Southern
West Virginia
Community and Technical College

a tradition of learning
a vision of greatness

Board of Governors

Agenda Book
October 15-16, 2018

Members

Howard E. Seufer, Jr., Chair
Kevin G. Zachary, Vice Chair
Eddie J. Canterbury, Secretary
J. Chris Adkins
Dr. Lisa Haddox-Heston
Janice N. Olive

Samuel A. Stewart
Dr. Pat J. White
Dr. Mason E. White II
William H. Alderman II
Cherri Stroud
Dianna Toler

Robert E. Gunter, Ed.D
President

Southern West Virginia Community and Technical College Board of Governors
Expectations of Board Members 2018 - 2020

Responsibility / Authority

The affairs of Southern West Virginia Community and Technical College will be managed by its Board of Governors, which shall have full authority to take such actions as it deems necessary or appropriate to accomplish the purpose for which the Board has been formed.

Expectations of All Board Members:

1. To prepare for and attend at least five (5) Board meetings each year.

2. To attend at least 75% of the meetings of assigned committees.

3. To develop and ensure fulfillment of the mission of Southern West Virginia Community and Technical College.

4. To establish needed policy and plans for guidance of Southern West Virginia Community and Technical College.

5. To ensure compliance with federal, state, and local laws.

6. To establish and ensure compliance with a code of ethics and standards of conduct governing the actions of the Board and staff.

7. To protect against conflict of interest in the business affairs of Southern West Virginia Community and Technical College.

8. To review and approve annual budgets, monitor performance, and dictate changes required to operate within the approved budget.

9. To accept responsibility for assuring that Southern West Virginia Community and Technical College has sufficient financial resources to accomplish its mission, including but not limited to personal financial support of the *Vision 2020* Major Gifts Campaign.

10. To serve as an advocate, champion and representative of Southern West Virginia Community and Technical College in the community.

11. To provide feedback and input to the Southern West Virginia Community and Technical College as to community attitudes, comments, questions, and suggestions.

12. [for Board members that reside within the College service district] To attend at least one Southern event or activity each year.

13. [for Board members who reside outside of the College service district] To identify or establish at least one opportunity each year for staff and representatives of the College to make presentations to or otherwise interact with members of the community where the board member resides, thereby promoting the mission of the College.

14. As overseers of a public trust, each board member has an obligation to remain open to input from external stakeholders to help ensure that Southern West Virginia Community and Technical College is responsive to state and community needs. However, as members of a board consisting of independent men and women acting together to be fully informed and impartial in their policy determinations, each must recognize that in the end, his/her decision must rise above any external pressures being applied to the Board's work.

APPROVED BY BOG 04-17-2018
REVISED 03-06-2018

Southern West Virginia Community and Technical College
Board of Governors
Meeting of October 15, 2018
6:00 p.m.
Charleston Marriott Town Center • Kanawha / Blue Ridge Room
200 Lee Street • Charleston, WV

AGENDA

Southern West Virginia Community and Technical College

Committee	President's Activity Report		Date	October 15, 2018
Facilitator	Dr. Bob Gunter		Time	6:00 PM
Location	Southern West Virginia Community & Technical College			
President's Activities				
Ck	Date	Activities		How Participated
		Staff Meetings		
	September 10, 2018	Vice President Meeting – Sam Litteral		Presided
	September 10, 2018	Vice President Meeting – Allyn Sue Barker		Presided
	September 10, 2018	Vice President Meeting – Rita Roberson		Presided
	September 10, 2018	Vice President Meeting – Tom Cook (CIO)		Presided
	September 11, 2018	President's Cabinet Meeting		Presided
	September 11, 2018	Vice President Meeting – Deanna Romano		Presided
	September 21, 2018	Governance Day		Attended
	September 21, 2018	Strategic Planning and Financial Review Committee		Attended
	September 21, 2018	Faculty Senate		Presented
	September 21, 2018	President's Unit		Presided
	September 25, 2018	Quarterly Meeting with Classified Staff		Presented
	October 1, 2018	Vice President Meeting – Deanna Romano		Presided
	October 1, 2018	Vice President Meeting – Sam Litteral		Presided
	October 1, 2018	Vice President Meeting – Allyn Sue Barker		Presided
	October 1, 2018	Vice President Meeting – Rita Roberson		Presided
	October 1, 2018	Vice President Meeting – Tom Cook (CIO)		Presided
	October 9, 2018	President's Cabinet		Presided

		Key Points Discussed and Action Items	
Ck	**Date**	**Activities**	**How Participated**
		Other College Meeting(s)	
	August 22, 2018	ARC POWER Grant - Entrepreneurship Advisory Board Meeting	Participated
	August 22, 2018	Intranet and Web Discussion	Presided
	August 23, 2018	Logan County Schools "Early Entry " College Cost Discussion	Participated
	August 28, 2018	Student Services Discussion	Presided
	August 28, 2018	Photo Op with Tim Hatfield, Shirley Dardi	Participated
	August 28, 2018	Wyoming County BOE Middle School Honors Academy Orientation	Presented
	September 5, 2018	Tour of Williamson Field House – Commencement	Participated
	September 10, 2018	Graphic and Web Designer Screening Committee	Participated
	September 12, 2018	Southern Mountains District Consortium – Lincoln High School	Presided
	September 13, 2018	Interview for Graphic and Web Design Position	Participated
	September 17, 2018	Power of Performance Award Discussion	Participated
	September 17, 2018	Student Services "Brainstorming" Meeting	Participated
*	September 20, 2018	Accreditation Commission for Education in Nursing (ACEN) Site Visit Exit Meeting	Attended
	September 20, 2018	Graphic and Web Designer Committee Meeting	Attended
	September 25, 2018	GEAR UP Video Clip Recording	Participated
*	September 27, 2018	Institutional Effectiveness Committee Meeting	Presided
	September 27, 2018	Logan Campus SGA Meeting	Attended
	September 28, 2018	High School Counselors Workshop	Welcomed
*	September 28, 2018	The National Society of Leadership Success Orientation	Welcomed

Ck	Date	Activities	How Participated
	October 2, 2018	Board of Governor's Agenda Meeting	Participated
	Key Points Discussed and Action Items		
Ck	**Date**	**Activities**	**How Participated**
	October 2, 2018	Williamson Campus SGA Meeting	Attended
	October 8, 2018	Greater Williamson CDC Board Meeting	Attended
	October 10, 2018	CTCAC Meeting	Attended
	October 11, 2018	WVCCTCE Meeting	Attended
		Chamber of Commerce/Consortium/Association Meetings	
	September 11, 2018	Logan County Chamber of Commerce	Attended
	September 13, 2018	Chief Logan Recreation Center Board Meeting	Attended
	October 9, 2018	Logan County Chamber of Commerce Meeting	Attended
		Campus Visits	
	September 2, 2018	Williamson Campus Visit	Visit
	September 12, 2018	Lincoln Campus Visit	Visit
	September 12, 2018	Boone Campus Visit	Visit
	October 2, 2018	Williamson Campus Visit	Visit
		Individual(s) Meet/Greet	
	September 12, 2018	Annette G. Ericksen, Assistant Program Director, Agriculture & Natural Resources – Extension Services	Participated
	September 26, 2018	Susan and Don Buss – Potential Foundation Donors	Participated
*	October 2, 2018	Tim Hatfield – CEO ARH, Expansion of Allied Health Programs	Participated
		Other	
	September 6, 2018	Excel Class Discussion with Jake Hunt	Participated
	September 19, 2018	P-20 Meeting – Van High School	Attended

| September 24, 2018 | Council of Presidents Retreat | Attended |
| September 26, 2018 | Board of Governors Retreat Discussion – Casey Sacks | Presided |

| **Informational Items/Planned Activities** |
| ✓ Accreditation Commission for Education in Nursing (ACEN) continuing accreditation site visit, September 18 – 20, 2018. Excellent Comments from Review Team.
✓ The Joint Review Committee on Education in Radiologic Technology (JRCERT) granted Southern accreditation for a period of eight (8) years (maximum duration available). |
| **Discussion Topic(s)** |
| ✓ Faculty/Student Ratio - Faculty and Staff Rightsizing
✓ Williamson SGA Discussion – Learning Studio; Food Services; Increase Student Clubs; 2+2 with KY; Blackboard |

Presidential Goals Update:

Goal 1: Improve the success of students by increasing college completion.

- ✓ 1.1 Improve tutoring program by developing a Student Success Center model within Student Services to provide tutoring in basic skills, English and math (all campuses).
  - o Tim Ooten hired for the Student Success Coordinator. Creating the Learning Studio to support student tutoring needs, individual, group, faculty, online, resources, other best practices. Will be tracking attendance and satisfaction.
  - o Perkins funding secured to assist with tutoring for 2018-2019.
  - o Visited two community colleges: New River Community and Technical College and BridgeValley Community and Technical College for information on best practices.
  - o Planned visit to WVU Tech.
  - o Continued to work with current tutoring program as it was phasing out while making plans for the revision of the new Student Success Center which includes the tutoring program.
  - o Made site visits to the Logan and Williamson campuses to work with campus directors to decide upon an appropriate location for the Learning Studio's (tutoring center).
  - o Hired three tutors, still looking for others, (peer and professional)
  - o Moving forward to hire peer tutors, and seeking out volunteer faculty to assist students.
  - o Requested new and received computers for Logan campus studio. Williamson will use a laptop farm for their studio.
  - o Met with Joe Nelson in July and requested signage for all studio locations.
  - o Developed digital check-in/check-out process of tracking student traffic using the studios. This will provide data for future use.
  - o Coordinator presented to faculty during faculty convocation to educate them on the new processes and locations of the studios.
  - o Work with Joe Linville to relocate, and design an alternative temporary space for the learning studio on the Logan campus. It will be temporarily located in room 122 with coordinators office in room 109.
  - o Currently working on setting up a schedule for hours of tutoring. Will work with Mandy to get the advertisements out. There will be group tutoring, coaching, walk-in's, study groups, homework groups, individual tutoring, faculty tutoring, boost sessions and more. (This will be developed and adjusted as we make progress)
  - o Will be adding key concepts and ideas to the student success center during implementation fall 2018.
  - o Faculty and Staff have provided brown bag lunch and dinner tutoring sessions to support student success initiatives.
  - o Faculty are tutoring in the learning studio during their office hours to provide support services.

- o Student Success Center – Learning Studio group tutoring sessions scheduled for each campus.
  - As of the end of September 277 (duplicated headcount) students had utilized the sessions. Of those, 178 (64.3%) responded to the survey question: "Was this tutoring session helpful with my coursework?" Seventy-three percent (73%) rated their session most helpful.
- o Brown Bag Lunch/Dinner sessions and topics scheduled. Some of the topics are: study skills; time management; exploring anatomy and physiology; TEAS preparation; empowering success, self-esteem; and how to research and use library databases. A total of six sessions have been held during August and September with one hundred two (102) participants.

✓ 1.2 Work to develop and implement stackable credentials in all career and technical programs.
  - o The Health Care Professional degree has been reconfigured to include stackable credentials. There are eight certificates and skill sets embedded within the degree. Stackable credentials provide students the option of taking one or more to meet their individual needs. Students can sit for national accreditations for six of eight stackable credentials.
  - o PowerSports currently working on developing embedded certificate and skill-set for the program.
  - o Education program created a new early childhood development certificate.
  - o Evaluating all programs to embed certificate/skill-set offerings when possible.
  - o Designing program mapping documents to make sure students take the right courses at the right time to meet **ON-TIME** graduation benchmark goals.
  - o JRCERT eight (8) year accreditation status received on September 26, 2018.

✓ 1.3 Improve, streamline and simplify the application and approval process for awarding degrees in order to break down the barriers to degree completion and graduation.
  - o Revamping our application process to create an efficient and student friendly process. Implementing Banner Recruit to automate the process with time expectations.
    - Continue to work with Teri Wells (Registrar) to get the application for admissions online.
    - Teri has been working with Tom Cook to implement the online application process.
    - The CFWV portal is currently active, the applications at this point, still need to be entered into BANNER system once they hit registrars email
    - Angie Dotson has begun her Degree Works training
  - o Attended the Momentum Planning Summit to streamline processes.
  - o Partnering with 4-year institutions to implement Reverse Transfer.
  - o Implementing auto degree process.

✓ 1.4 Develop and implement a process to identify students who complete credit-bearing skill sets and grating them a formal completion of skill set credential.

- o Identifying the process for awarding certificates and skill-sets.
  - Carol Howerton ran a report from Blackboard Analytics to identify all students who completed a skill set and/or advanced skill set during FY18 for the Workforce Matrix report.
    - List of students completing skills sets during 2017-2018 provided to include in compact data and awarding of skill sets - 74 academic skill set completers identified.
  - Tom Cook took this report and ran his own report from Banner to compare the Blackboard Analytics report. He was able to identify some additional students not captured in the other report. He also noted that students with transfer credit were not included in these reports. The numbers from Tom's report were shared with MCAS and the academic area will work on a process to issue skill set certificates to those who completed.
  - Russ Saunders and David Kommer will be working with their faculty to draft the learner outcomes for each skill set to be included on the back of the certificate issued to students.

- ✓ 1.5 Review and revise the math and English co-requisite model as it applies to other courses offered by the college to reflect a delivery for developmental and college-level math and English to support success in college level courses.
  - o Modification of Perkins to provide professional development to faculty to prepare for pilot implementation.
  - o **Moving to a Co-requisite pilot:**
    - The math and English co-requisite programs are piloting a new delivery model this summer and fall.
    - Each will have embedded support within the two-hour, twice a week delivery.
    - Differentiated instruction will be used to meet student need.
    - Technological support will be provided through the implementation of ALEKS and Grammarly.
    - Grammarly is available to everyone on campus to improve written communication. ALEKS is artificial intelligence (AI) which will support students in math.
    - ALEKS will identify students' strengths and areas for improvement then design customize resources to move students to the desired outcome. Students have access to ALEKS in and out of class. Individualized, small group, peer to peer, and whole class instruction will be designed and delivered by the instructor to meet the student learning outcomes. One instructor will provide all content in a single course.
  - o Implementing ALEKS to support the math co-requisite math model. Summer pilot was successful. No withdraws. Student gave positive feedback from exit survey. Repeat students gave positive feedback about the ALEKS addition to the course.

