

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: Technical Studies, Certificate

March 2017

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

Summary of Findings
2016-2017

Program Name: Technical Studies, 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. Entrance abilities for the students are within community college standards.

Conclusion: The program meets minimum adequacy requirements.

B. Viability

1. Enrollment has remained relatively constant during the last five years.
2. Previous history of the program indicates future demand will remain.

Conclusion: The program meets minimum viability requirements.

C. Necessity

1. The program meets a validated industry demand.

Conclusion: The program meets minimum necessity requirements.

D. Consistency with Mission

1. The program does support 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

Ongoing outreach efforts are made to ensure high school students are aware of the program and the opportunity to continue their education at Southern. Visits are made to each vocational center to discuss the program and advantages of completing a college level certificate and/or associate degree.

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

The 2011-2012 review noted problems with control of curriculum and management of the program. The curriculum was revised. Management of the program has passed through a number of hands in the last five years.

IV. Five Year Trend Data on Graduates and Majors Enrolled

Enrollment has remained relatively constant over the past five years. The majority of students in this program subsequently enrolled in other programs and were not tracked. No other significant trend can be made on existing data.

There was one graduate from the Technical Studies Certificate Program during the review period. Other students starting in the TS program changed majors. A good methodology used to verify students changing majors who were originally TS majors did not exist during the review period.

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

Assessment of students in this program depends upon their occupational specialization. Each area of specialization assesses student outcomes in accordance with institutional practice.

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.

PROGRAM REVIEW
Southern West Virginia Community and Technical College
Programs Without Specialized Accreditation
2016-2017

Program Name: Technical Studies, Certificate
Date of Last Review: 2011-2012

I. Program Description

The Technical Studies, 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.

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

A. Adequacy

1. Curriculum

The Technical Studies Certificate Program curriculum (see Appendix I) consists 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.

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 co-curricular developmental courses along with their college-level math and English courses. 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.

c. Graduate Follow-up Data

No data available.

4. Resources

a. Financial

This program does not have any financial requirements.

b. Facilities

This program requires no special facilities for program delivery.

5. Graduate and Employer Satisfaction

No data available.

6. 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. The individuals directly responsible for data have since left the institution. The data could not be located in existing files.

7. Previous Program Reviews

This program was last reviewed in 2011-2012. It was approved to continue without corrective action.

8. Advisory Committees

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

9. Strengths/Weaknesses

a. Strengths

There is no cost to the institution incurs in offering this program and the program provides opportunities for students.

b. Weaknesses

The academic team member responsible for monitoring this program for the past three years resigned in February 2017.

B. Viability

1. Program Enrollment and Graduates

a. Identified Majors and Graduates

| <u>Year</u> | <u>Enrollment</u> | <u>Graduates</u> |
|-------------|-------------------|------------------|
| 2012 | 1 | 0 |
| 2013 | 9 | 0 |
| 2014 | 2 | 0 |
| 2015 | 4 | 0 |
| 2016 | 1 | 1 |

There was one graduate from the Technical Studies Certificate Program during the review period. Other students starting in the TS program changed majors. A good methodology used to verify students changing majors who were originally TS majors did not exist during the review period.

Previous trends and numbers would indicate that enrollment will continue to be low. A limited number of vocational students seek a full associate degree. Southern has recently entered into an agreement with Coalfield Development Corporation and Warrior Creek Development Corporation whereby students may complete an associate degree in Technical Studies while receiving approved classroom and on-the-job training with them. This agreement and others like it will likely lead to increased enrollment in the future.

2. Program Course Enrollment

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

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 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:

1. Courses are offered as dual credit at a number of locations. This supports compact Goal I.B.3.
2. 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.
3. This program provides scholarship opportunities to qualified students through the WV Science Engineering and Technology Scholarship. This supports compact goal I.D.2.
4. 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.
5. The program emphasizes citizenship and lifelong learning as instructed in OR 105 and supports compact goal III.E.

IV. Recommendation

It is recommended that the Technical Studies Certificate program at Southern West Virginia Community and Technical College be continued at the current level of activity without corrective action. The program meets a need in the community at no cost to the institution.

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 or EN 101A 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.