



Southern
Southern West Virginia
Community and Technical College

Board of Governors

**AUGUST 17, 2010
MEETING AGENDA**

Members

Terry R. Sammons, Chair
Thomas A. Heywood, Vice Chair
Wilma J. Zigmond, Secretary
Linda Q. Akers
Kevin N. Fowler
Shelley T. Huffman

Jada C. Hunter
George Kostas
Glenn T. Yost
Debbie Dingess
Kimberly Irick
George Morrison

Joanne Jaeger Tomblin
President

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING OF AUGUST 17, 2010
ROOM 428, BUILDING C, LOGAN CAMPUS
2900 DEMPSEY BRANCH ROAD, MOUNT GAY, WEST VIRGINIA**

AGENDA

1. Welcome and Call to Order Mr. Terry Sammons
Board Chair
2. President's Report President Joanne Tomblin
3. Financial Report Mr. Sam Litteral
Chief Financial Officer
4. Action Items pp. 2-42
 1. Approval of June 22, 2010 Minutes pp. 2-8
 2. Final Approval of Proposed Policies
 1. SCP-5066, Third-Party Tuition and Fee Waivers pp. 9-12
 2. SCP-5074, Selection, Adoption, Use and Sale of Textbooks
and Other Course Materials pp. 13-18
 3. Approval of Policies for 30-day Comment
 1. SCP-1010, Use of Alcoholic Beverages on Campus pp. 19-22
 2. SCP-1160, Diversity Philosophy pp. 23-27
 3. SCP-2202, Personnel Assessment Philosophy and Practice pp. 28-31
 4. SCP-3188, College-level Examination Program (CLEP) pp. 32-35
 5. SCP-3227, Credit Based on Experience pp. 36-42
5. Informational Items pp. 43-74
 1. Institutional Rulemaking Report pp. 43-66
 2. 2010 Graduate Survey pp. 67-70
 3. Five-year Alumni Survey, Class of 2005 pp. 71-74
6. Executive Session pursuant to West Virginia Code §6-9A-4(2)(A)
to discuss personnel and management issues Chair Sammons
 1. 2010-2011 Presidential Goals
7. Adjournment Chair Sammons

Southern West Virginia Community and Technical College Board of Governors
Board Conference Room, 428, Building C
2900 Dempsey Branch Road, Mount Gay, WV
Meeting of June 22, 2010

Board Members Present: Kevin Fowler, Terry Sammons, Tom Heywood, George Kostas, Linda Akers, Jada Hunter, Glenn Yost, Wilma Zigmond, Debbie Dingess, George Morrison, Shelley Huffman

Board Members Absent: Kimberly Irick

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Ron Lemon, Cindy Crigger, Allyn Sue Barker, Pam Alderman, Cindy McCoy, Prudence Barker, Darrell Taylor, Cindy Powers, Patricia Miller, Chris Gray, Emma Baisden

Guests: Elizabeth Walker, Ken Witting, Mike Mendelsohn

1. Call to Order:

Board of Governors Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:15 p.m.

2. Board Member Duties and Responsibilities Training

Ms. Elizabeth Walker, partner with the law firm of Bowles Rice McDavid Graff and Love LLP, gave a presentation on Board Member Duties and Responsibilities to members of the Southern West Virginia Community and Technical College Board of Governors. The goal of the presentation was to present an overview of the issues and recent developments, provide guidance, and help to meet their responsibilities as Board members. Ms. Walker reviewed basic Board duties and specific fiduciary duties and responsibilities. A question and answer session was provided at the conclusion of the presentation.

3. Special Presentation

Chair Fowler honored retiring Executive Vice President, Merle Dempsey, with a resolution applauding his exemplary service to Southern West Virginia Community and Technical College and its Board of Governors (Addendum 1).

4. Technology

As a follow-up to Southern's Technology Report by Joanne Chabot from the League for Innovation, representatives of SunGard Higher Education, experts in the technology field, conducted interviews with numerous Southern employees April 28-29, 2010 at the Logan Campus. SunGard Higher Education representatives, Mike Mendelsohn and Ken Witting, provided Board members with a summary of findings and recommendations to address the College's technology needs. The College's current technology will not take the institution where it needs to be due to many technology issues. The team found barriers to student services, teaching and learning, and administrative operations. Mr. Witting discussed key steps to improving the College's technology processes and proposed actions by priority groups. Bringing Southern's technology up to par will be a multi-year process.