- ✓ 1.6 Work with appropriate constituents to develop a College Transition Model: "College Courses at the High School" in our region.
  - o Staff attended meeting with West Virginia University (WVU), Van High School, and West Virginia Department of Education (WV DOE) to work on P-20 curriculum. Additional meetings with Van High

School and WV DOE to continue working and curriculum and develop class scheduling sequence.
- o Received Boone County Schools Board of Education approval for project.
- o Southern is currently offering the following three (3) sections of classes at Van High Schools
  - OR 105 Orientation to Technical Programs (two sections)
  - IT 134 Basic UAV Flight
- o Planning in process for incorporating full schedule into 2018-19 year.
- o Master student schedule under development for grades 9-12 for an Associate of Science or Associate of Arts degree along with career choice certification courses.
- o Two courses offered as initial P-20 course pilot project to Van High School including a college orientation class and a drone technology class.
- o Ten seniors enrolled for 4 hours' credit and 14 juniors enrolled for 1-hour credit.
- o Working with Logan County School to start an Early Entry program on the Logan campus starting Spring 2019. Meeting with Tug Valley High School to start an Early Entry program for the Williamson campus.
- o 2018 Transitions grant ($30,913) funded. (Boone County Project)
  - Delivered first semester of the Van High School P-20 model to juniors and seniors. Juniors (14) received 1 credit in Orientation to Technical Programs and seniors (10) received 4 credits in UAV Basic Flight and Orientation to Technical Program.
  - Master schedule developed for phased expansion to all grades.
  - New cohorts to start with 2018-2019 term with expanded courses and dual credit offerings.
  - New Transitions grant ($30,913) awarded to duplicate to Tug Valley High School. (Mingo County Project)
  - Partnership with RCBI to deliver Industrial Technology to McDowell County Career and Technical Center with student concurrent enrollment opportunities for high school students. Recruiting for Fall 2018 class. (Pending HLC site approval). (McDowell County Project).
- o The Early College Academy parent sessions have been scheduled for Logan County Schools.
- o The Early College Academy acceptance meeting has been schedule at Southern for December 12, 2018. We anticipate 40 juniors and seniors will participate in the Jan. 14, 2019 spring pilot. Students will travel to campus Monday through Thursday taking MT 121 and EN 101.
- o The initial planning meeting to discuss an Early College Academy with Lincoln County Schools took place on Sept. 27, 2018. The goal is to start a pilot during the spring semester.
- o Meeting with Boone County 21st Century Coordinator to discuss Early College Academy options.
- o Waiting to hear back from Mingo County Schools to schedule a meeting to discuss Early College Academy option.
- o Participated in the official P-20 Kick Off at Van High School.
- o Started second round of courses to Van High Juniors and Seniors IT 134. Additional courses being scheduled for Spring.

- ✓ 1.7 Develop and implement more effective advising strategies and practices involving active and intrusive advising of students throughout their programs in order to support student retention.
  - o Implementing advising program which will include DegreeWorks updates, strategies and practices complementing the Guided Pathways program (15hrs. per semester, 30 hrs. year, math/English first year, 9+ content hours first year, meta major), early alert system, First-year experience (FYE)/orientation program, & planned handoff to the content faculty for advising.
  - o Tech Programs Case Manager grant awarded to fund position to provide case management to technical program students. Intrusive advising model. ($50,700)
  - o 2019 DHHR-TANF Grant awarded to continue work with TANF recipients. ($120,000).
  - o Student services staff funded to attend First Year Student Success conference to gather ideas for implementation.
  - o Southern is moving towards the Guided Pathways (GPS) for Success Model of advising strategies.
  - o Several staff have attended one training on the GPS. The next training will be September 2018.
  - o Staff training has been provided by Inside Track to assist with building coaching skills and effective advising.
  - o Work has been completed with Inside Track to develop a Student Journey Map.
  - o The Guided Pathways for Success (GPS) team attended the Momentum Conference.
    - ▪ An action plan was developed to address some of the team's goals. Five of those actions are:
      - • 15 to Finish campaign utilizing the CCA Alliance toolkit and working with the VP for Institutional Advancement and Public Relations Specialist;
      - • Update Advising Process
        - o Advisor cleanup in Banner
        - o Advisor assignments (specific programs/Chairs/Deans/faculty/Student Services Specialists)
          - ▪ Primary and secondary advisors
        - o Restricted registration pin system (pilot with one program for Spring 2019 registration)
        - o Communication plan-case management
      - • First Year Experience (FYE) – Orientation
        - o Mandatory orientation for all new students and include families
          - ▪ Orientation dates for Fall 2019 students set
        - o Preparation for taking on-line classes
      - • Waitlist Classes
        - o Use Banner to add students to waitlists

▪ Extract data to determine class needs
- Advising syllabus or MOU
  - Include expectations of student and advisor
  - Training for student services specialists and faculty advisors
- Implementing new advising process to increase retention goals.
- Established new student orientation mandates for 2019 incoming class.

Goal 2: Strategies: Provide strategies for meeting the workforce demands of employers and enhancing economic development efforts in West Virginia.

- ✓ 2.1 Strategically target funding for the development of programs that meet documented workforce needs.
  - 2019 Perkins 2019 – Funding to update Surgical Technology, Medical Laboratory Technology, and Nursing Labs with new equipment; build new 3-D printing lab for Information Technology and Engineering programs; provide tutoring services for student success center; review online courses and provide training for faculty in online course development to expand online offerings; and provide professional development for faculty in assessment, pedagogy, technology, and accreditation. ($306,194). 98% equipment ordered for labs with installation and setup in progress.
  - 2019 Sustainability grant awarded Medical Assisting to provide instructional cost for 2018-2019 year. ($78,306)
  - 2019 Sustainability grant awarded for Mechatronics to provide instructional cost for 2018-2019 year. ($78,306)
  - Sustainability grant awarded for Welding Technology to provide instructional cost for 2018-2019 year. ($78,306)
  - ARC Grant – Drones. Expand the Information Technology program and provide Drone Training. Extension for ARC Drone Grant requested to extend until 2020. Program continues to grow. ($748,000)
  - Drones provided as recruiting mechanism college wide and development of early entrance
  - 39 New students for Fall 2018.
  - Working with employers for first Learn and Earn grant to provide student jobs while enrolled in program.
  - ARC Grant – Hatfield McCoy Trails. Entrepreneurial Center developed and training offered to help develop businesses along the Hatfield McCoy ATV Trail. ($750,000).
  - ARC Grant – Pride BuildJobs.
  - Positions filled for business faculty to develop entrepreneurial program and student services specialist to help with enrolling students in academic and workforce training opportunities.
  - Working with welding and electrical students to evaluate training needs and arrange training. First

contract completed for welding training summer 2018. ($230,000)
- o ARC Grant – RCBI Appalachian Hatchery. Partnership with RCBI to deliver Machining and Machine Tool curriculum. RCBI provides instructional and recruitment costs).
- o Curriculum developed and approved for certificate level. Associate under development.
- o MOU approved with McDowell County Career and Technology Center to become a Southern site. (Pending HLC approval)
- o Instructors hired for Williamson campus and McDowell County site.
- o First set of courses to be offered Fall 2018. Includes an early college model to co-enroll high school and adult students.
- o Potential apprenticeship program under discussion with Komatsu Manufacturing. Curriculum shared with Komatsu and meeting held with Komatsu and RCBI to continue discussion and outline apprentice partnership.
- o Technical Program Development Grant – Machining/Machine Tool Technology to fund building needs and tools for students to help offset fees. ($200,000)
- o ARC Grant submitted to fund Leadership program in cooperation with Marshall University. Feedback provide with recommendations for correction including resubmission with Southern as lead institution and associate degree as the center of the project. Includes pathway to Marshall with a B.S. in Leadership, potential Marshall faculty teaching at Southern full-time, student services, and cultural/co-curricular activities on Marshall campus. ($1.4M)
- o ARC Grant Technical Assistance Grant - Economic Alliance partnership to fund Energy Efficiency Training and building evaluations for energy efficiency. Provides staffing and coordination to develop full implementation grant. ($100,000)
- o Technical Program Development Grant – Energy Efficiency. Joint grant with BridgeValley, New River, and MountWest to develop Energy curriculum in partnership with the WV Office of Energy. Provide workforce training for energy performance, energy auditor, and energy efficiency training. ($200,000)
- o National institute of Food and Agriculture (NIFA) and USDA grant – Fresh to Market. Partnership with WV State University Extension office to develop cold storage hub in Southern WV along with expanded extension services. ($572,732)
- o USDA – Agriculture grant under development to provide assistance with agriculture supplies. ($50,000)
- o NSF – Stem grant – due October. To develop science classroom and workshops for STEM education. ($800,000)
- o ARC Grant Technical Assistance Grant – Manufacturing for development of coal source roofing tiles and installation. ($100,000)
- o Respiratory Therapy Expansion. Equipment ordered and curriculum under development. Delay in start-up and faculty hiring. Requesting extension to continue spending to cover faculty salaries through 2021.

$200,000)
  - o PowerSports Technology. Equipment ordered and curriculum developed. Requesting extension to cover faculty salaries through 2020. ($200,000)

- ✓ 2.2 Work with area business/industry partners to host regional business services/support meetings and/or workshops.
  - o Through partnership with Hatfield McCoy Trail System's ARC POWER Grant, eighty-four businesses have participated in eleven workshops throughout the service area. Thirty-five businesses have received one-on-one assistance with one or more of the following: business plan, webpage development, funding resources, and business coaching sessions to either create, retain, or expand their business.
  - o Through Southern's partnerships with West Virginia University's Manufacturing Extension Partnership (MEP) and Marshall University's Robert C. Byrd Institute (RCBI) additional workshops and training services have been delivered to thirty-one (31) employers. Through all these activities, along with training for mining companies, a total of ninety-five (unduplicated) businesses have been served.
  - o During 2018-19, additional workshops are planned for small businesses in the region that address some identified needs based on feedback from personal visits and/or workshop evaluations. These new workshops include: finance, taxes, credit repair and bankruptcy recovery; lodging business mechanics and business planning; and customer service and hospitality. There will also be continued training for the mining industry by providing annual retraining to incumbent workers.
  - o Partnership with WV Hub to provide workshops and two conferences for ARC Grantees. Statewide attendance.
  - o Partnership with the Alliance for Southern West Virginia Economic Development (no hosting but provides services and support for meetings). Assistance provided in planning and coordinating the first Small Communities, Big Solutions Conference scheduled for October 22 and 23 with Southern representation on panels and facilitation of group sessions.
  - o Southern representation on the 2018-2019 WV Hub POWER Support Project Advisory Team to plan 2018 December Convening of POWER awards.
  - o During the 2017-2018 fiscal year it was reported on the Workforce Matrix Report to the Community College System of West Virginia that one hundred twelve (112) employers received either a product or actual training and there were one hundred sixty-five (165) participants in entrepreneurship courses/workshops.

- ✓ 2.3 Work with faculty/staff and external credentialing agencies to ensure that eighty percent of all Technical Programs will include an industry recognized credential.
  - o Expanded IT credential to include Unmanned Safety Institute Certification.

- ✓ 2.4 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.
    - o Working with Coalfield Development to develop partnership agreement for training and academic offerings for participants in their training initiatives for their 33-6-3 model.
    - o Working with Coalfield's Refresh Appalachia to develop and align new agriculture program with needs of the region.
    - o Working with MRS Manufacturing to bring new manufacturing process and company (Semplastics) to the area that will result in need for expanded training with new polymers (resulting in potential ARC grant for manufacturing/construction training.
    - o Meeting with Williamson Healthy Workforce, Healthy Economy grant group to discuss potential projects and funding opportunities.
    - o Attended Ribbon Cutting for Truston Technologies, Inc. and met with Mr. Eric Jacobs, President and Mr. David Laxton, Fabrication Manager about specialized training opportunities.
    - o During the 2017-18 academic year, one hundred twelve (112) businesses have been served through the Workforce and Community Development unit. These services include required recertification training for the mining industry, various specialized training sessions for manufacturing companies through Southern's partnership with West Virginia University's Manufacturing Extension Partnership, and entrepreneurial workshops and business coaching sessions for budding and existing entrepreneurs in the region. The trainings and services for these businesses have met a need expressed by the business and/or individual through personal contact with them.
    - o Southern's partnership with the Hatfield McCoy Trail System through an Appalachian Regional Commission POWER grant has established the Entrepreneurial and Business Coaching Center and hired a program administrator, who was the former State Director of the Small Business Development Center and, as a result, has the expertise needed to grow entrepreneurship in the region.
        - ▪ The administrator is responsible for the development and implementation of an entrepreneurial training, coaching, and technical assistance program, modeled after a proven program being utilized in a rural area, designed to help new and/or existing entrepreneurs and small businesses with overall business plan development, strategies, support, training, mentoring, and other identified needs. This program serves Southern's six counties of Boone, Lincoln, Logan, McDowell, Mingo, and Wyoming, along with Kanawha, Mercer, and Wayne.
        - ▪ The program administrator spent the first several months on the job traveling throughout the region meeting with small business owners to assess their needs. Workshops were developed and delivered based on those needs. Each participant in these workshops gave feedback identifying other topics that would help them in their business.
        - ▪ As a result of this feedback, other workshops were developed and delivered to address their

deficiencies. Additionally, individual coaching sessions on various topics were offered to all workshop participants providing assistance to them on a more personal level.

