs.

Additional efforts are being made to track and advise students to assist with completion of courses in sequence. Major milestones in a student's academic career need to be celebrated. When students earn certifications, and certificate degrees, Southern needs to celebrate the achievement. This will lead to greater persistence on the part of students and increase the graduation rate. Math requirements have been adjusted to better fit the needs of the program. Results are being monitored. Additional efforts are being made to track students beyond graduation. Activities are on-going.

III. Identification of Weaknesses or Deficiencies from the Previous Review and the Status of Improvements Implemented or Accomplished

The previous program review identified student math skills and lack of motivation and drive as weaknesses. The math department has introduced a co-curricular model for delivery of remediation. Early indications are that this is increasing the number of individuals who successfully complete the program math requirements. Additionally, a review of math skills needed by program students led the program to select a different math course to meet program needs.

Motivation and drive have been addressed by reviewing current course offerings and making sure they are as relevant to today's work needs as possible. New courses are being offered as well in areas such as unmanned aerial vehicle flight. These courses are so popular additional sections have been created to meet demand.

IV. Five Year Trend Data on Graduates and Majors Enrolled

The IT program does not typically have students seeking only the certificate degree. Most students are enrolled in the full associate in applied science program and get the certificate as the first year of the program. This is expected to continue. The certificate does provide a fall back for students who for some reason or another cannot finish the program. Enrollment in the program is expected to remain steady or increase.

V. Summary of Assessment Model and How Results Are Used for Program Improvement

The assessment model contains a variety of measurements for classroom performance. Student advising and progress toward graduation is monitored by the division head along with regular consultation with the program faculty. Outcomes are discussed at each department meeting and changes in delivery and content are made accordingly. Formal curriculum changes are presented in accordance with the established institutional policy and procedures for curriculum and instruction.

VI. Data on Student Placement

Graduates who actively seek computer industry jobs have obtained high quality jobs that pay good wages and have reasonable benefits. They are range from computer repair to network assistants.

VII. Final Recommendation Approved by the Governing Board

See the attached resolution for Board of Governors Final Recommendation and signatures.

Program Review
Southern West Virginia Community and Technical College.
Programs <u>Without</u> Specialized Accreditation.
2016-2017

Program Name:	<u>**Information Technology, Certificate**</u>
Date of Last Review:	<u>**2011-2012**</u>

I. Program Description

The Information Technology (IT) Certificate Program directly supports Southern's mission to provide programs of study in career and technical fields that lead to certificate degrees and/or the Associate in Applied Science degree for entry into the workforce.

The complete program is offered at the Logan Campus. Support courses for this program may be taken at any of Southern's campuses.

II. Specialized Accreditation Information

This program does not have any specialized accreditation.

III. Program Statement on Adequacy, Viability, Necessity, and Consistency with College Mission

A. Adequacy
1. Curriculum (Appendix I)
The curriculum for the Information Technology Certificate Program consists of a total of 30 credit hours. Ten of those hours are in general education. The remaining 20 being Information Technology (IT) specific courses. There is one restricted IT elective (three credit hours) in the program.

The certificate program is aligned with the first year of the associate degree program. Curriculum changes were made to replace IT 112 Systems Architecture with IT 114 Operating Systems and Network Fundamentals in both the A.A.S. and the Certificate program. The program review process identified a catalog error which will be corrected with the next catalog print.

2. **Faculty (Appendix II)**
   The Information Technology program uses both full-time and part-time faculty to teach the general education courses. Two full-time faculty, Matthew Payne and Rick Thompson, teach information technology courses full-time. Another full-time faculty member, Erica Farley, teaches both information technology courses and computer support courses for other programs. Tim Weaver continued to teach information technology courses until he left full-time employment at Southern at the end of 2014. Jason Riffle is a network security specialist and was hired as an adjunct one semester to teach security classes. Will Smith is a networking specialist and was hired one semester to teach our Network + class. See Appendix II for faculty data sheets.

