Meeting the Challenge:
MASTER PLAN
for the Community and Technical College System of West Virginia

Compact Update

Academic Year 2013-2014

Institution:

Southern West Virginia Community and Technical College

MEETING THE CHALLENGE
Institutional Compact Update

INSTRUCTIONS

Section A – Contact Information

1. Provide a contact to which questions should be addressed.

Section B – Institutional Mission

1. Provide the approved institutional mission statement if the statement has changed since the 2011-2012 compact submission.

Section C – Compact Strategy Updates

1. For each goal and strategic priority, provide new specific strategies with timeframes and outcomes for each covering academic year 2013-2014. Also, provide an update of completed and continuing strategies.

2. Provide under Goal 1 specific strategies for organizing and addressing the College Completion Agenda.

3. Indicate, within the relevant goal, any new academic programs to be implemented over the next academic year.

4. Under Goal 4, provide a list of the top three critical capital facility projects for new construction or major renovation. Provide the list in priority order.

5. **Strategic priorities are to be combined as a component of the appropriate compact goal as indicated on the strategy update document. This is a change from the initial master plan compact submission.**

6. If one or more underserved counties are included in the community and technical college consortia district in which an institution provides services; please provide any new or continuing strategies for increasing the community and technical college participation rates in those counties. (Goal 3)

7. Narrative text may be provided for each strategy update to provide additional information or clarification. The narrative is optional.

Section D – Performance Indicator Definitions

**The Institutional Compact Updates are due in the Council office
on or before <u>April 1, 2013</u>**

**Once updates are completed, convert to Adobe PDF format and submit electronically to
June Heckel at <u>heckel@wvctcs.org</u>**

MEETING THE CHALLENGE
Institutional Compact Update

Section A

Contact Information:

Name: President Joanne Jaeger Tomblin

Address: P.O. Box 2900

City: Mount Gay   State: WV   Zip: 25637

Telephone: 304.896.7439   Fax: 304.792.7046

Email: joanne.tomblin@southernwv.edu

Section B

Institutional Mission Statement:

MEETING THE CHALLENGE
Institutional Compact Update

Section C

GOAL I:	Produce graduates with the general education and technical skills needed to be successful in the workplace or subsequent education.

Strategic Priority 1 – Produce More Graduates

Strategies Completed	Date
A plan for the redesign of the "Student Success Center" on the Logan campus is in progress, and is to be completed by June 1, 2013.	2013
The DegreeWorks initiative will be implemented for advising purposes for April 1, 2013, for faculty, staff and student access.	2013
DegreeWorks training sessions at the state level were attended by two staff persons; on-campus training was conducted November 30, 2012, March 1, 2013, and is scheduled for April 5, 2013. On-campus training sessions were overviews and not hands on.	2013
Faculty continue to volunteer for the tutoring center at Logan; math and science tutoring is available from faculty at the Wyoming/McDowell and Williamson campuses as well; Student Support Services continues to offer tutoring services at the Logan and Williamson campuses.	2013
Stretch courses linking a developmental and a college-level class were offered in both English and mathematics.	2013
The Enrollment Management Committee has identified strategies for implementation for 2012/2013.	2013
Placement testing procedures have been developed and will be implemented July 1, 2013. A fee for multiple testing will be implemented by June 1, 2013.	2013
Two new orientation courses have been developed and offered: OR 99, Introduction to College and Critical Thinking and OR 115, Veterans' New Student Seminar.	2013
In conjunction with the Southern Mountains District Consortium and the Boone County Career and Technical Center, Southern has developed a seamless curriculum pathway in welding. The College curricula will be embedded where possible.	2013
A National Science Foundation (NSF) Grant totaling $892,000 over the next three years was awarded to Southern in March 2013. The grant will be used to develop a career pathway program for students enrolled in four engineering and mining programs, as well as professional development for Southern's faculty in STEM (science, technology, engineering, and math) courses.	2013

