

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 19, 2016**

ITEM: Academic Program Review

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the program review of the Mine Management A.A.S. program in accordance with the provisions the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

STAFF MEMBER: Steven Hall

BACKGROUND:

In accordance with West Virginia Code and Council Policy Series 10, *Policy Regarding Program Review*, the Division of Healthcare and Business Programs conducted a program review of the Mine Management A.A.S. program during the 2015 / 2016 academic year.

It is recommended that this program review be approved at this time. Southern has alternate programs in place to meet the needs of the workforce. Students interested in the management and mining related fields will be referred to the Management or Strategic Business Integration A.A.S. degree program with an emphasis in energy management.

The program will be removed from the catalog, and new students will no longer be enrolled in it.

Once students currently enrolled in the program have completed it, officially moved to another program of study, or indicated in writing that they will not continue, the request to formally end the program will return to the Board of Governors.

The program review was presented to the Management Council for Academic Affairs and Student Services, Executive Council, and President's Cabinet and they concur with this recommendation.

PROGRAM REVIEW
Southern West Virginia Community and Technical College
Board of Governors

Program with Special Accreditation

Program without Specialized Accreditation

Program: Mine Management A.A.S.
Degree and Title

01/10/2016
Date

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance for each program reviewed and provide a brief rationale for its recommendation.


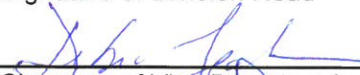
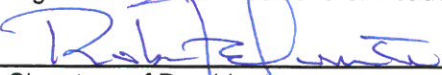
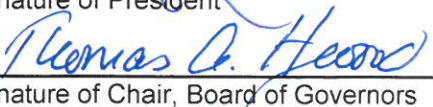
- 1. Continuation of the program at the current level of activity without corrective action;
- 2. Continuation of program with corrective action (specify required action - e.g., reducing the range of optional tracks or other corrective action);
- 3. Identification of the program for further development;
- 4. Development of a cooperative program with another institution or sharing of courses, facilities, and/or faculty, and the like;
- 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs.*

Rationale for Recommendation:

It is recommended that this program review be accepted at this time. Southern has alternate programs in place to meet the needs of the workforce. Students interested in the management and mining related fields will be referred to the Management or Strategic Business Integration A.A.S. degree program with an emphasis in energy management.

The program will be removed from the catalog, and new students will no longer be enrolled in it.

Once students currently enrolled in the program have completed it, officially moved to another program of study, or indicated in writing that they will not continue, the request to formally end the program will return to the Board of Governors.

Signature of person preparing report if other than Division Head	Date
	1/16/2016
Signature of Division Head	Date
	1/16/16
Signature of Vice President for Academic Affairs and Student Services	Date
	4/14/16
Signature of President	Date
	4/19/16
Signature of Chair, Board of Governors	Date

**Southern West Virginia Community and Technical College
Division of Healthcare and Business Programs
Mine Management, Associate in Applied Science**

Program Review Summary

A. Adequacy

- The curriculum requirement adequately meets the education requirements of and Associate of Applied Science degree.
- The entrance requirements for students are consistent with Southern West Virginia Community and Technical College's standards.
- Graduate job placement results have been declining over the past few years.
- The assessment system ensures that the student has attained the proper educational objectives.
- Participation with the program advisory council has been minimal with the loss of full time faculty.

Conclusion: The program does not meet the minimum adequacy requirements.

B. Viability

- The number of students graduating from the program is declining and expected to decline over the new few years.
- Minimal job opportunities and a declining industry has led to a reduced amount of overall support for this program.
- Technology has been incorporated in the classroom/lab setting suitable to this course of study.

Conclusion: The program does not meet minimum requirements for viability as a major.

C. Necessity

- The program minimally meets both an educational and employment need in the service area.

Conclusion: The program does not meet the standards of a viable program.

D. Consistency with Mission

- The program supports the mission and vision of the institution.

Conclusion: The program is consistent with the Mission of the College.