3. **Students (Appendix III)**
   a. **Entrance Abilities**
      Southern has an open-door admission policy. Any person with a high school diploma or GED may take classes at Southern. All entering students will use ACT scores or take a placement test to be placed in the proper math and English courses. Southern utilizes a co-curricular model for delivery of remedial math and English. Southern has had good success in helping students elevate their ability to be a success in college-level math and English. Use of the co-curricular model helps students to complete the certificate program on time (two semesters).

      Southern assumes that students entering the Information Technology program will possess basic computer skills. Although it may delay a student's program completion by a semester, those students who do not yet have the necessary skills may take CS 102, Computer Literacy, to become proficient.

   b. **Exit Abilities**
      Upon completing the degree requirements, students will have the necessary knowledge and skills to be successful in a variety of entry-level positions in the information technology industry that require some education and training beyond high school. Students will also understand the importance of life-long learning and the need to continually upgrade their skills. Since this program is contained wholly within the Information Technology associate degree program, it allows students to seamlessly continue toward an associate degree.

   c. **Graduate Follow-up Data**
      Very few graduate surveys are returned. Even when called to obtain Perkins and WIA/WIOA data, many students are reluctant to disclose their employment information, especially

salary data. The majority of students who earn the certificate continue on in the associate degree program.

4. **Resources**
   a. **Financial**

   This program is supported by an institutional budget. That budget has been supplemented by purchases made using grant funds. The Information Technology program was one of the programs targeted by the TAACCCT 3, (Bridging the Gap), federal grant to assist displaced workers. The grant funds were used to support collaboration between Southern and other state community and technical colleges. In addition, some of the Bridging the Gap funds were used to purchase equipment to enhance the lab experience and to increase the range of options in the program.

   b. **Facilities**

   This program has one fully functional lab on the Logan Campus that is dedicated to supporting this program. A second lab is used for PC Maintenance classes. In addition, some classes have been able to make use of a computer information systems lab when CS classes are not being taught.

5. **Graduate and Employer Satisfaction**

   As noted previously, very few surveys have been returned. The bulk of the information we have regarding employer satisfaction has come from our advisory committee meetings described below.

6. **Assessment Information**

   Assessment of IT Certificate Program outcomes occurs at the course level. In addition, The IT 180/181/182 sequence prepares a student for the CompTIA A+ and/or TestOut PC Pro certifications.

7. **Previous Program Reviews**

   The last program review was completed in 2012. The recommendation was continuation of the program at the current level of activity without corrective action. Enrollment was near capacity, graduates were within acceptable ranges, and the program met a need in the community. All those points are still valid today. The program has grown requiring additional sections of many courses. The trend for number of graduates is up, and the program still meets a need in the community.

8. **Advisory Committee**

   One of the significant findings from the advisory committee is that local businesses tend not to maintain a large IT staff. Instead they hire outside companies to install and maintain equipment and networks. Many of the companies hired in this manner are owned and operated by Southern graduates.

Industry representatives expressed approval of Southern's IT program. Some of them stated that they remain an ongoing need for people with the skills taught in the program. Some of those skills included network security, basic computer repair and troubleshooting, and setting up video conferencing, as well as using the Microsoft Office suite of software.

Other individuals stated that they need graduates with a strong database background, such as that of a SQL Database Administrator. They also hire people with content management system applications experience and/or certifications in WordPress, Express Engine, or a Systems Administrator Certificate.

9.   Strengths and Weaknesses
a.   Strengths
   (1)   The faculty remain passionate about teaching. They are inquisitive and enjoy learning new things. This keeps them abreast of developments in the field. Their energy and enthusiasm in sharing new things helps generate interest in the program with a resultant increase in enrollment.
   (2)   The faculty have actively proposed changes to keep the program current and relevant so graduates will be well-prepared to enter the workforce.
   (3)   New certifications have been added since the last program review. Courses have been updated and improved.
   (4)   New equipment has been installed in the IT lab.
   (5)   Online courses have been Quality Matters (QM) approved.
   (6)   TestOUT exam fees have been incorporated into course fees in order to save money for students. Financial Aid can now assist. This will lead to a higher number of certifications earned.
b.   Weaknesses
   (1)   Program assessment needs to be better integrated with the overall assessment of academic programs at the college.
   (2)   The return rate of formal graduate surveys remains low.
   (3)   Regular updates of hardware are required.