MEETING THE CHALLENGE
Institutional Compact Update

Continuing Strategies	Target Date
Revise developmental education delivery to promote student success.	2015
Increase or enhance access through distance education delivery modes.	2015
Provide full programs delivered through FastTrack and other alternative scheduling modes.	2015
Identify and market academic programs that meet the needs of the non-traditional student and veteran (Board of Governors, Technical Studies, Occupational Development, etc.) to increase the number of program graduates.	2015
Improve awarding of degree procedures to encourage candidates for graduation to complete the process.	2015
Continue working with the DegreeWorks team to develop a graduation check-out initiative with a targeted implementation date of 2013/2014.	2014
Conduct DegreeWorks training sessions for critical personnel.	2015
Continue tutoring services at the Logan Campus while expanding the service to the outlying campuses.	2015
Continue work on implementing Career Services Center.	2015
Continue to market tutoring to students in developmental education courses via bulletin boards, in developmental classes, on the institution's website, and on the institution's Facebook page.	2015
Student program advisors will continue to track students in developmental education courses to ensure enrollment in college-level courses.	2015
Continue process of contacting students with some college credit but no degree to encourage degree completion.	2015
Initiate innovative programs to reduce time to degree completion.	2015
Continue to provide additional academic support through TRIO grants such as Student Support Services.	2015
Provide professional development for faculty who teach developmental English and math.	2015
Continue to refine placement testing and advising process to ensure students enroll in needed developmental courses.	2015
Develop new developmental courses to streamline the number of credit hours necessary to progress to college-level courses.	2015
In conjunction with the Southern Mountains District Consortium and the Boone County Career and Technical Center, Southern will continue development of business options in the seamless curriculum pathway.	2015

MEETING THE CHALLENGE
Institutional Compact Update

Strategies (2013-2014)	Target Date
An implementation agenda for the Student Program Advisors will be established to track students in developmental education courses to ensure enrollment in college-level courses.	2014
Implement degree audit technology with the current database for graduation check-out.	2014
Develop a comprehensive recruitment strategy by campus, for traditional students, and for adult students and returning veterans based on the Enrollment Management Plan.	2014
The plan to redesign the student services area for a Student Success Center on the Logan Campus will be expanded to include all four campuses.	2014
Enrollment Management and Student Development staff will review the Enrollment Management Plan and identify strategies for implementation during 2013/2014.	2014
Explore the possibility of adding an Occupational Therapy Program at the Boone/Lincoln Campus.	2014
The Medical Assisting Program will be added to the Wyoming/McDowell Campus.	2014
The Certificate in General Studies will be implemented during the 2013/2014 academic year.	2014
Programs to be offered in the new Williamson Technology Center await the regional focus groups with business and industry.	2014
Faculty professional development in the areas of Blackboard 9.1, Quality Matters, and instructional design will be enhanced through the National Science Foundation (NSF) grant.	2014
The NSF grant will provide enhanced staff training with various training options open to faculty and in agreement with the newly developed Technology Strategic Plan (e.g.-improvement of delivery of academic support and student services on-line for all students).	2014

Narrative (Optional):

MEETING THE CHALLENGE
Institutional Compact Update

GOAL 2:	Provide workforce development programs that meet the demands of West Virginia's employers and enhance West Virginia's economic development efforts.

Strategic Priority 2 – Promote Strong Employer Partnerships

Strategies Completed	Date
Training for energy sector businesses continues to be developed and delivered to meet their workforce needs	2013
A Customer Service/Hospitality video was developed as part of a consortium of colleges, economic development authorities, and businesses to have a tool in order to deliver customer service/hospitality training to businesses within the counties surrounding the Boy Scout Summit. Release of the video will be April 29, 2013. Training will commence thereafter.	2013
Continuing Strategies	**Target Date**
Continue to work with employers to identify current high demand occupations and skill sets.	2015
Continue delivery of training and professional development opportunities for business and industry within the region.	2015
Formally establish partnerships with energy and health sector representatives to meet the needs of employers.	2015
Continue to expand workforce development education courses and/or programs into other sectors and industries.	2015
Academy for Mine Training and Energy Technologies will pilot three internet-based Academy programs.	2015
Continue to deliver professional development and skill set training to business and industry.	2015
Expand relationships with non-profit organizations to identify the citizen's and organization's training needs.	2015
Strategically target funding to the development of programs that meet documented workforce needs.	2015
Continue to work in cooperation with Wyoming County Economic Development Authority and McDowell County Economic Development Authority to assist in delivering customer service training to businesses within the counties to prepare for the influx of visitors to the area due to the development of the Boy Scout Summit.	2015
Continue to apply for workforce related grants to meet workforce needs.	2015