Program Review
Southern West Virginia Community and Technical College
Programs without Specialized Accreditation
2015-2016

Program Title: Mine Management Associate in Applied Science

I. PROGRAM DESCRIPTION:

The Mine Management Associate in Applied Science degree is designed to educate individuals who will be employed as frontline and mid-level managers in the mining industry. A degree in Mine Management will provide graduates a diverse range of opportunities which include a high salary, career progression, and the ability to be employed in a global profession. Mining encompasses a wide range of activities involving technology, people, equipment, financial resources, community, state and federal regulatory agencies.

Graduates of this degree will be qualified for numerous jobs within the mining industry, among which are land and mineral acquisition, office management, human resource management, quality control, bid transportation, and sales. Combined with sufficient experience in the industry, the degree will also prepare students for a managerial career in mining operations.

II. SPECIALIZED ACCREDITATION INFORMATION

This program does not have any specialized accreditation information.

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

A. Adequacy:

1. Curriculum:

The curriculum for the Mine Management associate in applied science degree program currently consists of 60 credit hours. During the period of this review, the hours required have fluctuated, and ranged from 61 hours to 60 hours. The current program includes 15 hours in a general education core and 45 hours in program specific major courses. Both general education courses and major courses are delivered in a variety of methods, including interactive video and online formats. The full Mine Management program is available at all campus locations. Curricular requirements are broken down over four semesters (a two-year period) with 15 credit hours per semester. For curriculum details, see Appendix I.

2. Faculty:

The Mine Management program uses both a full-time faculty member and qualified adjunct-faculty within each discipline to teach both general education and major courses. Program faculty member(s) are in the Division of Healthcare and Business Programs. The program had one full-time faculty position, which was held by William

Alderman. For additional information on qualifications of the faculty members, see the faculty data sheets in Appendix II.

3. Students:

a. Entrance Policy:

The Mine Management A.A.S. program is an open-admission program in accordance with the open-door admissions policy of Southern West Virginia Community and Technical College. Any prospective student with a high school diploma or GED may take classes at Southern and may enroll in this degree program.

b. Exit Abilities:

Upon completion of the degree requirements, students will have acquired the necessary skills to qualify for most entry level positions in the mine management field that require a two-year degree. When the students leave the program, it is with the understanding that they have a need to continually upgrade their skills and further their knowledge and abilities through on-the-job training, seminars, workshops, continuing education, and advanced studies.

4. Resources

a. Financial

The program does receive an annual budget dedicated to meeting the program's needs. See Appendix III for the annual budget breakdown. The current budget allocation is sufficient for the program.

b. Facilities

This program does not require any dedicated labs or facilities. The program utilizes existing classrooms, technology and computer labs for delivery of curriculum.

5. Assessment Information

The Mine Management Program has a variety of assessment measures. In addition to traditional course examinations and web-based assignments, students participate in Southern's assessment program. Students participated in the MAPP. For information on assessment results, see Appendix IV.

The program has limited returns on graduate follow-up surveys. Attempts are made each year to contact students by phone, email, and US mail. A majority of the students who respond prefer not to include employer or salary information. For information on survey results, see Appendix IV.

6. Previous Program Review

During the 2011-2012 academic year, a post-audit review of the Associate in Applied Science in Mine Management was conducted by the Department of Business. The department was asked to complete a follow-up report addressing the number of graduates, their placements, and details addressing specific assessment measures and how the results were utilized for program improvement. The follow-up report was reviewed and approved by the Board of Governors and the Community and Technical College Council. The department recommended the continuation of the program without corrective action at that time.

7. Advisory Committee

The academic career and technical programs at Southern are tailored to meet the workforce needs of the community. The Division of Career and Technical Programs, where the Department of Business was housed, has a joint advisory committee of all departments annually in the spring semester. The Mine Management program is now a part of the Division of Healthcare and Business programs and will continue to hold the annual joint advisory meeting.

Advisory committee members and the faculty from both departments meet to discuss the program, outcomes, and needs. The dialogue between members of the advisory committee and the faculty within both departments has been well communicated. There is a shared responsibility for the program from all individuals involved. Additionally, the academic leadership team meets regularly to discuss the program.