B.   Viability
1.   Program Enrollment and Graduates
The table below shows a very low number of students who have declared a certificate degree as their goal. While at the same time, the number of students registered in IT courses is much higher. This

discrepancy is due to the fact that most people taking IT courses have declared the associate degree to be their goal rather than stopping out at the certificate level.

Information Technology Program Enrollment			
Semester	Total Duplicated Headcount	Total Nonduplicated Headcount	Certificate Major Count
Fall 2014	96	34	2
Spring 2015	64	20	2
Summer 2015	0	0	0
Fall 2015	88	34	1
Spring 2016	108	37	0
Summer 2016	0	0	0
Fall 2016	179	48	0
Spring 2017	170	47	0
Total	705	220	5

The number of graduates from this program has remained fairly consistent and low during the review period. Few students in the IT program have desired the certificate. Most IT students continued through the certificate requirements and worked toward the associate degree.

The bump up in completion in 2016 was due to a push on the part of the IT department to get students to recognize the opportunity to receive the certificate and apply for it.

Number of IT Certificate Graduates for Previous Five Years	
2012	1
2013	6
2014	3
2015	4
2016	11
Total	25

2   Program Course Enrollments

The Information Technology program does not require formal admission to the program. Many of the lower level or special interest courses have no prerequisites. Although these courses would be open to anyone who wishes to take them, most people who enroll in these courses seek either the Information Technology certificate and/or associate degree. As can be seen from the appendix, there has been a general upward trend in IT course enrollment along with credit hour production over the last few years. It is expected that program enrollment will remain at the current level or even increase in the next few years. A potential challenge to expansion is space

and equipment for new computer labs that would be required to support additional sections of courses.

3.   Service Courses

This program does not have courses that are required in other programs, but the classes can be used to satisfy program requirements in other programs such as the Associate in Arts and the Associate in Science.

4.   Off Campus/Distance Delivery Classes

Of the IT courses, IT 104, Using Internet Technology for Research and Development, may be taken online. Of the support courses, EN 101, English Composition, and SP 103, Speech Fundamentals, may be taken online. Developmental courses (English or math) may only be taken face-to-face.

5.   Articulation Agreements (2+2, etc.)

No formal articulation agreements exist, but students can move seamlessly into Southern's IT Associate Degree program.

C.   Necessity

There continues to be a need for IT professionals in the state and surrounding regions. This need is evidenced by individuals coming from as far as Charleston to recruit Southern's students. It is anticipated that Information Technology will play a crucial role in the regrowth of the region's economy. The certificate program leads directly into the associate degree program.

D.   Consistency with College Mission

Southern's mission is to provide accessible, affordable, quality education and training that promote success for those we serve. Southern's open door admission policy and low tuition help make education and training, affordable and accessible for people in the region. Southern employs full-time and part-time faculty that are highly qualified and highly motivated to help people learn. The Information Technology program continues to evolve to remain current, to meet students where they are, and train them for future jobs.

IV.   Recommendation

It is recommended that the Information Technology Certificate Program at Southern West Virginia Community and Technical College be continued without corrective action.

Appendix I
Curriculum

Information Technology
Certificate

Support Courses:

EN 101 or EN 101A	English Composition I	3 Credit Hours
MT 124 or MT 124A	Technical Math	3 Credit Hours
OR 105	Orientation to Technical Programs	1 Credit Hour
SP 103	Speech Fundamentals	3 Credit Hours

Major Courses:

IT 102	Cyber Law, Ethics, and Culture	3 Credit Hours
IT 104	Using Internet for Research and Productivity	3 Credit Hours
IT 112*	Systems Architecture	3 Credit Hours
IT 180	PC Maintenance	3 Credit Hours
IT 181	Advanced PC Maintenance	3 Credit Hours
IT 182	A+ Lab	2 Credit Hours
Restricted Elective	Programming Elective	3 Credit Hours

*Identified catalog error. Curriculum changes were made to replace IT 112, Systems Architecture, with IT 114, Operating Systems and Network Fundamentals, in both A.A.S. and Certificate programs. The program review process identified a catalog error which will be corrected with the next catalog print.