MEETING THE CHALLENGE
Institutional Compact Update

Continuing Strategies	Target Date
Conduct an employer survey.	2014
Inventory non-profit organizations in the region and invite them to participate in the employer survey process.	2014
Strategies (2013-2014)	**Target Date**
Launch and market continuing education/workforce training non-academic credit on-line course/program opportunities to business/industry and the general public.	2014
Conduct business and industry focus groups to identify workforce and training needs for the region.	2014
Collaborate with economic development authorities within the region to support emerging industries, businesses, and other entrepreneurial opportunities.	2015
Appalachian Leadership Academy students will engage in community projects to assist the Williamson/Mingo County area increase community involvement and support initiatives that will expand economic development and tourism that will bring more visitors to the area.	2015

Narrative (Optional): Focus groups will be conducted during April/May 2014. The results of these focus groups will be used to assess what other business/industry and non-profit surveys will need to be conducted. This will be done in FY 2014.

Work will continue in cooperation with the Wyoming County EDA and McDowell County EDA to prepare the regional businesses for the continued flow of visitors to the region as a result of the development and completion of the Boy Scout Summit.

MEETING THE CHALLENGE
Institutional Compact Update

GOAL 3:	Provide access to affordable, comprehensive community and technical college education in all regions of West Virginia.

Strategic Priority 3 – Serve More Adults

Strategies Completed	Date
Twenty-one students were identified as qualified to participate in the College Transitions Initiative (CTI) at Mingo Central High School in Mingo County; eight students were identified as qualified to participate in the College Transitions Initiative (CTI) at Tug Valley High School in Mingo County. The participating students will conclude the orientation course in May 2013.	2012
The Veterans lounge is complete on the Logan Campus. Monthly Veterans meetings are being held.	2013
Implementation of the Enrollment Management Plan began fall of 2012.	2012
The McDowell County Office was opened Fall of 2012.	2012
An Advisory Board for McDowell County has been organized and began meeting fall of 2012.	2012
Continuing Strategies	**Target Date**
Maintain tuition and fees at or below the System average on an annual basis.	2015
Continue the College Transitions Initiative (CTI) pending funding.	2015
Implement Enrollment Management Plan with additional focus on adults ages 25 and older.	2015
Maximize available financial assistance programs targeted to adult and part-time students.	2015
Develop a Comprehensive Adult Services Center.	2015
Implement a pre-semester orientation and an Orientation to College class for adult students.	2015
Create a Veterans' Task Force and Veterans' Center to implement a plan to recruit, assist, and graduate more veterans.	2015
Continue high school visits throughout the service area.	2015
Develop online college tours and open house events.	2015

MEETING THE CHALLENGE
Institutional Compact Update

Continuing Strategies	Target Date
Participate in the "Degree Now" initiative targeting adults 25 and older with some college credit but no degree.	2015
Promote the non-traditional degree programs (BOG AAS and Occupational Development) to adults 25 and older.	2015
Emphasize opportunities for "reverse transfers".	2015
Develop a plan to keep tuition and fee rates at or below the System average.	2015
Participate in student financial assistance taskforce activities to increase student participation in financial assistance.	2015
Strategies (2013-2014)	**Target Date**
Include digital telephone technologies in Enrollment Management Plan to recruit students more effectively and efficiently.	2014
Develop a comprehensive recruitment strategy by campus, for traditional students, and for adult students and returning veterans based on the Enrollment Management Plan.	2014
Identify programs and begin offering classes in McDowell County.	2014

Narrative (Optional):

MEETING THE CHALLENGE
Institutional Compact Update

GOAL 4:	Provide resources to meet the needs of community and technical college students and employees.