- Eleven workshops executed with one hundred thirty-six attendees during FY18.
- One of the grant activities is to increase business creation and retention. As a result, there have been fifteen businesses that are either new or have been retained.

o Implementing Polaris Certification for the PowerSports program. Business department exploring ACBSP (Accreditation Council for Business Schools and Programs) accreditation options for the revised business program.

o Personal visits have been made to lodging, hospitality, tourism, manufacturing, and mining businesses to discuss their possible training needs. Visits were made to at least one hundred thirty-five businesses. As a result of those visits, seventeen workshops were developed and delivered to meet their identified training needs with ninety-five companies participating. Through Southern's partnership with West Virginia University's Manufacturing Extension Partnership and our outreach to mining companies, ten customized training activities were delivered to five companies.

o Through this continued outreach to small businesses within the region and feedback from workshop participants, additional workshops in the areas of finance, taxes, credit repair and bankruptcy recovery; lodging business mechanics and business planning; and customer service and hospitality. Workshops will continue in the areas of QuickBooks and website and social media.

o Southern also developed a training plan/proposal for an emergency services agency offer and deliver a non-academic credit advanced care technician "Bridge" program to personnel of their agency and other agencies in the region.   The program still need the approval of the WV Office of Emergency Services.

o Another training plan/proposal has been submitted to the West Virginia State Police to conduct an FAA part 107 – Unmanned Aerial Vehicles (UAV- "drone") Basic Flight Preparation Systems and Safety Training course for potential non-academic credit course to be delivered in the near future. There has been expressed interest from several fire departments in the same course.

o Talks have begun with Truston Technologies, Inc. to address some of their training needs. A meeting is being set up sometime in August 2018 to meet with the Wyoming county business manager and their supervisor.

  - Training needed in welding for three employees. Due to distance to Williamson Campus, Wyoming Career Center is a potential option for training.

o There is a real opportunity for us to work with businesses in the region on placement of students in internships and/or apprenticeships in demand fields, such as information technology, business, hospitality, allied health, welding, mechatronics, and machining.   Several businesses have expressed interest in hiring interns. Some of these could be suitable for Learn and Earn and give our students work experience prior to graduation.

o The WV HUB's Energizing Entrepreneurial Communities initiative is coordinating a business survey in Wyoming County to help identify their training needs, challenges, and other needs. Southern's Workforce Director, Jackie Whitley, serves on the HUB's core team. The core team will assist with the facilitation of the survey through various methods to reach as many businesses as possible. Low number of survey respondents resulting in limited data.

o Worked with Pride Community Services BuildJobs Grant to provide participant evaluations in the technical skills and provide welding training for participants. One (1) participant has completed the training and three (3) additional participants will complete be by October 5, 2018 (an 8-week training in welding).

o Potential apprenticeship program under discussion with Komatsu Manufacturing. Curriculum shared with Komatsu and meeting held with Komatsu and RCBI to continue discussion and outline apprentice partnership.

o Meetings held with Fresh Start Program to discuss opportunity for enrollment of participants in Agriculture program.

✓ 2.5 Work with newly identified business/industry partners, the American Association of Community Colleges, and Community Colleges of Appalachia to incorporate action steps identified in the Industry-Informed Infrastructure (I3) project meeting across Career and Technical Programs.

o Southern staff attended the I3 Capstone meeting.

o We are currently working with Lincoln Electric for additional partnerships and training.

o Dr. Deanna Romano attended a Lincoln Electric workshop in Cleveland, Ohio to discuss partnership development.

o Southern has signed the Work American contract.

o Southern is exploring a potential partnership with Snap-On Tools for lab organization, improved lab environment, and tool setup.

✓ 2.6 Add content, as appropriate, to career technical programs in entrepreneurism to enhance student awareness of business needs and concerns.

o Hired instructor to develop entrepreneurial track for business programs through Pride Build Jobs Initiative.

o Potential funding with partnership between Marshall and Southern for leadership development and entrepreneurial programming.

o Signed MOU with WVCCTCE for Entrepreneurial Mindset Facilitator Certification Training.

o Stephanie Abraham is currently researching best practices for developing an entrepreneurism program at the institution. She will submit her report by December 2018 with intentions to implement by Fall

2019.

- o Position through Pride grant to allow faculty time to develop program. (noted in goal 2.1 in Pride grant).

Goal 3: Provide access to affordable community and technical college education.

- ✓ 3.1 Continue to develop and implement online courses strategically to improve ability of students who live at a distance from our campuses to access and complete specific course requirements in specific programs.
    - o Significantly more courses are being offered for Spring 2019 compared to Spring 2018.
    - o More faculty and courses are Quality Matters (QM) certified.
    - o Completed conversion and testing of new integration process to load students and course into Blackboard for a more efficient process.
    - o Provided training to faculty for Basic Blackboard and Quality Matters with 28 faculty participating (duplicated heads – some faculty attended multiple sessions).
    - o 59 of the 61 full time faculty trained in Basic Blackboard skills.
    - o 13 of the 23 active adjuncts have received training. Training offered at the beginning of each semester with day, evening, and weekend opportunities for adjuncts. The remaining 10 adjuncts teach traditional on-campus courses.
    - o Continue to provide in-depth 1:1 training for faculty
    - o Full training schedule for the remainder of Fall 2018 term is established to include full Blackboard and online teach pedagogy.
    - o New Orientation Course created and provided to all students to assist with the online learning and remote advising.
    - o Strategic plan organized for quality review of existing courses to meet Quality Matters standards. Five courses completed QM reviews and awaiting final evaluation. Additional five courses have started through an internal process.
    - o Launched Fall courses and provided start-up support for faculty and students
    - o 420 active sections with 290 using some form of Online Support (69%)
    - o 146 sections offered fully online or hybrid (35%)
    - o 195 unique courses offered with 79 offered fully online/hybrid (and 51 others using Blackboard as support.
    - o Distance Education Committee working on procedures for review and approval of newly developed courses and recommendations for courses to fill essential gaps in offerings to allow more programs to be offered fully online.

✓ 3.2 Increase course offerings at local high schools on evenings and weekends to make courses more accessible and increase enrollment.
- o Transitions project (goal 2)
- o Meetings with Boone County Superintendent, WVU and WV Department of Education representatives, and Van High School representatives to continue working on P-20 model.
- o Master student schedule under development for grades 9-12 for an Associate of Science or Associate of Arts degree along with career choice certification courses.
- o Two courses offered as initial P-20 course pilot project to Van High School including a college orientation class and a drone technology class.
- o Ten seniors enrolled for 4 hours' credit and 14 juniors enrolled for 1-hour credit.
- o Boone County Schools: Southern West Virginia Community and Technical College is working with Boone County Schools to meet the GOAL 2.0 initiatives for the West Virginia Department of Education's 21st Century Community Learning Centers Grant. Southern will provide opportunities for high school students to take courses on Southern's campuses through early entry options. Funds from the grant will be used to limit the financial responsibilities of the Boone County School District and Southern West Virginia Community and Technical College.
- o Logan County Schools: Provide college credit courses taught by Southern's faculty on local high school campuses. Provide opportunities for high school students to take classes on Southern's campuses through early entry options. Implement the resources of the Transitions Grant to limit the financial responsibilities of the Logan County School District and Southern West Virginia Community and Technical College.
- o We are moving towards an Early Entry process to have student on the different Southern campuses.
- o We are meeting this goal by implementing the Early College Academy experience.

✓ 3.3 Continue developing the Enrollment Management Plan to strategically manage enrollment and best utilize the institution's financial resources for enrollment growth.
- o Reviewed existing Enrollment Management Plan.
- o Established Enrollment Management Teams from across the College.
- o Outlined procedures/processes for developing rough draft for review during Southern's April 2018 Governance Day.
- o Created template for enrollment management planning to collect strategies from across the institution.
- o Developed a OneNote notebook for teams to share information while working on Enrollment Management Plan.
- o Working with "Inside Track" to develop a Student Journey Map.
- o Key personnel attending Ruffalo Noel Levitz Enrollment Management Conference.

- o Enrollment Management Plan committee has worked to identify goals and process to identify strategic initiative to increase the number of first time students, improve persistence and retention rates, implement student support initiatives, improve completion rates and strengthen alumni relationships. The new plan focuses on recruitment, retentions, and completion efforts strategically.
  - The plan is near completion, then will be reviewed by the Student Success Committee and Student Services Unit. The plan will be forwarded through the Governance approval process.
  - Some activities have begun implementation that are in line with GPS as mentioned in 1.7.
- o Strategic Enrollment Management Plan is developed around four specific points of the student life cycle – **Recruitment, Enrollment, Retention, Completion**.
- o Implementing 15 to Finish Campaign – On-Time vs. Full-Time.
- o Retention initiatives are an important factor for the strategic growth of the college.

✓ 3.4 Continue to reorganize Student Services to better serve students in the admissions, enrollment, and financial aid process to increase annual unduplicated headcount and student financial aid participation rate.
  - o Monthly meetings are held with student services staff to discuss issues and work on projects such as: Inside Track, DegreeWorks, GPS, Enrollment Management Plan, Recruitment, Student Success Center, Tutoring, Financial Aid Literacy, TANF Program, Career Services, New Student Orientation Program, Disability Services and ADA, Career Services, Title IV, Student Conduct, National Leadership Honors Society, Website review, PIQ reviews, coordinated summer vacation schedule to maintain coverage on campuses, and attended interviews for vacant positions.
  - o Beginning stages of the development and implementation of a Student Success Center, (A work in progress. The space we are currently in is temporary until the final renovation is completed for the Logan campus) The following furniture, equipment and stations have been provided in the temporary space:
    - The Learning Studio is located in room 122
    - Round Table Stations with Chairs
    - Horse shoe tables for group tutoring
    - White Boards, Markers, and Erasers
    - Computers Stations
    - Study Corners
    - Supplies such as paper, notebooks and pencils
    - Phase II of the physical renovation of center is currently being discussed for the Logan campus and the Williamson campus
    - We are hoping that the new look and feel of the center will encourage students to participate in the Learning Studio.

- As we move forward with the renovation being completed for the Logan Student Success Center and Learning Studio, we are envisioning the renovation of the Williamson campus Student Success Center/Learning Studio to begin in the near future.
- Financial aid department are now reporting to the Vice President of Finance.
- Registrar, admissions and records are now reporting to the Vice President of Academics.
- Student Services employees are looking forward to meeting with Holly Martin, Dean of Student Services, to discuss further plans for moving student services forward in the future.
    - Due to Holly Martin's decision to resign prior to her start date, Allyn Sue Barker will fill in as Interim Vice President for Student Services.
    - Student support initiatives are moving forward even with the strategic position of Dean of Student Services being vacant.

- **Phase I Reorganization**:
    - Merge three schools into tow – School of Career & Technical Studies and School of Arts & Sciences
    - Eliminate chair positions and create dean structure.
    - Create program leader descriptions to support programs within the schools.
    - Move Registrar's Office to Academics.
    - Move Financial Aid's Office to Finance and Administration.
    - Create Office of Enrollment Management (Admissions & Student Engagement).
    - Create Office of Institutional Effectiveness under the President with secondary line to VPAA.
    - Develop Institutional Assessment Committee within the Governance structure. Membership includes chair of Academic Assessment Committee (new name), ALO, strategic planning, library, distance education, grants, workforce development, and CIO.
- **Phase II Reorganization:**
    - Create Dean of Students structure under VPAA
    - Disability and Adult Services
    - Enrollment Management (Admissions & Student Engagement)
    - Financial Assistance
    - Student Government Associations
- **Phase III Reorganization:**
    - Full implementation of Student Support Center
    - Advising Program
    - Tutoring Program expanded
    - Reorganize Workforce and Community Education Unit

✓ 3.5 Advocate to increase the number of foundation scholarships.
   o Carrie Anne Scott Memorial Kayak Float and Race raised approximately $2,000 for scholarships.
   o Thelma's Café Spaghetti Dinner Fundraiser contributed over $500 for Scholarships.
   o First Annual Southern Telethon raised over $6,000 for scholarships
   o Met with Mr. Eddie Curry, CONTIGA, and secured a $50,000 commitment for the continuation of the Appalachian Leadership Academy.

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

✓ 4.1 Promote documented Southern Successes to State-level decision makers as a means of developing more state support.
   o Will meet with Dr. Casey Sacks, Associate Chancellor, to discuss redesigned Health Care Professional degree. No one in the state offers the Health Care Professional degree using stackable credentials.
   o Submitted letters to Senators Capito and Manchin in regards to supporting the Federal Farm Bill.
   o Implementation of the Watermark system to support institutional effectiveness initiatives for making data driven decisions.

✓ 4.2 Search out and apply for new federal, state and private grants that can support academic programming appropriate to the needs of the college.
   o Southern has been submitted as partners in three Appalachian Regional Commission (ARC) grants (Hatfield McCoy Trails, Williamson Broadband, and Marshall University Coalfield Scholars), and the USDA-NIFA grant.
   o Work with MRS Manufacturing to bring new manufacturing process and company (Simplistic) to the area that will result in need for expanded training with new polymers (resulting in potential ARC grant for manufacturing/construction training – awaiting Department of Energy results for Semplatics phase 2 funding to finalize polymer. MRS had conducted partnership meetings to bring the need to WV upon completion.
   o Partner on WV State University USDA-NIFA grant to fund support for Agriculture Extension and develop Southern as a central resource hub. ($200K for lab equipment)
   o Partner on Marshall University-Coalfield Scholars grant to provide student support funding for leadership and tutoring services along with a partnership for curriculum delivery of a leadership curriculum including entrepreneurial skills. ($150K + for student services support)
   o Completed new request for funding to DHHR for TANF continuation. ($120,000.00)
   o Completed new planning guide for Perkins 2019 funding including funding for tutoring, lab modernization, assessment plan development, QM review of online courses, and professional development in technology, advising, assessment, and distance education. ($279,017.00)

- o Completed new planning guide modification to include Perkins Carry Over to include new 3-D printing lab, Welding Plasma Table upgrade, additional allied health equipment, and additional funding for tutoring. ($27,177)
- o Reauthorized Professional Development funding for 2018 to support Guided Pathways and Co-requisite education. ($7,542)
- o Work with Southern Economic Development Alliance to finalize submission for Energy Efficiency grant which includes training component. (approx. $150K)
- o Work with RCBI and McDowell County Schools for development of WV Advance grant. ($200K)
- o Meetings with Williamson Healthy Workforce, Healthy Economy grant group to discuss potential projects and funding opportunities.