**Appendix II
Faculty Data**

FACULTY DATA SHEET
*(No more than **TWO** pages per faculty member)*

Name   Erica Farley   Rank   Instructor

Check one: Full-time   X   Part-time   Adjunct

Highest Degree Earned: Bachelors
Date Degree Received: December 2015
Conferred by: Marshall University
Area of Specialization: Computer Science/Information Technology

Professional registration/licensure:
Years of employment at present institution: 11
Years of employment in higher education: 11
Years of related experience outside higher education: 3.5
Non-teaching experience: Yes

To determine compatibility of credentials with assignment:

(a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2012	CS 102 Computer Literacy	63
Fall 2012	CS 103 Introduction to Applications	31
Fall 2012	CS 116 Word Processing Concepts	11
Fall 2012	CS 118 Spreadsheet Concepts	12
Spring 2013	CS 102 Computer Literacy	52
Spring 2013	CS 103 Introduction to Applications	51
Spring 2013	CS 116 Word Processing Concepts	14
Spring 2013	CS 118 Spreadsheet Concepts	12
Fall 2013	CS 102 Computer Literacy	115
Fall 2013	CS 103 Introduction to Applications	18
Fall 2013	CS 116 Word Processing Concepts	4
Fall 2013	CS 118 Spreadsheet Concepts	4
Spring 2014	CS 102 Computer Literacy	116
Spring 2014	CS 103 Introduction to Applications	49
Spring 2014	CS 118 Spreadsheet Concepts	6
Summer 2014	CS 102 Computer Literacy	10
Fall 2014	CS 102 Computer Literacy	34
Fall 2014	CS 103 Introduction to Applications	17
Spring 2015	CS 102 Computer Literacy	70
Summer 2015	CS 102 Computer Literacy	25
Fall 2015	CS 102 Computer Literacy	134

Year/Semester	Course Number & Title	Enrollment
Spring 2016	CS 102 Computer Literacy	140
Spring 2016	IT 114 Operating Systems & Network Fundamentals	20
Summer 2016	CS 102 Computer Literacy	25
Fall 2016	CS 102 Computer Literacy	146
Spring 2017	CS 102 Computer Literacy	71
Spring 2017	IT 114 Operating Systems & Network Fundamentals	22

(b).   If degree is not in area of current assignment, explain.
        Degree is in area of current assignment.
(c).   Identify your professional development activities during the past five years.

FACULTY DATA SHEET
*(No more than **TWO** pages per faculty member)*

Name   Carol Howerton   Rank   Professor

Check one: Full-time   X   Part-time   Adjunct

Highest Degree Earned: MS
Date Degree Received: 1993
Conferred by: WV College of Graduate Studies
Area of Specialization: Information Systems

Professional registration/licensure:
Years of employment at present institution: 29
Years of employment in higher education: 29
Years of related experience outside higher education: 1
Non-teaching experience:

To determine compatibility of credentials with assignment:
(a)   List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2012	CS 102 Computer Literacy	79
Fall 2012	IT 274 Information Technology Capstone	1
Fall 2012	OR 105 Orientation to Technical Programs	29
Spring 2013	EG 298 Electrical Engineering Technology Capstone	6
Spring 2013	CS 102 Computer Literacy	86
Spring 2013	IT 274 Information Technology Capstone	5
Summer 2013	CS 102 Computer Literacy	14
Fall 2013	EG 298 Electrical Engineering Technology Capstone	9
Fall 2013	IT 274 Information Technology Capstone	5
Fall 2013	OR 105 Orientation to Technical Programs	18
Spring 2014	EG 298 Electrical Engineering Technology Capstone	3
Spring 2014	IT 274 Information Technology Capstone	1
Spring 2014	OR 105 Orientation to Technical Programs	24
Fall 2014	EG 298 Electrical Engineering Technology Capstone	2
Fall 2014	IT 274 Information Technology Capstone	4
Fall 2014	OR 105 Orientation to Technical Programs	62
Spring 2015	EG 298 Electrical Engineering Technology Capstone	7