8. Strengths and Weaknesses:

STRENGTHS

- Online/Distance Learning courses within the curriculum
- Availability of the program on multiple locations

WEAKNESSES

- Declining mining opportunities leading to reduced enrollment
- Loss of full-time dedicated faculty and coordination
- Limited marketing of the program
-

B. Viability:

1. Program Enrollment and Graduates

Year(s)	Fall Enrollment	Spring Enrollment
2014-2015	13	7
2013-2014	37	11
2012-2013	52	37
2011-2012	60	50
2010-2011	11	23

Year(s)	Fall Graduate	Spring Graduate
2014-2015	9	4
2013-2014	24	7
2012-2013	10	7
2011-2012	3	4
2010-2011	0	0

Enrollment Trends for Previous Five Years:

Recent enrollment trends in the program have been declining. The industry hit a peak of employment nearly five years ago and has been in a steep decline over the past few years. Currently, there are very few opportunities for this profession in the local economy. Though enrollment was steady, the past few years has definitely seen a decline.

Graduate Follow-up Data

Very little information is available regarding the outcomes of the graduate. The survey response has been very limited. Current available data does suggest that those employed are working fulltime positions and earn between \$15-20 per hour. Many graduates opted not to participate in the survey.

Enrollment Projections

The program will likely face continued decline in enrollment due to current trends in the mining industry. The program has seen an enrollment decline of 86% from the peak enrollment period across the five year span. With the continued decline in the local mining industry, there is very little evidence to prove that interest in this program will increase over the next few years.

2. Program Course Enrollment

This program offers a variety of specialized courses designed specifically for the program. Courses are open to all students, however the majority are taken by majors only. The recent addition of energy related degree options have resulted in a small amount of non-Mine Management degree seekers to enroll in the designated courses.

3. Off-Campus/Distance Delivery Courses

All program core courses are offered in the online format. All courses are currently in review to meet Quality Matters standards. Support courses are offered in ICR, online, or classroom format.

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

There are no active articulation agreements for the program at this time.

C. Necessity

While no firm statistics are available for job outlook for the next 5 years, the U.S. Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook reports a slower than normal

growth of positions in the mining industry. The continued decline and forecast of lower production across the area lends very little necessity of this type of offering at this time.

D. Consistency with Our Mission

The program directly meets the institution's compact and mission in a variety of areas. The recently revised major courses and support courses for the program are consistent with student needs and state requirements. For program courses and descriptions, see Appendix V.

IV. RECOMMENDATION

Based upon the results of the data provided, it is recommended that the Mine Management program be discontinued upon completion of the currently enrolled students. Southern has alternate programs in place to meet the needs of the workforce. Students interested in the management and mining related fields will be referred to the Management or Strategic Business Integration A.A.S. degree program with an emphasis in energy management.

**Program Review
Mine Management A.A.S.
Appendix I
Program Curriculum**



Mine Management

60Credit Hours

Recommended Sequence

FIRST YEAR – FIRST TRIMESTER

CS 102	Computer Literacy	3	
EC 270	World Economics and the Energy Sector	3	
EN 101	English Composition I	3	
MG 264	Supervision	3	
MN 115	Introduction to Mine Management	<u>3</u>	
	Total Trimester Hours		15

FIRST YEAR – SECOND TRIMESTER

BU 205	Business Communications	3	
MG 261	Human Resource Management	3	
MG 272	Industrial Leadership	3	
MN 109	Mine Law, Safety and Health	3	
MN 112	A Comparative History of Mining	<u>3</u>	
	Total Trimester Hours		15

SECOND YEAR – FIRST TRIMESTER

FN 210	Finance for the Non-Financial Manager	3	
MG 268	Labor Relations	3	
MG 273	Organizational Behavior	3	
MG 269	Effective Leadership	3	
MN 215	Environmental Aspects of Mining	<u>3</u>	
	Total Trimester Hours		15