5. President's Report:

1. President Tomblin spoke to the need of hiring an outside firm to manage Southern's technology services. The current RFP closes June 29, 2010.
2. Beginning Fall 2010, the College will purchase laptops for all faculty so they will be able to conduct work remotely.
3. A 2+2 program meeting was held in Morgantown on May 3 between officials from West Virginia University and Southern West Virginia Community and Technical College in an attempt to provide as many opportunities for students as possible.
4. The Boone County Joint Administrative Board will hold its first meeting on July 14, 2010 at the Boone Campus. The Board's first project will be to work on bringing the College's Nursing program from Kanawha County to the Boone Campus.
5. The President's Administrative Retreats were held May 20 at Chief Logan Convention Center and June 1-3, 2010 at Stonewall Resort and Conference Center.
6. Phase Two of the Major Gifts Campaign was launched January 2010 with a second goal of \$7,000,000 by 2015.
7. The West Virginia Council for Community and Technical College Education is getting ready to release a new Master Plan. The major focus across the country is to increase college completion rates.
8. The Joint Review Committee on Education in Radiologic Technology (JRCERT) evaluated Southern's associate degree radiography program in February 2010. The program was evaluated according to the Standards for an Accredited Educational Program in Radiologic Sciences (2002) and was awarded accreditation for a period of eight (8) years by JRCERT. This is the maximum duration that may be awarded by JRCERT. If the accreditation award is maintained, the next site visit is tentatively scheduled for the First Quarter of 2018.
9. President Tomblin thanked Linda Akers for bringing Board Greetings for Commencement exercises held on Saturday, May 15, and Terry Sammons for providing Board Greetings at the Allied Health Pinning ceremony held on May 14. Both events were conducted at the Coalfield Jamboree in downtown Logan.
10. President Tomblin, Sam Litteral, Merle Dempsey and Rita Roberson will soon meet with Rich Donovan at the WV Higher Education Policy Commission to select an architect for the new Williamson facility.
11. The Legislature may release new bonds in January 2011.

The Board unanimously accepted the President's Report upon a motion by Shelley Huffman and a second by Glenn Yost.

6. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated May 30, 2010 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals. The Board requested that Mr. Litteral provide details, at the August Board meeting, factors which caused the Auxiliary Non-personnel Costs Line Item to exceed its approved budget. The Board unanimously accepted the Financial Report upon a motion by Glenn Yost and a second by Shelley Huffman.

4. **Action Items:**

1. **Approval of April 27, 2010, Board Meeting Minutes**

MOTION: Glenn Yost moved to accept the meeting minutes as presented.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

2. **Nominating Committee Report and Election of Officers for 2010-2011**

Mr. Glenn Yost, Nominating Committee Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2010-2011. Chair Fowler opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, Shelley Huffman moved to close nominations. Jada Hunter seconded the motion. Chair Fowler declared nominations closed.

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board officers for fiscal year 2010-2011 as proposed by the Nominating Committee: Terry Sammons, Chair; Tom Heywood, Vice Chair; Wilma Zigmond, Secretary.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously.

3. **Approval of 2010-2011 Board of Governors Meeting Schedule**

MOTION: Tom Heywood moved the adoption of the following resolution with the understanding that additional meetings may be necessary for emergency or time-sensitive issues:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2010-2011 as presented.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

4. **Approval of Appointment to the Boone County Joint Administrative Board**

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors appoint Allyn Sue Barker as a replacement for Cathy Smith-Cox to represent the Board of Governors on the Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Boone County Board of Education; and

FURTHER RESOLVED, Allyn Sue Barker will serve a one (1) year term.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

5. **Approval of Capital Projects and Expenditures for FY 2011-2012**

Mr. Samuel Litteral, Chief Financial Officer, presented a prioritized list of capital projects with related costs for FY 2011-2012 to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project*

Management, 3.2.2.1, annually for the upcoming year, each institution through its Governing Board is to submit a capital budget plan to the West Virginia Higher Education Policy Commission. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Policy Commission reports and priorities. Listing a project in the annual capital budget plan establishes an institution's intent to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year.