Year/Semester	Course Number & Title	Enrollment
Fall 2015	EG 298 Electrical Engineering Technology Capstone	4
Fall 2015	IT 274 Information Technology Capstone	5
Spring 2016	EG 298 Electrical Engineering Technology Capstone	15
Spring 2016	IT 274 Information Technology Capstone	20
Fall 2016	IT 274 Information Technology Capstone	3
Spring 2017	EG 298 Electrical Engineering Technology Capstone	7
Spring 2017	IT 274 Information Technology Capstone	8

(b).   If degree is not in area of current assignment, explain.
        Degree is in area of current assignment.
(c).   Identify your professional development activities during the past five years.

FACULTY DATA SHEET
*(No more than **TWO** pages per faculty member)*

Name   <u>Matthew Payne</u>   Rank   <u>Assoc. Professor</u>

Check one: Full-time   <u>X</u>   Part-time <u>   </u>   Adjunct <u>   </u>

Highest Degree Earned: Bachelors
Date Degree Received: December 2001
Conferred by: Marshall University
Area of Specialization: Management Information Science

Professional registration/licensure: Yes
Years of employment at present institution: 15
Years of employment in higher education: 15
Years of related experience outside higher education: 17
Non-teaching experience: National Weather Service Certif.

To determine compatibility of credentials with assignment:

(a)   List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2012	CS 102 Computer Literacy	16
Fall 2012	IT 104 Using Internet Tech for Research and Productivity	16
Fall 2012	IT 145 Adobe Photoshop	8
Fall 2012	IT 146 Digital Editing	10
Fall 2012	IT 180 PC Maintenance	15
Fall 2012	IT 181 Advanced PC Maintenance	1
Fall 2012	IT 182 A+ Lab	15
Spring 2013	IT 104 Using Internet Tech for Research and Productivity	3
Spring 2013	IT 181 Advanced PC Maintenance	3
Spring 2013	IT 183 Network+	4
Spring 2013	IT 184 Security+	3
Spring 2013	IT 192 Intro. to Programming in Visual Basic	3
Fall 2013	CS 102 Computer Literacy	9
Fall 2013	IT 104 Using Internet Tech for Research and Productivity	15
Fall 2013	IT 180 PC Maintenance	6
Fall 2013	IT 182 A+ Lab	7
Fall 2013	IT 145 Adobe Photoshop	13
Fall 2013	IT 275 Cyber Security I	2

Year/Semester	Course Number & Title	Enrollment
Spring 2014	CS 102 Computer Literacy	14
Spring 2014	IT 102 Cyber Law, Ethics, Culture	12
Spring 2014	IT 145 Adobe Photoshop	7
Spring 2014	IT 147 Digital Editing	11
Spring 2014	IT 192 Intro. to Programming in Visual Basic	8
Spring 2014	IT 275 Cyber Security	8
Fall 2014	IT 104 Using Internet Tech for Research and Productivity	20
Fall 2014	IT 145 Adobe Photoshop	7
Fall 2014	IT 147 Digital Editing	8
Spring 2015	IT 145 Adobe Photoshop	7
Spring 2015	IT 147 Digital Editing	8
Fall 2015	IT 170 Fund. Of Info. Sys. Security	15
Fall 2015	IT 147 Digital Editing	8
Spring 2016	CS 102 Computer Literacy	17
Spring 2016	IT 145 Adobe Photoshop	18
Spring 2016	IT 171 Managing Risks in Info. Systems	7
Spring 2016	IT 172 Security Policies & Implementation	5
Spring 2016	IT 192 Intro. to Programming in Visual Basic	11
Summer 2016	OR 105 Orientation to Technical Programs	2
Fall 2016	IT 104 Using Internet Tech for Research and Productivity	32
Fall 2016	IT 146 Adobe Flash	16
Fall 2016	IT 147 Digital Editing	30
Fall 2016	IT 192 Intro. to Programming in Visual Basic	1
Spring 2017	CS 102 Computer Literacy	7
Spring 2017	IT 102 Cyber Law, Ethics, Culture	25
Spring 2017	IT 145 Adobe Photoshop	27
Spring 2017	IT 192 Intro. to Programming in Visual Basic	19
Spring 2017	IT 275 UAV Basic Flight Instruction	10