SECOND YEAR – SECOND TRIMESTER

BU 115	Business Mathematical Applications	3	
MG 266	Project Management	3	
MG 274	Project Evaluation	3	
MN 212	Geology of Mining	3	
MN 220	Mine Management and Planning	<u>3</u>	
	Total Trimester Hours		<u>15</u>

TOTAL PROGRAM HOURS 60

Program Review
Mine Management A.A.S.
Appendix II
Faculty Data Information

(No more than TWO pages per faculty member)

Name: William Alderman Rank Associate Professor

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

Highest Degree Earned: MA Date Received: 1999

Conferred by: Regent University Graduate School of Business

Area of Specialization: Management

Professional Registration/Licensure: WV State Mine Foreman/Superintendent SM-1478-82
WV State Surface Mine Certification SM-1478-81
WV State Certified Blasting Foreman/Blaster
WV State Certified Slurry Impoundment Inspector

Years of employment at present institution: 15

Years of employment in higher education: 15

Years of related experience outside higher education: 26

Non-teaching experience 26

To determine compatibility of credentials with assignment:

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

Year/Semester	Course Number/Title	Enrollment
Fall 2015	BU 100 Introduction to Business	34
	BU 115 Business Mathematical Applications (2 sections)	34/24
	BU 205 Communications in Business	30
	FN 201 Finance for Non-Financial Managers	15
	MG 260 Principles of Management	30
	MG 261 Human Resources Management	27
	MG 262 Entrepreneurship/Small Business Management	26
Summer 2015	BU 115 Business Mathematical Applications	16
	BU 205 Communications in Business	13
	MG 261 Human Resources Management	12
Spring 2015	BU 115 Business Mathematical Applications (2 sections)	25/23
	MG 266 Project Management	10
	MG 262 Entrepreneurship/Small Business Management	25
	MT 269 Effective Leadership	21
	MG 272 Industrial Leadership	14

	MG 274 Project Evaluation	5
	MN 109 Mine Law, Safety and Health	6
Fall 2014	BU 115 Business Mathematical Applications	39
	EC 270 World Economy and Energy Sector	14
	FN 210 Finance for Non-Financial Managers	10
	MG 264 Supervision	18
	MG 268 Collective Bargaining and Labor Relations	10
	MG 273 Organizational Behavior and Communications	10
	MK 270 Principles of Marketing (4 sections)	16
	MN 116 Introduction to Mine Management	6

(b). If degree not in area of current assignment, explain.

(c). Identify your professional development activities during the past five years.

Continuing education through Leadership Studies (Higher Education Administration) at Marshall University.