- ✓ 4.3 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.
  - o Continued work with Coalfield development and WV Department of Education for partnerships for Agriculture land and equipment usage.
  - o Work with RCBI to develop and deliver Machinist curriculum.
  - o Potential partnerships with MRS Manufacturing as listed in 4.2.
  - o RCBI (Machining Program); Hatfield McCoy Trail System's ARC POWER Grant – Program Administrator has partnered with WV HUB, RCBI, SBA, RCAC, SBDC, and TechConnect to leverage resources and eliminate duplication of services.
  - o Partnership with Refresh Appalachia.
  - o Partnership with RCBI.
  - o Strengthening our capstone requirements with more internship opportunities for students and the partnering businesses.
  - o Work with WV State University to develop partnership with Agriculture Extension for the assistance with course development, delivery, and setup of Agriculture program.

✓ 4.4 Explore new methods to conduct fundraising for the Southern Foundation for support of the college as well as for the scholarships.
  o Vice President for Institutional Advancement – Ms. Rita Roberson
  o Southern Telethon – inaugural event held on April 29, 2018 raised over $6,000.
  o Planning Alumni Donation Campaign for Summer 2018.
  o Carrie Ann Scott Kayak Race was held on July 14, 2018 and raised $2,000 for student scholarships.
  o Southern hosted its 6th Annual Mike McGraw Golf Outing – Held on October 4, 2018 at Twin Pines State Park and raised approximately $3,000 for unrestricted scholarships.
  o Ms. Rita Roberson and Ms. Emma Baisden attended the 2018 Conference for Community College Advancement with seminars in:
    ▪ Alumni Relations
    ▪ Social and Planning the College Golden Anniversary
    ▪ Marketing
  o Continued Planning of the 3rd Annual Southern Harvest Half Marathon/5K Race.
  o Interviewed and made job offer for the position of Graphic and Web Designer.

Grants Update

Closed/Closing Grants
- Perkins Leadership - Tech Programs Case Manager. Closed 6/30/2018
- TAACCCT 4 – Heroes for Hire. Closed 8/29/19
- Respiratory Therapy Expansion. Closing 1/11/19 – Requesting extension.

New Grants
- 2019 DHHR-TANF Grant awarded to continue work with TANF recipients. ($120,000).
- 2019 Sustainability grant awarded Medical Assisting to provide instructional cost for 2018-2019 year. ($78,306)
- 2019 Sustainability grant awarded for Mechatronics to provide instructional cost for 2018-2019 year. ($78,306)
- 2019 Sustainability grant awarded for Welding Technology to provide instructional cost for 2018-2019 year. ($78,306)
- 2019 Transitions grant awarded to duplicate to Tug Valley High School. (Mingo County Project) ($30,913)
- 2019 Perkins. Funding to update Surgical Technology, Medical Laboratory Technology, and Nursing Labs with new equipment; build new 3-D printing lab for Information Technology and Engineering programs; provide tutoring services for student success center; review online courses and provide training for faculty in online course

development to expand online offerings; and provide professional development for faculty in assessment, pedagogy, technology, and accreditation. ($306,194)

Modified/Reopened Expired Grants
- College Transitions. Approval to appropriate funds to new early college models for each county. ($103,884)
- Co-Requisite Curriculum Development. Funds to provide professional development and other activities to rework math co-requisite model. ($7,542)
- Programs of Study. Development of pathways with career technical programs. ($4,778)

Submitted – Revising/Awaiting responses
- ARC Grant submitted to fund Leadership program in cooperation with Marshall University. Feedback provide with recommendations for correction including resubmission with Southern as lead institution and associate degree as the center of the project. Includes pathway to Marshall with a B.S. in Leadership, potential Marshall faculty teaching at Southern full-time, student services, and cultural/co-curricular activities on Marshall campus. ($1.4M)
- National institute of Food and Agriculture (NIFA) and USDA grant – Fresh to Market. Partnership with WV State University Extension office to develop cold storage hub in Southern WV along with expanded extension services. ($572,732)
- Williamson Broadband Project grant submitted to fund expansion of broadband to Mingo county including Williamson campus. Partnership agreement with in-kind support.
- ARC Grant Technical Assistance Grant - Economic Alliance partnership to fund Energy Efficiency Training and building evaluations for energy efficiency. Provides staffing and coordination to develop full implementation grant. ($100,000) 8/29/18

In-Progress
- Technical Program Development Grant – Machining/Machine Tool Technology to fund building needs and tools for students to help offset fees – align with RCBI App Hatchery project. ($200,000)
- Technical Program Development Grant – Energy Efficiency. Joint grant with BridgeValley, New River, and MountWest to develop Energy curriculum in partnership with the WV Office of Energy. Provide workforce training for energy performance, energy auditor, and energy efficiency training. ($200,000)
- ARC Grant Technical Assistance Grant - Economic Alliance partnership to fund Energy Efficiency Training and building evaluations for energy efficiency. Provides staffing and coordination to develop full implementation grant. ($100,000) 8/29/18
- ARC Grant Technical Assistance Grant – Manufacturing for development of coal source roofing tiles and installation. ($100,000) 8/29/18

- Leadership Grant – Retention Specialist. Funds to provide temporary staffing to coordinate review of non-returning students, contacting students, and documenting issues to assist with development of plan to address retention.
- Leadership Grant - Assessment Specialist. Funds to provide a temporary staffing to accelerate the input of assessment plans and strategic planning information into Watermark systems.
- Leadership Grant – FYE Experience and Career Guidance. Funds to provide professional development and materials for the development of a First Year Experience along with temporary staffing to offset student services developing FYE and assist with Career Guidance and Early Alert activities.
- NSF – Stem grant – due October. To develop science classroom and workshops for STEM education. ($800,000) 10/15/18
- USDA – Agriculture grant under development to provide assistance with agriculture supplies. ($50,000) open ended state.

Current Working Grants Updates
- 2018 Transitions grant ($30,913)
  - o Delivered first semester of the Van High School P-20 model to juniors and seniors. Juniors (14) received 1 credit in Orientation to Technical Programs and seniors (10) received 4 credits in UAV Basic Flight and Orientation to Technical Program.
  - o Master schedule developed for phased expansion to all grades.
  - o New cohorts to start with 2018-2019 term with expanded courses and dual credit offerings.
- ARC Grant – Drones. Expand the Information Technology program and provide Drone Training. Extension for ARC Drone Grant requested to extend until 2020. Program continues to grow. ($748,000)
  - o Drones provided as recruiting mechanism college wide and development of early entrance
  - o 39 New students for Fall 2018.
  - o Working with employers for first Learn and Earn grant to provide student jobs while enrolled in program.
- ARC Grant – Hatfield McCoy Trails. Entrepreneurial Center developed, and training offered to help develop businesses along the Hatfield McCoy ATV Trail system. ($750,000).
- ARC Grant – Pride BuildJobs.
  - o Positions filled for business faculty to develop entrepreneurial program and student services specialist to help with enrolling students in academic and workforce training opportunities.
  - o Working with welding and electrical students to evaluate training needs and arrange training. First contract completed for welding training summer 2018. ($230,000)
- ARC Grant – RCBI Appalachian Hatchery. Partnership with RCBI to deliver Machining and Machine Tool curriculum. RCBI provides instructional and recruitment costs).
  - o Curriculum developed and approved for certificate level. Associate under development.

- o MOU approved with McDowell County Career and Technology Center to become a Southern site. (Pending HLC approval)
  - o Instructors hired for Williamson campus and McDowell County site.
  - o First set of courses to be offered Fall 2018. Includes an early college model to co-enroll high school and adult students.
  - o Potential apprenticeship program under discussion with Komatsu Manufacturing.
- Respiratory Therapy Expansion. Equipment ordered and curriculum under development. Delay in start-up and faculty hiring. Requesting extension to continue spending to cover faculty salaries through 2021. $200,000)
- PowerSports Technology. Equipment ordered and curriculum developed. Requesting extension to cover faculty salaries through 2020. ($200,000)
- Agriculture Technology. Curriculum developed – awaiting CTC and HLC approvals. Pathways with secondary schools mapped and external partnerships completed with Coalfield Development and the Southern WV Fresh Start program.
- ARC – EntreEd. Limited activity. Mingo County approved to start the activities. McDowell not yet committed. Business department needs to revise and re-plan activities. ($16,000)

Workforce and Community Development Unit

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

October 15, 2018

Unit Supports Mission and Institutional Commitments

Mission Statement

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

Institutional Commitments

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

1. Developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses.
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.
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. **Workforce development, continuing education and training programs that support the needs of employees and employers and serve as a mechanism for economic development.**
5. Support services that assist students in achieving their education and training goals.
6. **Community interest programs and activities that promote personal growth and cultural enrichment.**

Workforce and Community Development Unit

Administrative Responsibilities

➢ Academy for Mine Training and Energy Technologies

➢ ARC Power Initiative Grant – Southern Coalfields Sustainable Tourism & Entrepreneurship Program with Hatfield McCoy Trail System
  ➢ Entrepreneur and Business Coaching Center

➢ Workforce, Continuing, and Community Education

Academy for Mine Training and Energy Technologies

Training Areas Delivered in 2017-2018

- Underground Miner Apprentice (80-hour)
- Surface Miner Apprentice (40-hour)
- Emergency Medical Technician – Mining
- Annual Retraining Courses
  - Underground
  - Surface
  - EMT-M – 2016 Module
  - EMT-M – 2017 Module
  - EMT-M – 2018 Module
- Electrical Hazards (8 – hour)
- Surface Simulator – Rock Truck and Dozer

Academy for Mine Training and Energy Technologies

Additional Activities:

- Contracted training for 3 companies
- Maintenance and Testing:
  - Rescue communication systems;
  - Medical and casualty equipment;
  - Self-contained Breathing Apparatus (SCBA);
  - Gas Chromatographs; and
  - Heavy equipment simulator and modules – heavy truck, dozer, and loader.
- Academy move to Williamson Campus Armory Building from the Bell Road facility.

Academy for Mine Training and Energy Technologies

West Virginia University (WVU) - Manufacturing Extension Partnership (MEP)

Official partnership between WVU and WV Division of Energy ended June 30, 2018

Employer Services/Training:

- Mock OSHA Inspection – 1 company
- Innovation Project – 1 company
- 5S Lean Training – 1 company
- OSHA Forklift Certification Training – 1 company
- Air Quality Sampling Project – 1 company
- CPR/First Aid – 1 company
- Time Study Training – 1 company
- Process Evaluation Training – 1 company

Academy for Mine Training and Energy Technologies

Entrepreneurship and Business Coaching Center

ARC POWER Initiative Grant

- Southern Coalfields Sustainable Tourism & Entrepreneurship Project - Hatfield McCoy Trail System's awarded $1,372,275 million with $750,000 to Southern (3-year grant)
- Purpose to establish an Entrepreneurship Coaching and Training Program serving nine counties (Boone, Kanawha, Lincoln, Logan, McDowell, Mercer, Mingo, Wayne, and Wyoming)

Entrepreneurship and Business Coaching Center

Mission:

The Entrepreneurship and Business Coaching Center provides technical assistance and training to ensure that new and existing small businesses and entrepreneurs are being provided the highest level of service to optimize their success rates in southern West Virginia.

Vision:

The Entrepreneurship and Business Coaching Center aspires to revitalize economic prosperity through successful entrepreneurship and small business ownership in southern West Virginia.

Entrepreneurship and Business Coaching Center

➤ Program Administrator started – July 2017
➤ Conducted 11 workshops with following topics:
- Website Mechanics for Lodging Businesses
- Building Your Own Business Around What You Love
- Beginning QuickBooks
- Google Analytics
- Facebook for Business

➤ 135 attendees, representing 84 businesses
➤ 15 new business starts and retentions
➤ Over 35 additional clients in pipeline
➤ Provided training, coaching and consulting to 22 Natural Capital Investment Fund (NCIF) referrals
➤ 23 board (grant) approved consultants and/or facilitators in "talent" pool
➤ Launched presence on website and Facebook

Entrepreneurship and Business Coaching Center

Plans for 2018 – 2019
- Replace Program Administrator
- Continue workshops with the following additions:
  - Finance, Taxes, Credit Repair and Bankruptcy Recovery
  - Lodging Business Mechanics & Business Planning (a Lodging Business Tool-Kit has been developed)
  - Website and Social Media
  - Customer Service and Hospitality
- Work in collaboration with College personnel on entrepreneurial initiatives
- Continue coaching, consulting, and training services for clients

Workforce, Continuing, and Community Development

Activities/Actions/Projects 2017-18

BuildJobs Initiative project - PRIDE, Inc.
- Opportunities in construction trades/entrepreneurism – Training in welding

Parent Education Program – WV Supreme Court and Logan County Family Court partnership

Launched Craft Brew Workshops

Community Education Classes
- Zumba
- Clogging
- 300 + on-line courses in:
    ◦ Accounting and Finance
    ◦ Business
    ◦ College Readiness
    ◦ Computer Applications
    ◦ Healthcare and Medical
    ◦ Language and Arts
    ◦ Law and Legal
    ◦ Personal Development
    ◦ Teaching and Education
    ◦ Technology
    ◦ Writing and Publishing

Other
- Marketing & Social Media Workshop – RCBI partnership
- Website Creation Workshop – RCBI partnership
- Business Fundamentals Workshops – WV SBDC partnership

Workforce, Continuing, and Community Development

Community and Technical College System of WV
Meeting the Challenge: MASTER PLAN
Fulfilling the Vision: 2015 – 2020

Measures *Numbers in **black** denote CTC System goals *Numbers in **red** denote Southern's data	15-16	Baseline	16-17	17-18	18-19	19-20
a. Training contact hours delivered	17,093 **17,517**	36,239	38,051 **23,515**	39,863 **36,986.25**	41,675	43,487
c. Workforce skill sets awarded	2,072 **2,174**	2,878	3,022 **3,046**	3,166 **3,993**	3,310	3,454
d. Employers served	28 **29**	38	44 **44**	50 **112**	56	62
e. Regional sector-based partnerships (cumulative)	1 **1**	---	1 **1**	1 **1**	1	3

Workforce Matrix Data – Master Plan/Compact

Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 21, 2018
6:00 p.m.
1601 Armory Drive, Room 433
Williamson, West Virginia

DRAFT MINUTES

Board Members Present: Howard Seufer, Jr., Chair; Eddie J. Canterbury, Secretary; Chris Adkins, Will Alderman, Faculty Representative; Lisa Haddox-Heston, Janice Olive, Samuel Stewart, Cherri Stroud, Student Representative; Dianna Toler, Staff Representative; Pat J. White

Board Members Absent: Mason White, Kevin Zachary, Vice Chair

College Staff Present: Robert Gunter, President; Emma Baisden, Recorder; Allyn Sue Barker, Tom Cook, Samuel Litteral, Deanna Romano, Rita Roberson Carol Howerton, Perry Jobe, Russell Saunders, David Kommer, Stephanie Mounts, Tim Ooten, Chris Gray, Patricia Miller, Stella Estepp, Darrell Taylor

1. **Call to Order:**
   Chair Seufer, declared a quorum present and convened the meeting at 6:00 p.m.