(b).   If degree is not in area of current assignment, explain.
        Degree is in area of current assignment.
(c).   Identify your professional development activities during the past five years.

FACULTY DATA SHEET
*(No more than **TWO** pages per faculty member)*

Name   Rick Thompson   Rank   Assoc. Professor

Check one: Full-time   X   Part-time   Adjunct

Highest Degree Earned: Masters
Date Degree Received: May 2004
Conferred by: Marshall University
Area of Specialization: Information Systems

Professional registration/licensure:
Years of employment at present institution: 17
Years of employment in higher education: 17
Years of related experience outside higher education: 0
Non-teaching experience: 0

To determine compatibility of credentials with assignment:

(a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2012	CS 102 Computer Literacy	147
Fall 2012	IT 155 Web Design I	12
Spring 2013	IT 156 Web Page Design II	12
Spring 2013	IT 186 Linux+	16
Fall 2013	CS 102 Computer Literacy	58
Fall 2013	IT 155 Web Design I	8
Spring 2014	CS 102 Computer Literacy	46
Spring 2014	IT 180 PC Maintenance	7
Spring 2014	IT 182 A+ Lab	7
Spring 2014	IT 183 Network+	5
Fall 2014	IT 102 Cyber Law, Ethics, and Culture	17
Fall 2014	IT 180 PC Maintenance	13
Fall 2014	IT 182 A+ Lab	13
Fall 2014	IT 181 Advanced PC Maintenance	5
Fall 2014	IT 186 Linux+	10
Fall 2014	IT 275 Special Topics: Mobil Apps	8
Spring 2015	IT 112 System Architecture	10
Spring 2015	IT 184 Security I	7
Spring 2015	IT 183 Network+	11
Spring 2015	IT 192 Intro. to Programming in Visual Basic	8
Spring 2015	IT 181 Advanced PC Maintenance	10

Year/Semester	Course Number & Title	Enrollment
Fall 2015	CS 102 Computer Literacy	16
Fall 2015	IT 104 Using Internet Tech for Research and Productivity	16
Fall 2015	IT 155 Web Design I	3
Fall 2015	IT 180 PC Maintenance	14
Fall 2015	IT 182 A+ Lab	14
Fall 2015	IT 183 Network+	17
Spring 2016	CS 102 Computer Literacy	18
Spring 2016	IT 102 Cyber Law, Ethics, and Culture	18
Spring 2016	IT 156 Web Page Design II	7
Spring 2016	IT 161 Cross-Platform Mobil Applications	8
Spring 2016	IT 181 Advanced PC Maintenance	13
Fall 2016	IT 155 Web Design I	33
Fall 2016	IT 180 PC Maintenance	32
Fall 2016	IT 182 A+ Lab	32
Spring 2017	OR 105 Orientation to Technical Programs	11
Spring 2017	IT 156 Web Page Design II	17
Spring 2017	IT 161 Cross-Platform Mobil Applications	15
Spring 2017	IT 181 Advanced PC Maintenance	23
Spring 2017	IT 183 Network+	2

(b).   If degree is not in area of current assignment, explain.
        Degree is in area of current assignment.
(c).   Identify your professional development activities during the past five years.

