

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3625**

SUBJECT: University Transfer Program Evaluation Model

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 10, *Policy Regarding Program Review*, Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*

ORIGINATION: September 1, 1985

EFFECTIVE: September 1, 2000

REVIEWED: August 27, 2014

SECTION 1. PURPOSE

1.1 To identify and communicate the University Transfer Program Evaluation Model.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All locations and employees of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

3.1 The term University Transfer refers to a program of study designed to enable a student to obtain approximately two years of general study courses for a transfer to a four-year baccalaureate program.

SECTION 4. POLICY

4.1 The University Transfer Program shall be regularly reviewed, evaluated, and revised as needed by the Division Head of University Transfer or other designee of the Vice President for Academic Affairs and Student Services in accordance with governing board policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 The University Transfer Program shall include disciplines clustered in the Division of University Transfer; Division of Social Sciences, Education, and Non-Traditional Programs; Division of Healthcare and Business; and Division of Applied and Industrial Technology as represented within the degree requirements outlined in the college catalog.

6.2 In order to satisfy the requirements for an Associate of Arts degree, Associate of Science degree, and/or General Studies certificate, students must successfully complete required course(s) in a subset of the following disciplines: English, Literature, Speech, Mathematics, Social Sciences, Business, Psychology, Political Science, Natural and Physical Sciences, Computer Science and Informational Technology, Fine Arts, and History. Students may satisfy requirements for an Associate of Arts degree, Associate of Science degree, and/or General Studies Certificate by completing additional elective courses in any discipline.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The Division Head of University Transfer, in conjunction with the Division Head of Applied and Industrial Technology; Division Head of Social Sciences, Education, and Non-Traditional Programs; Division Head of Healthcare and Business; and discipline specific faculty, shall collectively administer the University Transfer Program. The Division Head of University Transfer, in conjunction with relevant discipline-specific faculty, shall be responsible for the program’s periodic review and evaluation.

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: January 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in academic responsibilities. Form was streamlined.

August 2014 — Revisions reflect academic reorganization.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
UNIVERSITY TRANSFER PROGRAM
EVALUATION MODEL GUIDELINES
SCP-3625.A**

SECTION 1. PURPOSE

- 1.1 The University Transfer Program is designed to serve a wide variety of people. Following are listed some examples:
- 1.1.1 That person not seeking a bachelor’s degree, but wanting to broaden and deepen his/her knowledge and skills.
 - 1.1.2 That person who plans to transfer to another college or university and complete a professional or pre-professional program of studies leading to a Bachelor of Arts or a Bachelor of Science Degree.

SECTION 2. DEPARTMENTS

- 2.1 Core curriculum offerings cut across five departments – Social Science, Natural Science, Humanities, Mathematics, Transitional Studies.
- Elective course offerings cut across all divisions.

SECTION 3. DISCIPLINES

- 3.1 University Transfer disciplines are assigned to departments as follows:

Department	Disciplines
Humanities	Fine Arts English Communications Languages Journalism Music Education Theater Religion
Natural Science	Biological Sciences Chemistry Physical and Health Education Physical Sciences Geology and Earth Sciences Physics
Social Science	Geography History Philosophy Political Science

Psychology
Social Studies
Sociology

Mathematics

Math
Math Education

Transitional Studies

Developmental Math
Developmental Writing
Developmental Reading

SECTION 4. PROGRAM REVIEW FACTORS

4.1 Course Evaluation

- 4.1.1 Philosophy/Objectives
- 4.1.2 Content
- 4.1.3 Transferability
- 4.1.4 Need
 - 4.1.4.1 Enrollment pattern (historical pattern)
 - 4.1.4.2 Frequency of offering
 - 4.1.4.3 Average class size - theory (general rule of thumb)
 - 4.1.4.4 Average class size - practice
- 4.1.5 Cost
 - 4.1.5.1 Per Student (by program)
 - 4.1.5.2 Per course

4.2 Discipline Evaluation

- 4.2.1 Philosophy/Objectives
- 4.2.2 Courses
 - 4.2.2.1 Placement within discipline
 - 4.2.2.2 Sequence
 - 4.2.2.3 Duplication
 - 4.2.2.4 Essential/Non-essential (to discipline to program)
- 4.2.3 Cost Analysis

4.3 Program Evaluation

- 4.3.1 Course/Discipline
 - 4.3.1.1 Additions
 - 4.3.1.2 Deletions
 - 4.3.1.3 Modifications
- 4.3.2 Cost Analysis
- 4.3.3 Rationale
 - 4.3.3.1 Divisions
 - 4.3.3.2 Advisory Councils
 - 4.3.3.3 BOG
 - 4.3.3.4 In-House
 - 4.3.3.5 Other Institutions

- 4.3.4 Process
 - 4.3.4.1 Divisions/Department Management
 - 4.3.4.2 Academic Affairs Management Council
 - 4.3.4.3 President
- 4.4 Staffing Evaluation
 - 4.4.1 Evaluation
 - 4.4.1.1 Need determines staffing
 - 4.4.1.2 Staffing per discipline should be determined based upon the following:
 - 4.4.1.2.1 Class size
 - 4.4.1.2.2 Frequency of offerings – historical pattern
 - 4.4.1.2.3 CHP
 - 4.4.1.2.4 FTE
 - 4.4.1.2.5 Cost per CHP
 - 4.4.1.2.6 Cost per FTE
 - 4.4.1.3 The attached Staffing Ratio Scale is to be used as an objective base for determining number of faculty positions needed per discipline.
 - 4.4.2 Recommendations
 - 4.4.2.1 Additions
 - 4.4.2.2 Overstaffing – BOG guidelines/Institutional Policy
 - 4.4.3 Process
 - 4.4.3.1 Department Chair/Dean
 - 4.4.3.2 Vice President for Academic Affairs
 - 4.4.3.3 President

SECTION 5. STAFFING RATIO SCALE

5.1 The Staffing Ratio Scale is as follows and will be reviewed periodically:

	Foundation Level	100-200 Level
SOCIAL SCIENCE		
Geography	-	30
History	-	30
Philosophy	-	30
Political Science	-	30
Psychology	-	30
Social Studies	-	30
Sociology	-	30
NATURAL SCIENCE		
Biological Science	-	22
Chemistry	-	22
Physical Education	-	20
Physical Science	-	20
Physics	-	20

	Foundation Level	100-200 Level
HUMANITIES		
Art	-	28
Art Studio	-	18
English	-	25
Language	-	25
Humanities	-	30
Journalism	-	25
Music	-	30
Speech	-	25
Theater	-	20
Education Foundations	-	25
Religion	-	30
MATHEMATICS		
Math	-	24
Math Education	-	20
TRANSITIONAL STUDIES		
English	-	15
Math	-	15
Reading	-	15

5.2 Average class size (ACS) per discipline (as noted on Staffing Ratio Scale) is to be determined by Division Dean (using “rule of thumb” figure set by division experience).

5.3 This figure (ACS) is established as a base norm to objectively establish a faculty position formula per discipline. The figure itself does not represent one particular course, but rather is a discipline average.

5.4 The faculty position formula is as follows:

$$\text{ACS} \times \text{Full Load} = \text{CHP} = \text{one faculty position}$$

Example: Religion
 $30 \times 15 = 450 \text{ CHP}$
 450 CHP determines one faculty position

5.5 This formula, establishing a scale to identify one faculty position, is then used as the base norm for faculty staffing decisions per discipline.

5.6 As trends emerge, division recommendations are to be made. Division recommendations regarding faculty positions are to be based on a two-year period.