Strategic Priority 4 – Build and Maintain Facilities

Strategies Completed	Date
The upgrades to the ICR's on all four campuses and the Lincoln location are complete.	2013
A priority list of deferred maintenance projects was developed.	2013
The Williamson Technology Building will be complete as of April 2013.	2013
The Southern West Virginia Community College Foundation provided support to the institution in the amount of $95,000.	2013
A Technology Strategic Plan has been developed. The plan is designed to specifically address the technology needs of the institution while aligning with its overall strategic planning and budget processes.	2013
Air books, iPads, flat screen TVs, and Blu-ray players were purchased through the Green Technology Grant to augment the technology in the classrooms on all four campuses.	2013
The use of technology in the new Williamson Technology Center has been maximized by active oversight in the equipping of the building. This building contains a digital signage system, an electronic message delivery system, an electronic door access system and an electronic surveillance system. Classrooms and laboratories are equipped with the college's developed standard for smart classrooms.	2013
Continuing Strategies	**Target Date**
Perform preventive maintenance according to the priority list.	2015
Maintain support received from the Southern West Virginia Community College Foundation.	2015
Revise the 10 Year Master Facilities Plan for all campuses and locations.	2014
Increase use of technology to improve operational efficiencies.	2015
Develop priority list of deferred maintenance projects.	2015
Increase or enhance access through distance education delivery modes.	2015
Apply funding to reduce faculty salary gap and fully fund the classified staff salary schedule.	2015

MEETING THE CHALLENGE
Institutional Compact Update

Strategies (2013-2014)	Target Date
Implement Enterprise Resource Planning solutions for Human Resources to increase operational efficiency.	2014
Create a maintenance equipment database to track warranties on equipment and parts to increase operational efficiency.	2014
Renovate science laboratories on the Logan and Williamson campuses.	2014

Narrative (Optional):   Top three critical capital facility projects for new construction or major renovation in priority order:

1. Logan Campus roof
2. Wyoming/McDowell Campus roof
3. Logan Campus parking lot

MEETING THE CHALLENGE
Institutional Compact Update

Section D

Performance Indicator Definitions

AAS in Occupational Development	Program administered by West Virginia community and technical colleges in cooperation with Registered Apprenticeship programs that recognizes for college credit the competencies and skills achieved in the apprentice program.
ACT WorkKeys	An assessment program developed by American College Testing (ACT) that measures workforce readiness skills necessary to be successful in the workforce for a given occupation.
Adult Basic Education	Program administered by the West Virginia Department of Education that assists individuals in enhancing general education skills and preparing for the General Education Development (GED) examination.
Adult Students	Students age 25 or above.
Advanced Skill Set	A series of courses or competencies that prepare individuals for a specific skill and carry a value of 12 or more but less than 30 credit hours of non-credit contact hours equivalent to 12 or more but less than 30 credit hours.
Annual Headcount Enrollment	The unduplicated for-credit student (full- and part-time) enrollment number of all enrollment periods during the academic year.
Associate Degree	A defined program for students in a specific occupational area consisting of a minimum of sixty (60) collegiate credit hours.
Average Net Tuition Rate	The difference between the average resident student cost of attendance and offsetting federal and state financial aid.
Baccalaureate Program	College courses or programs leading to a four-year degree.
Brokering	The act of a community and technical college facilitating the delivery of a program or course into the district from another educational provider.

Business Consultation

A one-on-one meeting between college personnel, students, or business assistance organizations hosted by the college with a representative for a "for profit" or nonprofit business organization at which meeting technical information is conveyed to or assistance is rendered to the business organization. The number of sessions is the number of distinct occurrences of assistance; the number of hours is the total number of hours of assistance rendered. Examples of business consultations are (but not limited to) student business internships, business consulting by college faculty, technical support given to businesses housed within a business incubator owned or managed by the college, and technical support provided to businesses by Small Business Development Center personnel.

Career-Technical Program

Community and technical college degree programs that prepare students to enter the workforce directly upon completion of the program.

Certificate/AAS in Technical Studies Program

Program administered by a West Virginia community and technical college that is either customized to meet an employer or group of employers' needs or recognizes employer training programs for college credit.

Certificate Degree Program

A defined program of study in a specific occupational area consisting of a minimum of thirty (30) collegiate credit hours.

Certification Passage Rate

The percentage of students taking and passing a certification examination within one year after graduation.

College-Going Rate

The percentage of high school graduates in the community and technical college consortia district enrolling in post-secondary education during the Fall term following graduation.

Consortia District

The counties in West Virginia that comprise a geographic region as defined in WV Code 18B-3C-4.

Contact Hours

Number of Students X Number of Session Hours
Example: 10 students x 3 hour session = 30 contact hours

Continuous Enrollment

Enrollment of students (full- and part-time) from one academic year to the next without interruption.

Cost Savings

The reduction in institutional costs through innovative activities and practices that allow for redirection of funding.