MOTION: Shelley Huffman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and the priorities of FY 2012 Capital Projects as reported in the listing.

ACTION: George Kostas seconded the motion. The motion carried unanimously.

6. Approval of Modification of Capital Project Priorities and Expenditures for 2012-2016

Chief Financial Officer, Samuel Litteral, presented a prioritized list of capital projects with related costs for a five-year period to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management, 3.2.1.1*, each institution through its Governing Board is to submit to the West Virginia Higher Education Policy Commission for approval its five-year capital implementation plan identifying the projects it intends to undertake during this five-year period. This plan is based on the long term development objectives and recommendations in its approved campus development plan.

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the expenditures and priorities of FY 2012-FY 2016 Capital Projects.

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously.

7. Final Approval of Proposed Documents

1. SCP-4786, Transfer Student Requirements and Credit Evaluation

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for SCP-4786, Transfer Student Requirements and Credit Evaluation, following the 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

2. Institutional Mission Statement

MOTION: Wilma Zigmond moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the adoption of the proposed Mission Statement following the 30-day public comment period.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

8. Approval of Items for 30-day Public Comment Period

1. SCP-5066, Third-Party Tuition and Fee Waiver Policy

MOTION: Tom Heywood 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 the proposed Third-Party Tuition and Fee Waiver Policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

ACTION: Shelley Huffman seconded the motion. The motion carried unanimously.

2. SCP-5074, Selection, Adoption and Sale of Textbooks and Other Course Materials

MOTION: Jada Hunter 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 the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

9. Discussion Items:

1. Annual Board and Administrator Self-Evaluation

In July, the annual self-assessment instrument will be distributed to the Board of Governors and administrators electronically to complete and return to Board Counsel for compilation. The results will be presented to the Board at either its August 17 or October 14 meeting.

2. Board of Governors Retreat Agenda Topics and Speaker

Southern's Board of Governors will hold its annual planning retreat on October 15, 2010, at Stonewall Resort and Conference Center in Roanoke, West Virginia. President Tomblin asked Board members to send her topics of interest which would be beneficial to everyone. The Board will also need to review Southern's Master Plan and data compilation during the retreat. Dr. Randy Smith, Executive Director of the Rural Community College Alliance, will serve as guest speaker.

10. Informational Items:

1. Suttle & Stalnaker 2010 Audit

The accounting firm of Suttle and Stalnaker, PLLC, sent a letter to Southern's Board of Governors indicating its planned scope and timing of their audit of Southern West Virginia Community and Technical College's financial statements and compliance for the year ended June 30, 2010. The final fieldwork is scheduled for August 2010. Suttle and Stalnaker representative, Chris Deweese, will continue to be responsible for coordination of the audit and other services to the College. Kelly Shafer will be on the on-site supervisor

during the audit. The letter is intended solely for the information and use of the College's Governing Board and is not intended to be and should not be used by anyone other than these specified parties.

2. Series 51, Bookstores and Textbooks

Series 51, Bookstores and Textbooks, a rule of the Council for Community and Technical College Education, is being provided to Board members as a reference tool for SCP-5074, Selection, Adoption and Sale of Textbooks and Other Course Materials. The Council's procedure rule established the process and guidelines for institutions to adopt rules governing the selection, adoption, use and sale of textbooks and other course materials.

3. Report on Awarding of Undergraduate Tuition and Fee Waivers

In compliance with Southern College Policy (SCP) 5065, Awarding of Undergraduate Tuition and Fee Waivers, 7.2, the Chief Financial Officer presented the 2009-2010 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers is entered into the minutes of the Governing Board.

4. Chancellor Approves Institutional Policies

Pursuant to Series 4 of the Council rules, Chancellor Skidmore approved the following policies previously adopted by the Board of Governors.

1. SCP-1215 Use of Institutional Facilities
2. SCP-3625 University Transfer Evaluation Model
3. SCP-3736 Student Standards of Academic Progress
4. SCP-5830 Use of Southern West Virginia Community and Technical College Vehicles

5. A Guide to the WV Open Governmental Proceedings Act

6. A Guide to the WV Ethics Act

7. *Community College Can Be Economic Spark Plug*, Charleston Gazette Article

8. *Southern's Trimester*, The Mountain Citizen Article

11. Executive Session:

Glenn Yost moved that the Board of Governors enters an Executive Session pursuant to West Virginia Code §6-9A-4-2a to discuss personnel and management issues. Shelley Huffman seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Glenn Yost moved and Jada Hunter seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session.