2. **Introduction of New Board Members**
   Chair Seufer asked new Board of Governors members Dr. Lisa Haddox-Heston, Ms. Janice Olive, and Ms. Dianna Toler to introduce themselves. Appointed by Governor Jim Justice for the term ending June 30, 2022, Dr. Heston is a resident of Logan County, represents the Seventh Senatorial District, and succeeds Wilma Zigmond. Ms. Olive, also appointed by Governor Justice for a term ending June 30, 2022, is a resident of Mingo County, represents the Sixth Senatorial District, and succeeds Latisha Marcum. Ms. Dianna Toler, was elected as the Classified Staff Representative to the Board in August 2018 to fulfill the unexpired term of Tim Ooten. Her term ends June 30, 2019.

3. **Oath of Office**
   Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Dr. Lisa Haddox-Heston, Janice Olive, and Dianna Toler.

4. **Call for Public Comments to the Board of Governors**
   Chair Seufer called for public sign-ups for comments to the Board. Ms. Stephanie Mounts had signed-in to introduce herself to the Board as the new Faculty Senate Chair. She shared comments about her new role and said that she was eager to work with the Board of Governors and administration.

5. **Introduction of Academic Deans and Student Services Dean**
   Chair Seufer called upon President Gunter to introduce Southern's new Academic Deans, Dr. David Kommer and Mr. Russell Saunders.

   Dr. David Kommer is the new Dean for the School of Arts and Sciences. Dr. Kommer has

been an educator for more than 40 years. He served as a secondary History teacher, school administrator, and most recently a professor of education for Ashland University in Ohio before retiring in 2016. Finding retirement the hardest job he had, he decided to return to service at Southern. Dr. Kommer holds a Bachelor of Arts degree in History and a Master of Arts degree in American History from California State University. He earned a Master of Science and Doctorate in School Administration from Pepperdine University.

Mr. Russell Saunders, a 27-year veteran of Southern, began his tenure as the Dean for the School of Career and Technical Studies on July 1, 2018. He has served as the Board of Governors Faculty Representative, Faculty Senator, and most recently as the Chair for the School of Allied Health and Nursing. Mr. Saunders holds an Associate of Science in Radiologic Technology from the University of Charleston, a Bachelor of Science in Radiologic Technology from West Virginia State University, a Master of Arts in Leadership/Technology Management from Marshall University, and is currently enrolled in a doctoral program through the University of Seattle's School of Higher Education Leadership Administration.

President Gunter also introduced to Board members the new Director of Williamson Campus Operations, Mr. Perry Jobe.

6. **President's Report**

6.1 President Gunter informed Board members that he had hired Dr. Holly Martin of Quincy, Illinois, as the new Dean of Student Services who was to begin work at Southern on August 21, 2018. Student Services employees were looking forward to meeting with her to discuss further plans for moving the unit forward. On Thursday, August 16, 2018, President Gunter received a telephone call from Dr. Martin that she would be unable to accept the position due to a recently diagnosed illness in her family. He plans to talk with the Association for Community College Trustees (ACCT) and various entities to readvertise the position as quickly as possible.

6.2 Tim Ooten was hired for the position of Student Success Center Coordinator. President Gunter is creating a Learning Studio to support student tutoring needs, individuals, group, faculty, online, resources, and other best practices. Attendance and customer satisfaction will be tracked. Ms. Stephanie Mounts held a "Brown Bag Lunch" for students today which had 27 in attendance.

6.3 Southern continues working with RCBI (Robert C. Byrd Institute) to deliver more educational opportunities in southern West Virginia by offering a new Machining Program in McDowell and Mingo counties. These are high demand and high wage jobs.

6.4 Only July 17, 2018, President Gunter met with Tim and Kayla Toler, West Virginia SkillsUSA Director and Student President. Mr. Toler would like for Southern to expand its SkillsUSA program and he is willing to assist with recruitment efforts.

Page 42 of 74

Southern West Virginia Community and Technical College
Board of Governors Minutes
Meeting of August 21, 2018
Page 3 of 7

6.5   The West Virginia Higher Education Policy Commission, West Virginia Community and Technical College System, and the West Virginia Department of Education held its annual Student Success Summit in Morgantown, WV on July 25-26, 2018. The Summit is a statewide collaborative event focusing on creating seamless and supportive lifelong, learning systems for West Virginia students. Southern participants include President Gunter, Vice President Romano, and Student Support Specialists, Shelia Combs and Britanie Morgan.

6.6   Due to the number of new Board members and administrators, the Annual Board of Governors and Administration Self-Assessment Survey will be conducted in April 2019 instead of during the October Board Retreat. The delay will give new persons the opportunity to learn more about the college to be able to provide meaningful feedback.

6.7   At each Board of Governors meeting, President Gunter will provide an update of his Presidential Goals. Goals accomplished since the previous Board meeting will be listed in red.

6.8   An in-depth Grants Report and Enrollment Management Plan progress report will be provided at the Board of Governors Retreat.

7.   Financial Report
Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated June 30, 2018 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral informed the group that auditors from the accounting firm of Suttle and Stalnaker will be on campus the last week of September to conduct the financial audit. The audit results will most likely be presented to the Board at its December 2018 meeting.

8.   Academic Affairs Unit Report
Vice President for Academic Affairs, Dr. Deanna Romano, informed the group that August 22nd marks her seventh month anniversary at Southern. During her short tenure, she has worked closely with President Gunter to identify and prioritize the academic needs of the institution and its students. Dr. Romano provided a summary of initiatives and projects which she has initiated and plans for completion to move the institution forward. Collaboration between academic affairs and student services should strengthen retention and increase persistence and completion rates. The Academic Affairs Unit is fully committed to helping Southern's students be successful.

9.   Higher Learning Commission (HLC) Accreditation Overview
To bring Board members up-to-date on the history of Southern's recent accreditation process, President Gunter informed members that Southern received the maximum time period of ten years reaffirmation of accreditation following its comprehensive evaluation visit by the Higher Learning Commission (HLC) in 2013, and the institution was placed in the Open Pathway as a result. The Open Pathway is one of three options institutions have for maintaining their accreditation with the HLC. It follows a 10-year cycle and, like all pathways, is focused on quality assurance and institutional improvement.   On the Open Pathway, the Assurance Review is conducted by itself in Year 4 and is a part of the

Page 43 of 74

Southern West Virginia Community and Technical College
Board of Governors Minutes
Meeting of August 21, 2018
Page 4 of 7

comprehensive evaluation that occurs in Year 10. The Commission conducts an Assurance Review to determine whether an institution continues to meet the Criteria for Accreditation.

From September 2013 through June 2017, Southern was to prepare its Assurance Argument for submission to the HLC in June 2017. In March 2017, President Gunter discovered that although regular Assurance Argument status reports had been provided to the Board of Governors and the Southern community at-large, minimal work had been completed on the Assurance Argument by the institution's former Accreditation Liaison Officer (ALO). During the annual HLC Conference in Chicago, Illinois, in April 2017, President Gunter met with Dr. Karen Solomon, Southern's liaison at the HLC, to discuss the situation and an extension was granted for submission of Southern's Assurance Argument. The institution submitted its report on-time in October 2017. In December 2017, President Gunter received communication from the HLC Review Team Chair, Dr. Jonah Rice, that the Team had concerns with the report and was planning a Focused Visit to the College. The HLC Review Team conducted its on-site focused visit to Southern on February 5-6, 2018. The visit was to obtain additional information not available electronically and to further review specific issues which arose from the review of the Assurance Argument primarily regarding co-curricular assessment, persistence and completion, faculty credentials, shared governance and planning. President Gunter has received, reviewed, and responded to the first draft of the peer review report for errors of fact. All of the 21 criterion listed were met, however, four (4) were met with concerns. Dr. Rice completed a final team report on Southern's Assurance Review and submitted it to the HLC's Institutional Actions Council (IAC) for final action. Dr. Rice recommended for another focused visit to be conducted in two years, and for the institution to be moved from the Open Pathway to the Standard Pathway. On August 3, 2018, President Gunter received notification from the HLC that the IAC met on July 30, 2018, and concurred with the Review Team evaluation findings. The Council voted to affirm the institution's placement on the Standard Pathway for reaffirmation of accreditation and required a focused visit by March 2020.

Vice President Romano provided the accreditation process overview for Board members. She informed the group that the HLC is one of six regional accrediting agencies in the United States recognized by the Council for Higher Education Accreditation (CHEA). Recognition by CHEA affirms that the standards and processes of the accrediting organization are consistent with the academic quality, improvement and accountability expectations that CHEA has established, including the eligibility standard that the majority of institutions or programs each accredits are degree-granting. Three of Southern's academic programs with specialized accreditation, Nursing, Respiratory Care Technology, and Paramedic Science, will undergo reaccreditation reviews during the fall semester. The Radiologic Technology program went through the reaccreditation process in Spring 2018. Dr. Romano provided a comparison of the Open and Standard Pathways for Board members. In a nutshell, the institution must demonstrate continuous improvement in the following areas by March 2020: shared governance, faculty credentials, assessment of student learning, student success and organizational culture.

10. **Financial Aid Overview**
Ms. Stella Estepp, Director of Student Financial Assistance, provided a handout and overview of the functions of the Office of Student Financial Assistance at Southern. She informed Board members that Financial Aid employees provide assistance to students at

Page 44 of 74

Southern West Virginia Community and Technical College
Board of Governors Minutes
Meeting of August 21, 2018
Page 5 of 7

all campus locations. They provide students with a comprehensive offering of financial assistance options to help cover educational expenses and related costs. The Office receives, processes and disburses various types of financial aid, including grants, loans, and scholarships based on federal, state, and college policy. Additionally, they provide FAFSA (Free Application for Federal Student Aid) workshops for area high schools, host counselor workshops for high school and vocational rehabilitation counselors, and participate in various statewide workshops and job fairs. Southern Financial Aid employees hold 48 core credentials issued by the National Association of Student Financial Aid Administrators (NASFAA) which ranks the institution number four among all colleges and universities in West Virginia.

11.   Title IX Process at Southern

Mr. Darrell Taylor, Title IX Coordinator for Southern, distributed a handout and walked Board members through the steps of the Title IX grievance process at Southern. Title IX is a federal law which prohibits discrimination based on the gender of employees and students of educational institutions which receive federal financial assistance. Title IX's prohibition of sex discrimination includes prohibition of sexual harassment and sexual violence. Complaints of sexual harassment, sexual violence, and sexual assault are treated with the greatest degree of concern and confidentiality. In all situations, confidentiality is maintained on a strict need-to-know basis. However, confidentiality can only be respected insofar as it does not interfere with Southern's obligation to investigate allegations of misconduct that require the College to take corrective action. Southern administrators, faculty, and staff members have a duty to report claims of sexual harassment, gender discrimination, gender-based misconduct, and sexual assault to the institution's Title IX Coordinator.

12.   Action Items

12.1   Request for Approval of June 19, 2018 Board Meeting Minutes

MOTION: Eddie Canterbury moved to accept the June 19, 2018 Board meeting minutes as presented.

ACTION: Chris Adkins seconded the motion. Pat White abstained due to being absent from the June 2018 meeting. The motion carried. Chair Seufer declared the motion adopted and the minutes approved.

12.2   Request for Approval of Textbook Affordability Report

MOTION: Pat White moved to approve the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the annual Institutional Textbook Affordability Report for submission to the Chancellor for Community and Technical College Education as required by Title 135, Procedural Rule, Series 51, *Bookstores and Textbooks*.

ACTION: Will Alderman seconded the motion. The motion carried unanimously.

Chair Seufer declared the motion adopted and the report approved.

12.3   Request for Final Approval by BOG and Submission to Chancellor

12.3.1 SCP-1091, *Classified Staff Council Constitution*
MOTION: Samuel Stewart moved the adoption of the following resolution:

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

ACTION: Pat White seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

12.3.2 SCP-7000, *E-mail Established as an Official Form of Communication*
MOTION: Will Alderman moved the adoption of the following resolution:

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

ACTION: Pat White seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

12.4   Request for Approval to Release Policies for 30-day Public Comment
12.4.1 SCP-3214, *College Board Placement Credit*

MOTION: Eddie Canterbury 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-3214, *College Board Advanced Placement Credit*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Will Alderman seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

12.4.2 SCP-3736, *Student Standards of Academic Progress*

MOTION: Eddie Canterbury 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 SCP-3736, *Student Standards*

of Academic Progress, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Chris Adkins seconded the motion. The motion carried unanimously, and Chair Seufer declared the motion adopted.

13.   **Informational Items:**
       13.1   Institutional Policies Approved by Chancellor Tucker
              1. SCP-1435, *Inclement Weather and Emergency Situations*
              2. SCP-8600, *Board of Governors Operational Guidelines Policy*

       13.2   Institutional Rule Making Report
              Board members were provided a copy of the Institutional Rule Making Report submitted to the Chancellor for Community and Technical College Education. Pursuant to the requirements of West Virginia Code §18B-1-6, annually a list of institutional rules that are effective on July 1, including the most recent date on which each rule was adopted, amended, or repealed by the Board of Governors must be submitted to the Council for Community and Technical College Education.

14.   **Adjournment**
       There being no further business, Chair Seufer declared the meeting adjourned at 8:35 p.m. The next Board of Governors business meeting is scheduled for Monday, October 15, 2018 beginning at 6:00 p.m. The meeting will be held at Charleston Marriott Town Center, Charleston, West Virginia.