**Program Review
Mine Management A.A.S.
Appendix III
2015-2016 Budget**

Southern WV Community & Technical College
Budget FY 2015-2016

Name: Mine Management

Fund: 4680

Org: 3126

Banner Account Code	Description	Approved Budget FY2015	2016 Budget Use		Requested Budget FY2016
			Increase Use Plus Sign	(Decrease) Use Minus Sign	
PERSONAL SERVICES & BENEFITS					
61H100	Personal Services with Deductions	0	0	0	0
61H101	Personal Services without Deduction	0	0	0	0
61H103	Personal Services-Overtime	0	0	0	0
61H105	Annual Increment	0	0	0	0
61H285	Personal Services Non Classified	0	0	0	0
61H286	Personal Services Faculty	0	0	0	0
61H287	Personal Services Classified	0	0	0	0
61H289	Personal Services-Adjunct	0	0	0	0
61H290	Personal Services Federal Wk Study	0	0	0	0
61H291	Stipends	0	0	0	0
62H106	Public Employee Insurance Admin Fee	0	0	0	0
62H108	Social Security Matching	0	0	0	0
62H109	Public Employee Insurance	0	0	0	0
62H110	Other Insurance	0	0	0	0
62H111	Workers Compensation	0	0	0	0
62H112	Unemployment Compensation	0	0	0	0
62H113	Pension and Retirement	0	0	0	0
62H114	WV OPEB Contribution	0	0	0	0
62H115	WV OPEB Remaining Contribution	0	0	0	0
TOTAL SALARIES & BENEFITS		\$0	\$0	\$0	\$0
OPERATING EXPENSES					
79H116	Office Expense	250	0	(50)	200
79H117	Printing and Binding	0	0	0	0
79H118	Rental Expense (Real Property) Buildings	0	0	0	0
79H119	Utilities	0	0	0	0
793417	Cable TV	0	0	0	0
793425	Garbage Disposal	0	0	0	0
793426	Water & Sewage	0	0	0	0
79H120	Telecommunications	0	0	0	0
79H121	Internet Services	0	0	0	0
79H122	Contractual Services	0	0	0	0
79H123	Professional Services	0	0	0	0
79H124	Consultants and Consulting Fees	0	0	0	0
79H125	Security Service	0	0	0	0
79H126	Research, Educational, Medical Contracts	0	0	0	0
79H127	Travel Employee	1,200	0	(200)	1,000
79H128	Travel Non-Employee	0	0	0	0
79H129	Computer Services Internal	0	0	0	0
79H130	Computer Services External	0	0	0	0
79H132	Vehicle Rental	0	0	0	0
79H133	Rental Machines and Miscellaneous	0	0	0	0
79H134	Association Dues, Professional Memberships	0	0	0	0
79H135	Fire, Auto, Bond and Other Ins	0	0	0	0
79H136	Food Products	0	0	0	0
79H137	Supplies - Clothing	0	0	0	0
79H138	Supplies - Household	0	0	0	0
79H139	Advertising and Promotional	0	0	0	0
79H140	Vehicle Operating Expense	0	0	0	0
79H142	Supplies Educational	0	0	0	0
79H144	Routine Maintenance Contracts	0	0	0	0
79H146	Merchandise for Resale	0	0	0	0
79H147	Cellular Charges	0	0	0	0
79H148	Hospitality	75	0	0	75
79H149	Educational Training Stipends	0	0	0	0
79H150	Energy Expense Motor Vehicle	0	0	0	0
793663	Electricity	0	0	0	0
793666	Gas - Natural	0	0	0	0
79H156	Miscellaneous Expense	0	0	0	0
79H157	Training and Development -In State	0	0	0	0
79H158	Training and Development -Out Of State	0	0	0	0
79H159	Postal	90	0	(40)	50
79H160	Freight	0	0	0	0
79H161	Computer Supplies	500	0	0	500
79H162	Software Licenses	0	0	0	0
79H163	Computer Equipment Current Expense	250	0	(50)	200
79H164	Office Equipment Current Expense	0	0	0	0
79H165	Attorney Legal Service Payments	0	0	0	0
79H166	Attorney Reimbursement Expenses	0	0	0	0
79H167	Miscellaneous Equipment	0	0	0	0
79H168	Student Activities	0	0	0	0
79H251	Office Equipment Repairs	0	0	0	0
79H252	Communication Equipment Repairs	0	0	0	0
79H253	Research, Educ, Med Equip Repairs	0	0	0	0
79H254	Building and Household Equip Repair	0	0	0	0
79H255	Routine Maintenance of Buildings	0	0	0	0
79H256	Vehicle Repairs	0	0	0	0
79H257	Routine Maintenance of Grounds	0	0	0	0
79H258	Farm and Construction Equip Repairs	0	0	0	0
79H259	Other Repairs & Alterations	0	0	0	0
TOTAL OPERATING EXPENSES		\$2,365	\$0	(\$340)	\$2,025
ASSETS					
79H240	Office Equipment	0	0	0	0
79H241	Communication Equipment	0	0	0	0