FACULTY DATA SHEET
*(No more than **TWO** pages per faculty member)*

Name   Jason Riffle   Rank   N/A

Check one: Full-time _____   Part-time _____   Adjunct   X

Highest Degree Earned: Masters
Date Degree Received:
Conferred by: Norwich University
Area of Specialization: Information Security

Professional registration/licensure:
Years of employment at present institution:
Years of employment in higher education:
Years of related experience outside higher education:
Non-teaching experience:

To determine compatibility of credentials with assignment:
(a)   List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Spring 2016	IT 171 Managing Risk in Information Systems	7
Spring 2016	IT 172 Security Policies and Implementation	5

(b).   If degree is not in area of current assignment, explain.
      Degree is in area of current assignment.
(c).   Identify your professional development activities during the past five years.

FACULTY DATA SHEET
*(No more than **TWO** pages per faculty member)*

Name   William Smith   Rank   N/A

Check one: Full-time   Part-time   Adjunct   X

Highest Degree Earned: Bachelors
Date Degree Received: May 2007
Conferred by: Eastern Kentucky University
Area of Specialization: Computer Electronic Networking

Professional registration/licensure: Comp TIA Network Pro
Years of employment at present institution: 5
Years of employment in higher education: 5
Years of related experience outside higher education: 15
Non-teaching experience: 15

To determine compatibility of credentials with assignment:
(a)   List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2016	CS 102 Computer Literacy	8
Fall 2016	IT 183 Network+	11
Spring 2017	CS 102 Computer Literacy	23

(b).   If degree is not in area of current assignment, explain.
       Degree is in area of current assignment.
(c).   Identify your professional development activities during the past five years.

FACULTY DATA SHEET
*(No more than **TWO** pages per faculty member)*

Name   Tim Weaver   Rank   N/A

Check one: Full-time   Part-time   Adjunct   X

Highest Degree Earned: Masters
Date Degree Received: May 2012
Conferred by: Marshall University
Area of Specialization: Information Systems

Professional registration/licensure: Teaching Certificate – Wyoming County Schools
Years of employment at present institution: 16
Years of employment in higher education: 16
Years of related experience outside higher education: 7
Non-teaching experience: 7

To determine compatibility of credentials with assignment:
(a)   List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
Fall 2012	IT 102 Cyber Law, Ethics, and Culture	25
Fall 2012	IT 112 System Architecture	24
Fall 2012	CS 102 Computer Literacy	23
Spring 2013	CS 102 Computer Literacy	11
Spring 2013	IT 112 System Architecture	8
Fall 2013	CS 102 Computer Literacy	16
Fall 2013	CS 103 Introduction to Applications	9
Fall 2013	IT 112 System Architecture	5
Spring 2014	CS 102 Computer Literacy	16
Spring 2014	CS 103 Introduction to Applications	8
Spring 2014	IT 112 System Architecture	8
Fall 2014	CS 102 Computer Literacy	31
Fall 2014	IT 112 System Architecture	8
Fall 2014	CS 102 Computer Literacy	38
Fall 2015	CS 102 Computer Literacy	47

(b).   If degree is not in area of current assignment, explain.
Degree is in area of current assignment.
(c).   Identify your professional development activities during the past five years.

**Appendix III
Student Data**

Term	Subject	Course	Title	Enrolled
201301	IT	102	Cyber Law, Ethics, Culture	25
201301	IT	104	Using Internet Tech for R&P	16
201301	IT	112	System Architecture	24
201301	IT	145	Adobe Photoshop	8
201301	IT	146	Adobe Flash	10
201301	IT	155	Web Design I	12
201301	IT	180	PC Maintenance	15
201301	IT	181	Advanced PC Maintenance	1
201301	IT	182	A+ Lab	15
201301	IT	274	Capstone	1
201302	IT	104	Using Internet Tech for R&P	15
201302	IT	112	System Architecture	8
201302	IT	155	Web Design I	0
201302	IT	156	Web Page Design II	12
201302	IT	181	Advanced PC Maintenance	12
201302	IT	183	Network +	11
201302	IT	184	Security I	10
201302	IT	186	Linux+	16
201302	IT	192	Intro. to Prog in Visual Basic	14
201302	IT	274	Capstone	5
201401	IT	104	Using Internet Tech for R&P	15
201401	IT	112	System Architecture	5
201401	IT	145	Adobe Photoshop	13
201401	IT	155	Web Design I	8
201401	IT	180	PC Maintenance	6
201401	IT	182	A+ Lab	7
201401	IT	274	Capstone	1
201401	IT	275	Cyber Security I	2
201402	IT	102	Cyber Law, Ethics, Culture	12
201402	IT	112	System Architecture	8
201402	IT	145	Adobe Photoshop	7
201402	IT	147	Digital Editing	11
201402	IT	180	PC Maintenance	7
201402	IT	182	A+ Lab	7
201402	IT	183	Network +	5
201402	IT	192	Intro. to Prog in Visual Basic	8
201402	IT	274	Capstone	1
201402	IT	275	Sp Topics Cyber Sec. Hackers	8