_____
Howard E. Seufer, Jr., Chair

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

DRAFT

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 15, 2018

ITEM: Request for Approval of SCP-3214, *College Board Advanced Placement Credit*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-3214, *College Board Advanced Placement Credit*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Deanna Romano

BACKGROUND:

SCP-3214, *College Board Advanced Placement Credit*, establishes the institution's policy for granting credit through the College Board Advanced Placement Program. The policy applies to the granting of all credit through the College Board Advanced Placement Program for all college locations.

The policy was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at their April 26, 2018, meeting, and by Executive Council at their May 2018 meeting and by President's Cabinet at their June 2018 meeting. Following review, all bodies recommended the policy for continuation with no revisions.

At its August 21, 2018, meeting the Southern West Virginia Community and Technical College Board of Governors authorized release of the policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The public comment period ended September 21, 2018, and no comments were received. Therefore, the staff member recommends that the Board of Governors grant approval of SCP-3214, *College Board Advanced Placement Credit*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3214

SUBJECT: College Board Advanced Placement Credit

REFERENCE: Title 135, Legislative Rule, West Virginia Council for Community and Technical College Education, Series 15, *Acceptance of Advanced Placement Credit.*

ORIGINATION: September 13, 1993

EFFECTIVE: November 15, 2018

REVIEWED: March 2018

SECTION 1.   PURPOSE

1.1   To establish college policy for granting of credit through the College Board Advanced Placement Program.

SECTION 2.   SCOPE AND APPLICABILITY

2.1   This issuance applies to the granting of all credit through the College Board Advanced Placement Program for all college locations.

SECTION 3.   DEFINITIONS

3.1   Advanced Placement is a program of college level courses and exams through which students can acquire college credit while still in high school.

SECTION 4.   POLICY

4.1   Southern West Virginia Community and Technical College recognizes the examinations of the College Board Advanced Placement Program. A high school student who participates in the Advanced Placement Program and wishes to have his/her examination scores evaluated for credit should have his/her official examination results sent to the Office of Admissions and Records.

4.2   Advanced Placement exams are prepared by the College Board and are graded by readers of the Educational Testing Service.

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1   None.

SECTION 6.   GENERAL PROVISIONS

6.1   The college requires a minimum score of three (3) for granting of credit through the Advanced Placement Program. No credit is granted for scores below three (3).

SECTION 7.   RESPONSIBILITIES AND PROCEDURES

7.1   The College's list of Advanced Placement tests, required scores, course equivalents, and credit hours granted are reviewed on an annual basis and are maintained by the Central Office of the Council for Community and Technical College Education. The College's list of Advanced Placement courses can be found at http://www.wvctcs.org/

7.2   Courses for which credit is granted shall be listed on the official transcript with (AP) following the official course title. Grades for these courses shall be listed as "CR" and shall not be calculated when determining grade point average. There is no fee for recording Advanced Placement Credit.

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: October 2013 - The list of Advanced Placement (AP) courses is reviewed annually. Maintaining the up-to-date list of courses in this policy is not practical as courses are subject to change on an annual basis. Therefore, the list of courses is removed from this policy and the policy now references the website where the course list can be found. This action eliminates the possibility of two potentially contradictory AP course lists.

March 2018 - After review, no revisions to the policy were recommended.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 15, 2018

ITEM: Request for Approval of SCP-3736, Student Standards of Academic Progress

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-3736, *Student Standards of Academic Progress*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Deanna Romano

BACKGROUND:

SCP-3736, *Student Standards of Academic Progress*, establishes and communicates the criteria for student standards of academic progress. The policy applies to all students of Southern West Virginia Community and Technical College.

The policy was reviewed and revised by the Management Council for Academic Affairs and Student Services (MCAS) at their April 26, 2018, meeting, and reviewed and approved as presented by Executive Council at their May 2018 meeting and by President's Cabinet at their June 2018 meeting.

Revisions reflect no substantial change in the policy. Revisions provide clarity.

At its August 21, 2018, meeting the Southern West Virginia Community and Technical College Board of Governors authorized release of the policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The public comment period ended September 21, 2018, and no comments were received. Therefore, the staff member recommends that the Board of Governors grant approval of SCP-3736, *Student Standards of Academic Progress*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3736

SUBJECT: Student Standards of Academic Progress

REFERENCE: None

ORIGINATION: November 1, 1984

EFFECTIVE: November 15, 2018

REVIEWED: March 2018

SECTION 1.   PURPOSE

1.1   To establish and communicate criteria for student standards of academic progress.

SECTION 2.   SCOPE AND APPLICABILITY

2.1   All students of Southern West Virginia Community and Technical College.

SECTION 3.   DEFINITIONS

3.1   None.

SECTION 4.   POLICY

4.1   A student at Southern West Virginia Community and Technical College must earn a cumulative grade point average of 2.00 or better to remain in good standing and to complete certificate or degree requirements. Failure to maintain this average during any semester will place the student on one of the following: Academic Warning, Academic Probation, or Academic Suspension.

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1   None.

SECTION 6.   GENERAL PROVISIONS

6.1   A student receiving financial aid or veteran benefits, having failed to maintain satisfactory academic progress, must contact the appropriate office.

6.2   Conditions for repeating a class:

6.2.1   If a student earns a grade of "D" or "F" in any course taken no later than the semester term when he or she has attempted no more than 60 hours, and if she/he repeats this course one time only, the first grade shall be disregarded for the purpose of determining the student's GPA, and the grade earned the second time this course is taken shall be used in determining his/her GPA.

SECTION 7.   RESPONSIBILITIES

7.1   None.

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: February 2014 - Revisions reflect changes in West Virginia Code, changes in federal reporting requirements, greater consistency with national standards of student progress, and movement of procedural matters from policy to academic procedure.

March 2018 - Revisions to the policy provide clarity.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 15, 2018

ITEM:	Request for Approval of Revisions to SCP-1002, *Official College Spokesperson and Media Releases*
RECOMMENDED RESOLUTION:	*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1002, *Official College Spokesperson and Media Releases*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.
STAFF MEMBER:	Robert E. Gunter
BACKGROUND:	

SCP-1002, *Official College Spokesperson and Media Releases*, establishes an official spokesperson for Southern West Virginia Community and Technical College and defines in what manner news and information about the College is released to the media and general public. The purpose of this policy is to ensure consistency and accuracy of information which represents the College as an institution of higher education. The policy applies to all constituents of the College.

Revisions reflect a change in the responsibility of how news and information about the College is released to the media and public. This responsibility falls under the authority of the President, Vice President for Institutional Advancement, or another college administrator designated by the President because they have a broader perspective of the functions of the College and would be able to provide the correct details of events as they transpire. The revised policy was presented to the Executive Council for review and approval at its September 6, 2018 meeting, and to the President's Cabinet for review and approval at its September 11, 2018, meeting.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors approve advancement of SCP-1002, *Official College Spokesperson and Media Releases*, as presented to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1002

SUBJECT: Official College Spokesperson and Media Releases

REFERENCE: None

ORIGINATION: March 2014

EFFECTIVE: ~~July 17, 2014~~

REVIEWED: August 30, 2018

SECTION 1.   PURPOSE

1.1   This policy is to define who will serve as the spokesperson for Southern West Virginia Community and Technical College and define how news and information about the College is released to the media and public. The purpose of this policy is to ensure consistency and accuracy of information which represents the College as an institution of higher education.

SECTION 2.   SCOPE AND APPLICABILITY

2.1   All constituents of Southern West Virginia Community and Technical College.

SECTION 3.   DEFINITIONS

3.1   None.

SECTION 4.   POLICY

4.1   The President and the ~~Public Relations Specialist~~ Vice President for Institutional Advancement are the official spokespersons for Southern West Virginia Community and Technical College, and convey the official college position on issues of general college-wide impact or significance or situations that are of a particularly controversial or sensitive nature. Inquiries from the media about such issues should initially be referred to the ~~Public Relations Specialist~~ Vice President for Institutional Advancement.

4.2   Depending on the specific circumstances, the President may designate another college administrator to serve as a spokesperson on a particular issue.

4.3   The ~~Director of Media and the Public Relations Specialist are~~ Vice President for Institutional Advancement is the official representative~~s~~ for all news and information disseminated to the media and public through all types of communication (e.g., media alerts, news releases, public service announcements, incoming and outgoing media calls, Facebook, etc).

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1   None.

SECTION 6.   GENERAL PROVISIONS

6.1   None.

SECTION 7.   RESPONSIBILITIES

7.1   The College President and the ~~Public Relations Specialist~~ <u>Vice President for Institutional Advancement</u> are the official spokespersons for Southern West Virginia Community and Technical College. No person is authorized to act as an official spokesperson for the College, or present themselves as speaking for the College without the prior authorization of the President. <u>No person is authorized to speak "off the record" on behalf of the College to media on any matter pertaining to the College.</u>

7.2   In cases of critical significance to the College, the ~~Director of Media and/or Public Relations Specialist~~ <u>Vice President for Institutional Advancement</u> will work with the President and other college officials to draft a statement to detail the known facts of the situation and summarize the College's position.

7.3   In the event of a crisis or emergency situation, the ~~Director of Media and/or Public Relations Specialist~~ <u>Vice President for Institutional Advancement</u> will handle all contacts with the media and will coordinate the information flow from the College to the public. In such situations, all campus departments should refer calls from the media to the ~~Director of Media and/or the Public Relations Specialist~~ <u>Vice President for Institutional Advancement</u>.

7.4   Since positive media solicitation is an integral element of the College's communications program, any ideas for articles or pieces that would positively portray the College, its work or its community should also be directed to the ~~Director of Media and/or Public Relations Specialist~~ <u>Vice President for Institutional Advancement</u>. Likewise, the ~~Director of Media and/or Public Relations Specialist~~ <u>Vice President for Institutional Advancement</u> should be notified as soon as possible about negative occurrences that are likely to rise to the level of a news story.

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: May 22, 2014 – Initial Release

August 30, 2018 – Revisions reflect a change in the responsibility of how news and information about the College is released to the media and public. This responsibility falls under the authority of the President, Vice President for Institutional Advancement, or another college administrator designated by the President because they have a broader perspective of the functions of the College and would be able to provide the correct details of events as they transpire.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 15, 2018

ITEM:	Request for Approval of Revisions to SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*
RECOMMENDED RESOLUTION:	*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.
STAFF MEMBER:	Allyn Sue Barker
BACKGROUND:	

SCP- 4398, *Student Grades and Grade Point Average Requirements for Graduation*, establishes and communicates the grading system used by Southern West Virginia Community and Technical College, as well as the grade point average required for graduation with an associate degree or certificate. The policy applies to all students and employees of the College.

The policy was reviewed and revised by the Management Council for Academic Affairs and Student Services (MCAS) at their August 22, 2018, meeting, and reviewed and approved as presented by Executive Council at their September 6, 2018, meeting and by President's Cabinet at their September 11, 2018, meeting.

Revisions reflect no substantial change in the policy. Revisions provide clarity, reflect technical changes, add definitions, and update titles.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors advance SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*, as presented to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4398

SUBJECT: Student Grades and Grade Point Average Requirements for Graduation

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 22, *Grade Point Average for Certificate and Associate Degrees*

ORIGINATION: November 20, 2002

EFFECTIVE: ~~February 18, 2014~~

REVIEWED: ~~October 7, 2013~~ May 2, 2018

SECTION 1.   PURPOSE

1.1   The purpose of this policy is to establish and communicate the grading system used by Southern West Virginia Community and Technical College, as well as the grade point average required for graduation with an associate degree or certificate.

SECTION 2.   SCOPE AND APPLICABILITY

2.1   This policy is applicable to all students and employees of the college.

SECTION 3.   DEFINITIONS

3.1   None.

SECTION 4.   POLICY

4.1   All faculty will assign and submit grades in accordance with this policy. All students must meet the minimum grade point average requirements as stated in section 6.3.5 in order to earn a certificate and /or an associate degree.

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1   Further information pertaining to grades, degrees and graduation is provided in the college catalog. To the extent that information in the catalog may conflict with this policy, this policy supersedes that information.

SECTION 6.   GENERAL PROVISIONS

6.1   The following grades are used by the College:

Letter Grade	Description	Quality Points Per Credit Hour
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Below Average	1.0

F	Failing	0.0
W	Withdrawal	~~None~~ Not calculated in GPA
I	Incomplete	~~None~~ Not calculated in GPA
CR	Credit	~~None~~ Not calculated in GPA
NC	No Credit	~~None~~ Not calculated in GPA
AU	Audit	~~None~~ Not calculated in GPA

6.1.1   Withdrawal: A student withdrawing from a course by the established deadline for withdrawal will receive a grade of "W." After the last day to withdraw, a student will not be permitted to ~~drop~~ withdraw from the course and will receive the final grade the student earned.

6.1.2   Incomplete Grade: A student may receive an ~~I~~ incomplete "I" grade for a course if that student has successfully completed the majority of the academic requirements and is unable to complete the course due to unforeseen or uncontrollable circumstances. The instructor for the course must submit an Incomplete Grade Form~~s~~ to the ~~Department Chair~~ appropriate Dean for approval before an "I" grade may be recorded by the Registrar. The student does not re-register for the course in which the "I" grade was received but must complete the requirements for the course within the next full ~~trimester~~ academic term or the "I" grade will automatically be changed to a grade of "F". The final grade for the course will be assigned by the instructor and the grade change must be approved by the ~~Department Chair~~ appropriate Dean and Chief Academic Officer, then ~~and~~ forwarded to the Registrar. ~~The instructor must file the specific forms for a final grade change with the Records Office to complete the process.~~

6.1.3   Credit/No Credit Grade: Some courses may be graded on a pass/fail basis. In these instances, a student may receive a grade of credit (CR) to indicate that the student has met the course requirements. On the other hand, a student may receive a grade of no credit (NC) to indicate that the student has not met the course requirements.

6.1.4   Audit Grade: A student interested in enrolling for a course and not receiving a grade may audit the course. In auditing a course, the student pays the regular tuition and fees for the course, receives instruction, and participates in classroom activities, but does not receive a grade. The final grade of "AU" will be recorded on the student's transcript.