79H242	Medical Equipment	0	0	0	0
79H243	Research, Educational Equipment	0	0	0	0
79H244	Household Equipment and Furnishings	0	0	0	0
79H245	Building Equipment	0	0	0	0
79H246	Vehicles	0	0	0	0
79H247	Livestock Farm and Const Equipment	0	0	0	0
79H248	Books and Periodicals	0	0	0	0
79H249	Other Capital Equipment (>\$5,000)	0	0	0	0
79H250	Computer Equipment (>\$5,000)	0	0	0	0
79H260	Reclamation of State Owned Prop	0	0	0	0
79H261	Land Improvements	0	0	0	0
79H262	Land Purchases	0	0	0	0
79H263	Building Construction	0	0	0	0
79H264	Building Improvements	0	0	0	0
79H265	Building Purchases	0	0	0	0
79H267	Contractor Pymts for Cap Asset Proj	0	0	0	0
79H268	Purchase of Materials and Supplies	0	0	0	0
79H269	Consultant Pymts for Cap Asset Proj	0	0	0	0
79H270	Computer Software (>\$5,000)	0	0	0	0
	TOTAL ASSETS	\$0	\$0	\$0	\$0
	OTHER EXPENSES				
79H169	Payment of Taxes	0	0	0	0
79H170	Payment of Claims	0	0	0	0
79H178	Bank Costs	0	0	0	0
79H198	Indirect Cost Reimbursement	0	0	0	0
79H205	Debt Service (Leases Principal)	0	0	0	0
79H206	Debt Service (Leases Interest)	0	0	0	0
	TOTAL OTHER EXPENSES	\$0	\$0	\$0	\$0
	TOTAL EXPENSES	\$2,365	\$0	(\$340)	\$2,025

\$2,025

Program Review

Mine Management A.A.S.

Appendix IV

Assessment

The introductory framework of the Mine Management curriculum was designed to introduce the student into industry related methods, either in direct supervisory roles or within the management/business area of the mining field for surface and underground concepts. This program prepares individuals to work in a variety of supervisory and managerial settings in the mining industry, in the field and within administrative departments.

The Mine Management program utilizes a variety of assessment measures which is reviewed as part of the associate in applied science degree program. Student achievement in the general education and support courses is assessed in accordance with the institution's plan for assessment. The core and program specific courses are assessed through testing, critical thinking exercises, case analysis, and overt peer to-peer Discussion Posts in all sections.

In previous years students enrolled in the A.A.S. program were required to take the WorkKeys exam. Beginning in spring 2010 students enrolled in all programs that have completed college level English and math may be selected to take the MAPP exam.

Program Review
Mine Management A.A.S.
Appendix V
Program Courses Descriptions

BU 115 Business Mathematical Applications

3 Credit Hours

This course is designed for students planning a career in a business field and focuses specifically on applications in these fields. Students Will develop problem-solving skills through the study and application of equations and formulas, including the concepts of ratio and proportion, financial statements, statistics of frequency distribution and graphs, all basics of depreciation, payroll, taxes and insurance, annuities, stocks and bonds, bank reconciliation, pricing, and inventory.

BU 205 Communications in Business

3 Credit Hours

Prerequisite: EN 101.

This course emphasizes the principles to be applied in composing effective business correspondence, writing business reports, making oral presentations, and conducting meetings.

CS 102 Computer Literacy

3 Credit Hours

Prerequisite: EN 090 or minimum acceptable test scores for placement in college-level English.

This course is an introductory course to computer literacy. Objectives are aligned with the IC3 certification. Students will learn how to identify computer hardware types and functions, purchasing considerations, basic maintenance and problem solving for hardware. They will also learn how software and hardware work together, identify types of software along with basic hands-on skills in Word Processing, Spreadsheets, and Presentation software. The course also includes email, internet, and the impact of computing and the internet on society.

EC 270 World Economics and the Energy Sector

3 Credit Hours

This course examines the global context in which the United States economy functions. Students will explore the economic growth, current domestic and international challenges resulting from a global marketplace, proliferation of information and technology, persistence of underdevelopment, different economic systems, and the interdependence of nations in energy production. This course provides an analysis of the impact on the energy sector related to demand/supply, pricing, competitive behavior, transportation, inter-fuel competition, international relations, technical change, and external factors in the coal, oil, natural gas, and nuclear power industry.

EN 101 English Composition I

3 Credit Hours

Prerequisite: EN 090, EN 099 or minimum acceptable test scores for placement in college-level English. This course is an introduction to basic composition and research. The emphasis is on writing clear, effective essays. In addition, students will write a research paper.