Credit Program

Those programs delivered by a community and technical college that are assigned a specific number of college credits.

MEETING THE CHALLENGE
Institutional Compact Update

Customized Education or Training Program
A program developed by the community and technical college that meets documented employer needs and may be for credit or non-credit, short-term or long-term.

Degree Production
The total number of certificate and associate degrees awarded annually.

Developmental Education
Courses, generally in areas of mathematics, reading and writing, offered to those that lack the fundamental education competencies to be successful in college-level course work.

Developmental Education Success
The percentage of students enrolling in an English or mathematics developmental course and successfully completing the subsequent college-level course within two years of the initial enrollment in the developmental course.

Distance Education
The delivery of courses by synchronous or asynchronous technology via the internet, electronic, digital, on-line, video or any other technology driven delivery.

Dual Credit
Those courses in which an early admission student is receiving both high school and college credit for the course.

Early Admission Students
High school students enrolled in a college-level course.

Education Program
A defined sequence of instruction that results in the awarding of collegiate credit.

Entrepreneurship Program
Programs developed to assist individuals in operating their own business or to be self-employed.

External Funding
Funding secured from sources other than state general revenue allocations, tuition and fees, Federal Perkins allocations, West Virginia Advance and Technical Program Development. In addition to funding secured from private sources, funding that may be counted as external are: (a) House Bill 3009 and the matching funding received to secure the grant; (b) Any matching external funding secured for West Virginia Advance and Technical Program Development Grants; and, (c) Funding secured for contract training and continuing education.

Faculty Salary National Average
The average salary of full-time faculty as reported by CUPA-HR.

Graduation Rate
The percentage of first-time students (full- and part-time) graduating with a certificate or associate degree within six years.

MEETING THE CHALLENGE
Institutional Compact Update

Hybrid Course	A course delivered utilizing a combination of on-line and face-to-face instruction.
Job Placement	Full-time or part-time employment in a field or related field of study, continuation of education or enlistment in military service.
Licensure Passage Rate	The percentage of students taking and passing a licensure examination within one year after graduation.
Non-Credit Program	Those programs delivered by a community and technical college that are not assigned a designated college credit unit, and in most cases, are not counted as meeting requirement for degree completion, but does lead to specific skills or skill enhancement.
Non-Traditional Age Student	Students age 25 and above.
On-Line Course	A course that is delivered totally using on-line instruction.
Participation Rate	Percentage of citizens in a given district attending a community and technical college.
Program	A program that is a coherent, specialized curriculum or skill sets designed to deliver a specific body of knowledge for personal/career development or professional continuing education.
Regional Industry Sector Partnership	Organizing an institution's workforce and technical program planning and development process by involving multiple employers of a particular economic sector; i.e., manufacturing, healthcare, energy, having a partnership steering committee and meeting at least three times a year.
Retention Rate	The percentage of students (full- and part-time) enrolled during the academic year (fall, spring or summer) and enrolled for the next Fall semester at any West Virginia public higher education institution.
Skill Set	A series of courses or competencies that prepare individuals for a specific skill and carry a value of fewer than 12 credit hours or non-credit contact hours equivalent to fewer than 12 credit hours.
Student Financial Aid Participation Rate	The percentage of a college's total student enrollment receiving student financial aid assistance consisting of grants, scholarships and tuition waivers, but not student loans.

Student Success Rate

The percentage of students in each six year cohort earning a certificate degree, an associate degree or transferring to a four-year college without earning a certificate degree or associate degree.

Traditional Age Student

Students between the ages of 18-24.

Training Program

A defined sequence of instruction with competencies in a specific area and may be for-credit or not-for-credit.

Transfer Program

A community and technical college program intended to prepare a student to transfer to a baccalaureate institution or program.

Transfer Rate

Percentage of credit students enrolled in community and technical colleges in a given semester and enrolled in a baccalaureate institution the next Fall semester.

Underserved County

A county that has a low number of community and technical college enrollment in proportion to other counties. Those counties are: Barbour, Braxton, Calhoun, Clay, Hampshire, Lewis, McDowell, Putnam, Randolph, Summers, Upshur and Wayne.

Workshop

An offering of knowledge over a period of time, usually no more than one or two days, that generally combines instruction with laboratory or experimental activity.