6.2   The grades earned by a student are determined by the instructor of the course and can be changed only upon the latter's recommendation with final approval by the Chief Academic Officer, except as follows:

6.2.1   As set forth above, the ~~Department Chair~~ appropriate Dean must approve a grade of "I" and must approve the final grade once the work missed is satisfactorily completed.

6.2.2   The Chief Academic Officer may, ~~only~~ upon recommendation of the Grievance Committee or Exceptions Committee, request to change a grade ~~determined to have been awarded in an unfair manner~~.

6.3   At the close of each semester, the instructor shall evaluate each student enrolled in his or her assigned class.

6.3.1   The Registrar shall provide notice to each faculty member regarding deadlines when final grades must be submitted. Deadlines must be met to facilitate decisions with regard to registration, probation, sequence of classes, prerequisites and graduation requirements.

6.3.2   Grades shall be submitted as follows:

6.3.2.1   Full-time and adjunct faculty shall submit grades through entry in the BANNER System using Faculty Self Service via mySouthern ~~; and~~, or as arranged with the Dean.

6.3.2.2   ~~Adjunct faculty will submit a signed grade report on, or prior to, the deadline to the appropriate Campus Records Office with a copy sent concurrently to the Department Chair; and~~

6.3.2.~~3~~2   Both full-time and adjunct faculty must make available, if requested by the ~~Department Chair,~~ appropriate Dean, or Chief Academic Officer, documented evidence of class attendance and performance records. This is necessary and valuable in the event of student grade appeals. All examinations or other graded assignments not returned to students must be maintained by the faculty member for one succeeding semester.

6.3.3   ~~If a grade of "I" has been given, the instructor must file the specific forms for a final grade signed by the Department Chair with the Campus Records Office once the missed work is satisfactorily completed.~~

6.3.~~4~~3   In calculating a student's grade point average, all assigned letter grades "A" through "F" will be used. The grade point average is calculated on all work for which the student has registered with the exception of courses with grades of "W," "I," "CR," "NC," and "AU" and courses repeated (see "D" and "F" Repeat Provisions and Academic Forgiveness Provision). ~~The grade point average is the ratio of the number of quality points gained to the number of credit hours attempted.~~ To compute the overall grade point average, add all quality points and divide this number by the total credit hours for courses in which a student earned a letter grade. A grade of "F" is included in the hours earned with "0" quality points.

6.3.~~5~~4   Those students who successfully complete the requirements for a~~n~~ associate degree or certificate degree with a cumulative grade point average of 2.00 or better are eligible to graduate. Some programs require that students earn a minimum grade of a "C" in certain courses taken in order to graduate ~~with a degree or certificate in that program area~~.

6.3.~~6~~5   The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:

6.3.~~6~~5.1   Courses from which the student has withdrawn.

6.3.~~6~~5.2   Courses in remedial/developmental (transitional studies) education.

6.3.~~6~~5.3   Courses taken on a credit/no credit basis where credit is earned.

6.3.~~6~~5.4   Courses taken on an audit basis.

6.3.~~6~~5.5   Courses which have been repeated under the "D/~~D~~ F Repeat Provision" of this policy.

6.3.~~6~~5.6   Courses which are covered under the "Academic Forgiveness Provision" of this policy.

6.3.~~7~~6   "D" and "F" Repeat Provision: If a student earns a grade of "D" or "F" on any course taken no later than the ~~semester~~ academic term or summer term during which the student attempts the sixtieth (60th) semester hour, and if that student repeats this course prior to the receipt of a degree or certificate, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the student's grade point average. The original grade shall not be deleted from the student's permanent record.

6.3.8~~7~~ Discretionary Academic Forgiveness Provision: This provision is designed to assist students who previously left college with low grades and may be implemented, provided certain conditions are satisfied, where the "D" and "F" repeat provision is not applicable. The conditions for academic forgiveness are as follows:

6.3.8~~7~~.1 The student seeking academic forgiveness must not have been enrolled ~~on a full or part-time basis for more than twelve (12) hours~~ during any semester or term at any higher education institution for a period of four consecutive ~~calendar~~ years prior to the request for academic forgiveness. Only "D" and "F" grades received prior to the four-year, non-enrollment period may be disregarded for grade point average calculation.

~~6.3.8.2 In order to receive a degree or certificate the student must complete at least fifteen (15) additional credit hours through actual course work at Southern after the non-enrollment period, earn at least a 2.00 grade point average after the non-enrollment period and satisfy all degree or certificate requirements. Grades disregarded for grade point average computation will remain on the student's transcript.~~

6.3.~~8~~7.~~3~~ 2 This policy pertains only to the grade point average required for graduation and does not pertain to the grade point average calculated for special academic recognition, graduation with honors, admission requirements for particular programs or any other academic related standards.

6.3.~~8~~7.~~4~~3 To implement this policy, the student must submit a written request to the Chief Academic Officer. The request must identify the non-enrollment period and the specific courses and grades the student wishes to be exempted from grade point average calculation. The Chief Academic Officer may accept, modify or reject the student's request. <u>Grades disregarded for grade point average computation will remain on the student's transcript.</u>

6.3.8~~7~~.~~5~~4 In instances where a student requests and gains academic forgiveness from another higher education institution and then transfers to Southern, Southern is not bound by the prior institution's decision to disregard grades for grade point average calculation.

6.3.~~9~~8 The academic forgiveness policy for the Board of Governors Associate in Applied Science Adult Completion Program differs from that specified above. Per the West Virginia Council for Community and Technical College Education Administrative Guidelines for this program, all F's earned in College courses earned four or more years before admissions to program are disregarded from the computation of the graduation grade point average. The "F" grades will not be deleted from the transcript. The "D" and "F" Repeat Provision shall also apply if applicable.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1   The Chief Academic Officer shall cause the terms of this policy to be observed.

SECTION 8.   CANCELLATION

8.1   SCP-4397, Student Grades and Related Concerns, September 1, 2000; SCP-4520, Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades, September 1, 2000; and SCP-4520.A, Final Grade Report Form, September 1, 2000.

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: October 2013 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity.

May 2018 - Revisions reflect technical changes, additions of definitions and clarity, as well as title changes.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 15, 2018

ITEM: Recap of the Health Information Management, Associate in Applied Science Degree Program Closure

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Robert E. Gunter

BACKGROUND:

A consortium of institutions from the West Virginia Community and Technical College System was awarded a multi-million dollar grant from the U.S. Department of Labor as part of its Trade Adjustment Assistance (TAA) Community College and Career Training program. The College serving as the lead institution, Mountwest Community and Technical College, partnered with both Blue Ridge Community and Technical College and Southern West Virginia Community and Technical College (subrecipients) in a commitment to serving the educational needs of TAA and TAA-like individuals and military service members and veterans. The Health Information Management (HIM) program was implemented in January 2016 through funding from the TAACCCT grant which ended March 2018.

After analyzing the job outlook in our region, current enrollment, program grant outcomes, and accreditation expectations, it was determined the Health Information Management (HIM) program was not sustainable. Nine students graduated in December 2017, and thirteen (13) graduated on May 12, 2018. No additional students were in the program, so a teach-out plan was not needed.

Students
Since the program was not continuing and national accreditation was not achieved, Southern entered into a partnership with Mountwest Community and Technical College to allow our 22 graduates to take the national RHIT certification exam. Students were required to take four online challenge exams and achieve at least 75% or better. If the students met the competency, Mountwest would transcribe credit, and the student would complete the required capstone course. If the student did not pass one or more of the challenge exams, Mountwest would offer four special topics classes. Once the student successfully passed the exams and/or courses and the capstone, the student would be eligible to sit for the RHIT national exam. Southern paid for all expenses for the students to participate in the partnership with Mountwest.

Faculty
Three HIM grant faculty positions were affected by this decision. Two positions were reposted internally as Allied Health faculty. Two faculty accepted the positions and the third faculty was hired by another state behavioral health agency located in Charleston.

Equipment
Laboratories and equipment purchased through the program grant will be used by the School of Career and Technical Studies students.

INSTITUTIONAL GOVERNANCE RECOMMENDATION FORM

RECOMMENDED BY: Russell Saunders

CHECK ONE: ☑ Individual ☐ Committee ☐ Council/Senate
CHECK ONE: ☐ Policy Recommendation ☐ Non-Policy Recommendation

1. **BACKGROUND:**

    The TAACCCT 4 HIM program grant funding ended March 2018 and the college has decided not to continue the program due to many factors listed below.

2. **STATEMENT OF RECOMMENDATION:**

    It is recommended that the Health Information Management Program/AAS Degree be terminated after the spring 2018 semester. Nine students graduated in December 2017 and Thirteen students will graduate in May 2018. All enrolled students are expected to complete the program requirements. A teach-out plan is not needed.

3. **RATIONALE:**

    After analyzing the staffing patterns in the region, student enrollment, grant outcomes, and accreditation expectations, it has been determined that the two year AAS HIM program is not sustainable. Additionally, two Medical Coding Pathways (Skill Set & Certificate) have been developed for the AAS Health Care Professional Degree for the fall 2018 semester to support the regions needs in medical coding. ✛

4. **SUPPORTING DATA AND DOCUMENTS:**

    Furthermore, we will not complete the accreditation process with the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). We are working with Mountwest CTC to identify possible solutions to allow our students to take the RHIT exam under Mountwest CTC's CAHIIM accreditation. ✛

5. **IDENTIFY RESOURCES THAT MAY BE REQUIRED:**

Equipment	Two HIM labs/computers/scanners - Logan and Williamson Campus
Financial	
Personnel	3 faculty and several program support staff positions will be eliminated
Space	
Technology	
Other	

6. **DESCRIBE IMPACT ON OTHER COLLEGE ENTITIES:** (Briefly describe how the adoption of the recommendation could impact specific departments and/or groups within the College, or how adoption would impact other policies and/or procedures).

    Three faculty positions will be eliminated along with several program support staff positions.

7. _____ T. I. CHAM _____ 4/16/18
    Signature of Governance Committee Chair or   Date
    Individual Submitting the Recommendation

8. MANAGEMENT COUNCIL FOR ACADEMIC AFFAIRS AND STUDENT SERVICES
    RECOMMENDATION: (if applicable)

    ☒ Approved as Recommended   ☐ Approved as Modified
    ☐ Denied Recommendation   ☐ Returned to Committee/Individual for Revision

    Explanation for Denial or Return: _____

    _____
    D. Romano   4/26/2018
                    Chair's Signature   Date

9. EXECUTIVE COUNCIL'S RECOMMENDATION:

    ☒ Approved as Recommended   ☐ Approved as Modified
    ☐ Denied Recommendation   ☐ Returned to Committee/Individual for Revision

    Explanation for Denial or Return: _____

    _____
    D. Romano   5/3/2018
                    Chair's Signature   Date

10. PRESIDENT'S CABINET RECOMMENDATION:

    ☒ Approved as Recommended   ☐ Approved as Modified
    ☐ Denied Recommendation   ☐ Returned to Committee/Individual for Revision

    Explanation for Denial or Return: _____

    _____
                                                             05/08/2018
                    Chair's Signature   Date

11. BOARD OF GOVERNORS RECOMMENDATION: (if applicable)

    ☒ Approved as Recommended   ☐ Approved as Modified
    ☐ Denied Recommendation   ☐ Returned to Committee/Individual for Revision

    Explanation for Denial or Return: _____

    _____
                                                             06/19/2018
                    Chair's Signature   Date

Final Decision Copied to:
    Submitting Individual, Committee Chairperson, or Council/Senate Chairperson

Effective 07-01-2015

Curriculum and Instruction Request Form
PROGRAM CHANGE

Program: Health Information Management AAS Degree

School: Allied Health and Nursing

Change Requested:

The Health Information Management Program/AAS Degree will be terminated after the spring 2018 semester.

Justification for Request:

The TAACCT 4 HIM program grant ended March 2018 and the college has decided not to continue the program due to many factors. After analyzing the staffing patterns in the region, student enrollment, grant outcomes, and accreditation expectations, it has been determined that the program is not sustainable. Nine students graduated in December 2017 and 13 students will graduate in May 2018. All enrolled students are expected to complete the program requirements, so a teach-out plan is not needed.

Furthermore, we will not complete the accreditation process with the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). We are working with Mountwest CTC to identify possible solutions to allow our students to take the RHIT exam under Mountwest CTC's CAHIIM accreditation.

Two Medical Coding Pathways (Skill Set & Certificate) have been developed for the Health Care Professional Degree in the future.

Recommended by / Date: *Russell Saunders*   4/9/2018

Chair of School / Date: *Russell Saunders*   4/9/2018   Approve   ~~Disapprove~~

Curriculum and Instruction / Date: 4/16/18   (Approve)   Disapprove

MCAS / Date: D. Romano   4/26/2018   (Approve)   Disapprove

President's Cabinet / Date: 05/09/2018   (Approve)   Disapprove

Executive Council / Date: D. Romano   5/3/2018   (Approve)   Disapprove

Revised November 6, 2017

HIM Program Ending Plan

Program End Reason:
The Health Information Management program will be closed after analyzing the job market in our region, student enrollment, grant outcomes, and accreditation expectations. It has been determined that the HIM program is not sustainable. Nine students graduated in December 2017 and thirteen students will graduate in May 2018. A teach-out plan is not needed.

We will not be completing the accreditation process with the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), the students will not be able to sit for the Registered Health Information Technician (RHIT) exam. We are working with Mountwest Community and Technical College to formulate a plan. Additionally, we have redesigned the Health Care Professional degree. Medical coding skill set and certificate pathways will be embedded within the Health Care Professional degree for the fall 2018 semester.