FN 210 Finance for the Nonfinancial Manager

3 Credit Hours

This course is designed to provide students who aspire to be managers and executives, in non-financial positions, with a practical understanding of finance. Students will be empowered to effectively communicate with accounting and finance people and to better understand the financial aspects of business decisions. An understanding of budgeting and corporate financial planning, working capital management, growth, capital, and profitability considerations, discounted cash-flow and capital costs, principles of valuation and value creation, measures of performance including ROE, RONA, and EVA, cost consideration, financial ratio analysis, and key performance measures will be the focus of the course.

MG 261 Human Resources Management

3 Credit Hours

This course provides the introductions to the strategic planning and implementation of human resources management functions and roles in an effective business/organization enterprise. Topics include staffing, appraisal, awards, current events, and laws affecting the management of the human factor of production.

MG 264 Supervision

3 Credit Hours

This course provides skill-based information covering supervisory principles, theories, human relation techniques and decision-making skills that are required to manage a workforce to profitable results.

MG 266 Project Management

3 Credit Hours

This course centers on a specialized field of management that is useful for planning and managing complex work efforts. The project management process is a systematic approach that is comprised of four phases: concept, planning, implementation, and closedown. Students will be introduced to the classical foundations of project management and the world of real life project problems. Topics presented in this course includes work breakdown structure, earned value, PERT/CPM/Gantt charts, scheduling charts, scope control, cost control, change control, and resource planning. Upon completion of this course, students will understand the basic concepts and critical factors of initiating, planning, organizing, controlling, and running a project. Information will be provided to the student regarding the requirements to sit for the PMP Exam of the Project Management Institute in order to become Professional Project Managers.

MG 268 Collective Bargaining and Labor Relations

3 Credit Hours

This course surveys both historical and legal frameworks of the labor movement in the United States and West Virginia. An analysis of traditional labor laws, NLRB law, state laws, and the impact of court decisions related to management will be presented. The student will learn historical perspective of the origins which impact union organizing, causes, and goals of the labor movements, union structure

and behavior, and the impact on production. An introduction to the principles, practice, and processes of negotiations as requisite management skill for front-line supervisors, subordinates, peers, clients, and customers will be presented. Discussions will be presented regarding the preparation and planning for negotiation, the strategies and tactics of negotiation, issues regarding both distributive and integrative bargaining, and ethics in negotiation. Upon completion of this course the students will have an in-depth understanding of collective bargaining concepts applicable in today's commercial enterprise. The role of the manager related to strikes, labor negotiations, administration and enforcement of labor contracts, the grievance process, and arbitration will be explored. Labor and management approaches to solving employment disputes, avoiding grievances, and applying collective bargaining contracts in the work setting, labor rules and regulations, and means to implement new standards in the workplace will be discussed. Effects of laws on individuals, employees, the industry, the community, and the nation will be presented.

MG 269 Effective Leadership

3 Credit Hours

This course is designed to help prospective and practicing leaders improve their ability to establish and maintain positive interpersonal relationships with their constituents, as well as examine their own potential personal change.

MG 272 Industrial Leadership

3 Credit Hours

This course focuses on leadership, human resources management and ethical decision-making in an industrial setting. Leadership styles, organizational patterns, values, and skills for empowerment of individuals as they confront organizational challenges will be discussed. A primary focus will be on identifying emerging leaders, assuming responsibility within the organization, and empowerment to become a leader in the workplace. Students will analyze current management theories and styles including, but not limited to, Six Sigma, Total Quality Management and Steven Covey's Seven Habits of Effective Leadership. Development of leadership skills related to an in-depth understanding of regulation in the industry, ethics at the individual and organizational level, setting objectives in the workplace, planning, influencing and motivating others, and managing for results is the expected outcome of the course.

MG 273 Organizational Behavior and Communication

3 Credit Hours

In relation to the behavioral sciences, students will be expected to analyze business management problems in the areas of motivation, leadership, morale, communication, control, and ethics. The focus of this course will be on the effective use of human capital through understanding of motivation and behavior patterns, conflict management and resolution, group functioning and process, decision making, and the importance of recognizing and managing change. Consideration will be given to the interaction of individual values, attitudes, needs, abilities and traits, and motivation within teams and organizations.