Term	Subject	Course	Title	Enrolled
201501	IT	102	Cyber Law, Ethics, Culture	17
201501	IT	104	Using Internet Tech for R&P	20
201501	IT	112	System Architecture	8
201501	IT	180	PC Maintenance	13
201501	IT	181	Advanced PC Maintenance	5
201501	IT	182	A+ Lab	13
201501	IT	186	Linux+	10
201501	IT	274	Capstone	4
201501	IT	275	Sp. Topics - Prog. Mobile Apps	8
201502	IT	112	System Architecture	10
201502	IT	145	Adobe Photoshop	7
201502	IT	147	Digital Editing	8
201502	IT	181	Advanced PC Maintenance	10
201502	IT	183	Network +	11
201502	IT	184	Security I	7
201502	IT	192	Intro. to Prog in Visual Basic	8
201502	IT	274	Capstone	3
201601	IT	104	Using Internet Tech for R&P	16
201601	IT	146	Adobe Flash	10
201601	IT	155	Web Design I	17
201601	IT	170	Fund. of Info Sys Security	15
201601	IT	180	PC Maintenance	14
201601	IT	182	A+ Lab	14
201601	IT	183	Network +	3
201601	IT	274	Capstone	5
201602	IT	102	Cyber Law, Ethics, Culture	18
201602	IT	114	Operating Sys & Network Fund.	17
201602	IT	145	Adobe Photoshop	18
201602	IT	156	Web Design II	7
201602	IT	161	Cross-Platform Mobile App	8
201602	IT	171	Managing Risk in Info Sys	7
201602	IT	172	Security Policies & Implement	5
201602	IT	181	Advanced PC Maintenance	13
201602	IT	192	Intro. to Prog in Visual Basic	11
201602	IT	274	Capstone	12

Term	Subject	Course	Title	Enrolled
201701	IT	104	Using Internet Tech for R&P	20
201701	IT	104	Using Internet Tech for R&P	12
201701	IT	146	Adobe Flash	16
201701	IT	147	Digital Editing	17
201701	IT	147	Digital Editing	13
201701	IT	155	Web Design I	15
201701	IT	155	Web Design I	18
201701	IT	180	PC Maintenance	15
201701	IT	180	PC Maintenance	17
201701	IT	182	A+ Lab	15
201701	IT	182	A+ Lab	17
201701	IT	183	Network +	11
201701	IT	192	Intro. to Prog in Visual Basic	1
201701	IT	274	Capstone	3
201702	IT	102	Cyber Law, Ethics, Culture	15
201702	IT	102	Cyber Law, Ethics, Culture	11
201702	IT	114	Operating Sys & Network Fund.	10
201702	IT	114	Operating Sys & Network Fund.	14
201702	IT	145	Adobe Photoshop	15
201702	IT	145	Adobe Photoshop	12
201702	IT	156	Web Design II	11
201702	IT	156	Web Design II	6
201702	IT	161	Cross-Platform Mobile App	15
201702	IT	181	Advanced PC Maintenance	15
201702	IT	181	Advanced PC Maintenance	9
201702	IT	183	Network +	2
201702	IT	192	Intro. to Prog in Visual Basic	19
201702	IT	274	Capstone	8
201702	IT	275	ST: UAV Basic Flight Instr.	10