Health Information Management Student Plan – Mountwest Community and Technical College

Mountwest Community and Technical College will offer challenge assessment exams for the Southern West Community and Technical College current HIM students and December 2017 HIM graduates in the following four (4) areas.
1. General HIT information including legal aspects (Equivalent to 3 credits) (75%) – Online
2. Specialized HIT information containing, quality improvement, the electronic record and health care statistics. (Equivalent to 3 credits) (75%) – Online
3. ICD-10-CM and ICD-10-PCS coding systems (Equivalent to 3-4 credits) (75%) – Online
4. CPT-4 coding (Equivalent to 3 credits) (75%) – Online
5. HIT 212-Capstone – Online

If a student(s) achieves competency on the above four assessment challenge exam(s) with a "C" 75% or better, this will be transcribed as credit on the students' Mountwest Community and Technical College transcript. If the Southern student(s) does not pass their challenge exams; Mountwest Community and Technical College will offer the four special topics classes listed above this summer semester and the capstone course during the fall semester which would allow for a December graduation date.

Additionally, students will be required to take the capstone course (HIT 212) to review for the RHIT exam. (2 credits). Students are required to have completed all of the above HIT coursework/challenge exams as a prerequisite of HIT 212.

If a student(s) achieves competency on the above four challenge exams they could take the capstone-HIT 212 this summer semester and graduate in July 2018. All course instruction will be offered online.

Southern will cover all costs to the student one time to facilitate the students transfer to Mountwest Community and Technical College.

This agreement has been verified by the both community and technical colleges and will allow Southern students to be eligible for their RHIT certification exam.

Faculty:
Three HIM grant faculty positions were terminated and notification letters were sent to these individuals. Furthermore, two of these positions have been reposted as Allied Health faculty and a need for an Allied Health Simulation Coordinator.

Equipment:
Laboratories and equipment purchased through the program grant will be used by the School of Allied Health and Nursing program students. Additional technology and equipment in the laboratories will be used by all Southern students.

Memorandum of Agreement
BETWEEN
Mountwest Community & Technical College
AND
Southern West Virginia Community & Technical College

This Agreement is entered into this 4th day of _JUNE_, 20 _18_ by and between Mountwest Community and Technical College (hereinafter referred to as the "MCTC") and Southern West Virginia Community & Technical College (hereinafter referred to as the "SWVCTC").

Purpose

The purpose of this Agreement is to establish a relationship between MCTC and SWVCTC that will provide an educational experience for students currently enrolled in the Health Information Technology program at SWVCTC. Students will be given the opportunity to complete and obtain academic credit of required program curriculum from the MCTC nationally accredited Health Information Technology program in order to confer an Associates of Applied Sciences degree from MCTC.

Now, therefore, it is mutually agreed between the parties hereto as follows:

Term

The initial term of this Agreement shall be for one year, from June 1, 2018 to May 31, 2019, with the option to renew annually based upon mutual consent, except that either may, at any time, with or without cause, terminate this Agreement by providing the other with sixty (60) days advance written notice. In the event of termination, SWVCTC agrees to pay MCTC for all student costs associated with this Agreement up to the date of termination.

Terms and Conditions

SWVCTC

1. Will provide a listing of all students eligible to participate under this agreement to the MCTC Allied Health Programs Chair within thirty (30) days of specified term.

2. Will ensure all students eligible to participate under this agreement have completed all MCTC admissions requirements to obtain full admittance as a transfer student, including but not limited to, the completion of application and the submission of all SWVCTC and other applicable academic transcripts within sixty (60) days of specified term.

MCTC

1. Will admit eligible students and assign individual MCTC student IDs and email. MyMCTC (https://rand.wvnet.edu:9780/MCTCPROD/twbkwbis.P_ValLogin/) will be the main source of communication between the student and MCTC for academics, BlackBoard and student account information.
2. Will evaluate all SWVCTC all other academic credits for scribing as transfer credit to MCTC.

Mountwest
Community & Technical College

3. Fully admitted students will be given the opportunity to "Test Out" of the following areas of the Health Information Technology curriculum which will be scheduled by the MCTC Allied Health Chair and proctored by an appropriate approved proctor as designated by MCTC.*

	COURSE	CRED	STUDY GUIDE REFERENCE	# of TEST QUESTIONS
GENERAL CURRICULUM				
Health Info Tech I	HIT 201	4	HI 208, 210, 215	50
Health Info Tech II	HIT 202	4	HI 208, 210, 215	50
SPECIALTY CURRICULUM				
Computerized Health Info	HIT 210	3	HI 205, HIT 245	50
Healthcare Statistics	HIT 206	3	HI 205, HIT 245	50
ICD-10-CM Diagnostic Coding	HIT 205	3	HI 120, 125	25
ICD-10-PCS Procedural Coding	HIT 207	3	HI 120, 125	25
CPT Coding & Reimbursement	HIT 209	3	HI 110, 115, HI 212	50
CAPSTONE				
Health Info Tech Seminar**	HIT 212	2		

*Students with any type of disability MUST provide appropriate documentation prior to sitting for any exam(s).

4. Students MUST obtain a grade of 75% or better on all courses approved by MCTC for "TEST OUT". Students that do not receive a minimum grade of 75% are required to take the corresponding MCTC course for that area of the curriculum; such courses will be taught by full-time faculty at the adjunct rate of $700/credit hour plus thirty (30%) percent for administrative overhead.

5. Students that have satisfactorily completed the general and specialty MCTC curriculum noted above MUST take HIT 212 Capstone "Health Info Tech Seminar" whereby they will register for the RHIT** exam.

FINANCIAL

1. All tuition and fee costs associated with this Agreement will be established based upon approved MCTC Schedule of Tuition & Fees for the current academic year. If applicable, full-time faculty will be paid at the adjunct faculty rate of $700/credit hour.

2. Should this Agreement renew, an addendum will be issued to amend the per student cost as provided in Exhibit A of this Agreement.

3. SWVCTC must submit to the Office of Business Services, Student Accounts by mail or email an executed notice of encumbered funds in order to transfer costs of the program from the student to SWVCTC as a third-party sponsor. The total cost for this Agreement shall be based upon the

per student cost as itemized in Exhibit A of this Agreement.

4. MCTC will invoice SWVCTC for the total cost of all students participating immediately following the "TEST-OUT" scheduled date; and, if applicable, re-invoice for any tuition and fees and course instruction costs required for students that did not satisfactorily complete any or all approved "TEST-OUT" courses.

5. SWVCTC will remit payment to MCTC by IET within thirty (30) days of invoice receipt.

GENERAL

1. MCTC shall have full control and authority over all aspects of educational and student services post admission.

2. Nothing in this Agreement shall be construed as establishing a partnership, joint venture or similar relationship between MCTC and SWVCTC. Nothing in this Agreement shall be construed to authorize either to act as agent for the other, and neither shall be liable for the wrongful acts or negligence of the other while performing the duties undertaken pursuant to this Agreement.

3. This agreement shall be governed by the laws of the State of West Virginia.

4. This document constitutes the entire agreement between MCTC and SWVCTC and any prior representations, either oral or written are hereby superseded. This Agreement may not be modified, amended, altered or extended except through a written amendment through mutual consent.

FOR SOUTHERN WV COMMUNITY & TECHNICAL COLLEGE

Russell Saunders
Program Chair Signature

_6/4/2018_
Date

(signature)
President or Dean Signature

_6/7/18_
Date

(signature)
Chief Financial Officer Signature

_6-11-18_
Date

FOR MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

Program Chair Signature

Date

President or Dean Signature

Date

Chief Financial Officer Signature

Date

Mountwest
Community & Technical College

EXHIBIT A

PROGRAM COST PER STUDENT, WITH PASSING GRADE OF 75% OR BETTER*

TESTING				
General Curriculum	8 Credits	$10/Credit Hour	$	80.00
Specialty Curriculum	15 Credits	$10/Credit Hour		150.00
		SUB-TOTAL CURRICULUM	$	230.00
CAPSTONE - HIT 212	2 Credits	Base Fee w/Program Cost		356.67
		TOTAL CURRICULUM	$	586.67
OTHER				
RHIT ACCREDITATION EXAM			$	250.00
APPLICATION FEE				45.00
TRANSFER EVALUATION FEE				20.00
GRADUATION FEE				50.00
ADMINISTRATIVE OVERHEAD				250.00
		TOTAL OTHER	$	615.00
		TOTAL COST PER STUDENT (*ROUNDED*)	$	1,202.00

NOTE

STUDENTS THAT DO NOT MEET THE MINIMUM GRADING THRESHOLD FOR COURSES APPROVED FOR "TEST-OUT" WILL BE REQUIRED TO REGISTER FOR THE ONLINE DELIVERED CORRESPONDING MCTC COURSE AT A RATE OF $175/PER CREDIT HOUR PLUS ANY APPLICABLE PROGRAM AND/OR COURSE-LAB FEES PER STUDENT AND INSTRUCTIONAL COST OF $700/CREDIT HOUR per COURSE.   SWVCTC WILL BE BILLED FOR PER STUDENT PROGRAM COSTS AND ANY APPLICABLE COURSE COSTS. SHOULD COURSE ENROLLMENT NOT BE SUFFICIENT TO COVER INSTRUCTOR COSTS, SWVCTC WILL BE BILLED FOR THE FULL COST OF INSTRUCTION.

EXAMPLE:

HIT 201	Health Info Tech 1	4 Credit Hours		
	Per Student Cost			
	Course Cost, $175/Credit Hour		$	700.00
	Program Cost, $3.33/Credit Hour			13.32
	Course/Lab Fee – Flat Fee			50.00
	Total Cost per Student (Rounded)		$	763.00

-plus-

	Per Course Cost			
	Instructional Cost, $700/Credit Hour		$	2,800.00
	Administrative Overhead	30%		840.00

Southern
West Virginia
Community and Technical College

a tradition of learning
a vision of greatness

June 21, 2018

Dr. Sarah Armstrong Tucker, Chancellor
Community and Technical College System of West Virginia
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV   25301

Dear Chancellor Tucker:

Pursuant to the provisions of §135-11-9.1 of the West Virginia Council for Community and Technical College Education, the Southern West Virginia Community and Technical College Board of Governors approved the discontinuance of the Health Information Management, Associate in Applied Science degree program at its June 19, 2018 meeting.

After analyzing the job outlook in our region, current enrollment, program grant outcomes, and accreditation expectations, it was determined the Health Information Management (HIM) program was not sustainable. Nine students graduated in December 2017, and thirteen (13) graduated on May 12, 2018. No additional students are in the program, so a teach-out plan is not needed.

Since the program was not continuing and national accreditation was not achieved, Southern entered into a partnership with Mountwest Community and Technical College to allow our 22 graduates to take the national RHIT certification exam. Students must take four online challenge exams and achieve at least 75% or better. If the student meets the competency, Mountwest will transcribe credit, and the student will complete the required capstone course. If the student does not pass one or more of the challenge exams, Mountwest will offer four special topics classes. Once the student successfully passes the exams and/or courses and the capstone, the student will be able to sit for the RHIT national exam. Southern is paying for all expenses for the students to participate in the partnership with Mountwest.

Three HIM grant faculty positions were affected by this decision. Two positions were reposted internally as Allied Health faculty. Two faculty accepted the positions and the third faculty was hired by another state behavioral health agency located in Charleston. Laboratories and equipment purchased through the program grant remains housed at the institution and will be used by the School of Career and Technical Studies students.

I respectfully request that the Health Information Management, Associate in Applied Science degree program at Southern West Virginia Community and Technical College be removed from the state approved program degree inventory. If you have any questions or need additional information in support of this request, please contact me at 304-896-7439.

Sincerely,

Robert E. Gunter, Ed.D.
President

REG:elb

cc: Dr. Mark Stotler, Director of Academic Programming, WV HEPC/Council
       Dr. Deanna Romano, Vice President for Academic Affairs and ALO
       Ms. Dianna Toler, Interim Vice President for Student Services
       Mr. Russell Saunders, Chair for School of Allied Health and Nursing
       Ms. Stella Estepp, Director of Financial Assistance
       Ms. Teri Wells, Registrar

Baisden, Emma

From:	Romano, Deanna
Sent:	Tuesday, June 26, 2018 3:15 PM
To:	Fala, Nancy; Baisden, Emma; Gunter, Bob
Cc:	Saunders, Russell
Subject:	FW: Program terminations

    cc: Dianna Toler, Interim VP for Student Services
        Stella Estepp, Director, Student Financial Assistance
        Teri Wells, Director of Admissions and Records, and Registrar

From: Mark Stotler [mailto:Mark.Stotler@wvhepc.edu]
Sent: Tuesday, June 26, 2018 3:12 PM
To: Romano, Deanna <deanna.romano@southernwv.edu>
Subject: Program terminations

Deanna

Based on previous correspondence, the following programs have been deleted from active status on the statewide inventory.

- AAS Health Information Management CIP# 23.51.0707
- AAS Strategic Business Integration CIP# 23.52.0101

Please contact me if you have any questions.

Mark

Mark W. Stotler, Ed.D.
Director of Academic Programming
West Virginia Higher Education Policy Commission/
 Council for Community and Technical College Education
1018 Kanawha Blvd., E. Suite 700
Charleston, WV   25301
Phone: (304) 558-0261
E-mail: mark.stotler@wvhepc.edu
www.wvhepc.edu

CTCS
COMMUNITY AND TECHNICAL
COLLEGE SYSTEM OF WV

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
Robert L. Brown, Chair · Sarah Armstrong Tucker, Chancellor

August 20, 2018

RECEIVED

AUG 2 8 2018

OFFICE OF
THE PRESIDENT

Dr. Robert Gunter
President
Southern West Virginia Community and Technical College
Post Office Box 2900
Mt. Gay, WV 25637

Dear Dr. Gunter:

At its meeting on August 16, 2018, the West Virginia Council for Community and Technical College Education received post-audit reports for the following programs offered at Southern West Virginia Community and Technical College. Both programs were recommended for continuation.

> ➢ AAS Welding
> ➢ CAS Electronmechanical Instrumentation Technology

Also, follow-up reports were received and accepted for the following programs:

> ➢ CAS Industrial Technology
> ➢ AAS Management
> ➢ AAS Mechatronics

Please contact Mark Stotler at 558-0262 if you have any questions.

Sincerely,

Sarah Armstrong Tucker
Chancellor

cc: Deanna Romano, Vice President for Academic Affairs
Mark Stotler, Director of Academic Programming

cc: Russell Saunders, Dean, Career and Technical Studies