MG 274 Project Evaluation

3 Credit Hours

This is a capstone course designed to assess the student's ability to identify, plan, implement, and evaluate projects. Students will be expected to demonstrate an understanding of methods, tools, and techniques used to plan, communicate, manage and control projects, resolve problems, and communicate results to upper level management. Assessment of the student's ability to work in teams to create and complete a major project for an actual industry is the major objective of the course.

MN 109 Mine Law, Safety, and Health

3 Credit Hours

This course deals with the federal and state safety laws pertaining to supervisory employees. Penalty procedures used by both federal and state agencies will be studied. Governmental agency roles and responsibilities will be presented along with a review of research programs that seek new solutions to the problems presented by occupational safety and health. Students will gain a broad understanding of OSHA standards and safety regulations. Emphasis is placed on managing and inspecting a safety and health program in the mining industry.

MN 112 Cultural Issues and Contemporary History of the Mining Industry

3 Credit Hours

This course will explore the cultural and sociological dynamics associated with the mining industry. A broad overview of the important historical events that have shaped the energy and mining industry for the past two hundred years will be presented. Focus of this course will be on the community as the group of people who obtained their livelihoods directly from the energy sector, particularly mining, including employees of the mine, their dependents, extended families, mine operators, managers, supervisors, and owners. Energy and mining communities will be explored through analysis of various cultural perspectives and differences, particularly in the United States. A comparative analysis of the history and evolution of the various types of energy extraction throughout the world will be presented. Students will compare and contrast energy/mining culture in Australia, South America, the United States, and Wales. Emphasis will be placed on identification of the characteristics of the "typical" mining communities, cultural traits, personal influences, as well as the overall impact on society.

MN 115 Introduction to Mine Management

3 Credit Hours

This course provides an understanding of management principles and perspectives vital to a manager's successful running of a mining enterprise. Focus of this course will be on the fundamentals of mine management, organizational structure and responsibilities within the work environment. Students will begin to recognize the importance of training and orientation of employees, effective communication, formal evaluation, and management skills vital to effective organization. Concepts of time management, quality, safety, accident prevention, risk management, occupational health, legislation related to mining, disasters, mitigation and response, and emergency preparedness will be incorporated into the course.

MN 212 Geology of Mining

3 Credit Hours

This course will give students a broad overview of the origins of minerals, especially coal. Included in the course are the elements of the geology of minerals, the geologic time table, specific geological time periods when coal was formed, how peat deposits were formed, and the physical and chemical alterations to peat deposits that resulted in the formation of minerals, especially coal. Additionally, students will continue to add to their knowledge of minerals and coal by learning about coal-bearing rocks such as shale, sandstone, and limestone, the classification and ranks of coal, and the location of coal deposits in West Virginia, Kentucky, the United States, and the world.

MN 215 Environmental Aspects of Mining

3 Credit Hours

This course provides a comprehensive and practical understanding of the environmental impacts, both positive and negative, that mining may have on society. Students will develop an understanding of legal and political context of mining, company based initiatives, environmental management of mine sites, Land Use Master Plans (LUMP) in conjunction with the permitting process, principles of sustainable development, state of the art techniques in environmental management of mine sites, and issues associated with the community as they relate to mining.

MN 220 Mine Management and Planning

3 Credit Hours

This is a capstone course that focuses on the application of concepts and techniques learned in the program. Students will be provided with the tools necessary to meet the challenges of working as mine managers in a global setting. An overview of mining processes, leadership and management styles, laws and regulations, political context of mining in an international setting, environmental consideration, principles of sustainable development, stakeholder issues, social/community impacts of the global impact of mining coal, cross-cultural management strategies, and project evaluation will be presented. Students will focus on assessment of types and quality of coal, customer specification, coal preparation, blending, productivity and efficiency of the cleaning process, market competition, and selling of coal and coal futures. At the completion of this course students will take a nationally recognized certification/licensure exam.