Further Action:

Based upon discussions in the executive session, the Board reconvened in an open session and the following action was taken:

1. Approval of Annual Presidential Evaluation

MOTION: Shelley Huffman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the submission of the written annual presidential evaluation for the President of Southern West Virginia Community and Technical College for the 2009-2010 review period to the Chancellor of the West Virginia Council for Community and Technical College Education.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

2. 2010-2011 Presidential Goals

The Board tabled action on the approval of the 2010-2011 Presidential Goals. The group recommended the goals be revised to include measurable outcomes and bring back to the Board for review and approval at its August meeting.

12. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 9:00PM.

Kevin N. Fowler, Chair

Emma L. Baisden, Governing Board Assistant

DRAFT

ADDENDUM 1

**Southern West Virginia Community
and Technical College
Board of Governors Proclamation**

WHEREAS, Dr. Merle Dempsey, Executive Vice President, has served Southern West Virginia Community and Technical College since March 23, 1987; and

WHEREAS, Dr. Merle Dempsey is an enthusiastic, influential, and articulate advocate of Southern West Virginia Community and Technical College, giving freely of his time, energy, and dedication to the Southern West Virginia Community and Technical College Board of Governors; and

WHEREAS, Dr. Merle Dempsey holds the College, the Board of Governors, and himself accountable to high standards of quality, integrity, and loyalty; and

WHEREAS, Dr. Merle Dempsey supports the vision and mission of Southern West Virginia Community and Technical College as a model of educational excellence;

THEREFORE, BE IT RESOLVED THAT

the Southern West Virginia Community and Technical College Board of Governors do hereby commend and honor Dr. Merle Dempsey for his exemplary dedication and service to the Board of Governors and to Southern West Virginia Community and Technical College; and

FURTHER, BE IT RESOLVED THAT, this resolution be inscribed upon the minutes of the Board of Governors of Southern West Virginia Community and Technical College this 22nd day of June, 2010.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 17, 2010**

ITEM: SCP-5066, *Third-Party Tuition and Fee Waivers*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5066, *Third-Party Tuition and Fee Waivers*, following a 30-day public comment period.

STAFF MEMBER: President Tomblin

BACKGROUND:

Based on West Virginia State Code §18B-10-9, the governing boards of institutions of higher education have the authority to waive the collection of required tuition and other fees for any institute, workshop, special course or other educational program which is wholly financed by a grant from any federal, state or local agency or through any foundation, corporation or other association or person. All tuition and fees, with the exception of indirect costs of administration and other overhead expenses, may be waived in such instances.

Prior to the creation of local boards for community and technical colleges, a systemwide policy regarding *Third-Party Tuition and Fee Waivers* (Series 40) was administered through the West Virginia Board of Directors of the State College System. When local boards were created, the system policy was eliminated and authority for policy in this area was transferred to the boards of governors.

The policy presented for consideration by the Southern West Virginia Community and Technical College Board of Governors establishes institutional policy regarding the approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College.

At its June 22, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-5066, *Third-Party Tuition and Fee Waivers*, for a 30-day public comment period that expired July 22, 2010. No comments were received. Therefore, the staff recommends the Board of Governors grant final approval of SCP-5066, *Third-Party Tuition and Fee Waivers*, as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5066**

SUBJECT: Third-Party Tuition and Fee Waivers
REFERENCE: West Virginia Code §18B-10-9
ORIGINATION: March 2010
EFFECTIVE: (Upon approval by the Board of Governors)
REVIEWED: (New Policy)

SECTION 1. PURPOSE

- 1.1 To establish institutional policy regarding the approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College (College).

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to any course, institute, workshop, special course, or other educational program offered for academic credits that are subject to the payment of regular tuition and/or fees by participants for which a third-party sponsor has requested a waiver of such payment of tuition and/or fees.

SECTION 3. DEFINITIONS

- 3.1 For purposes of this policy, the following terms are defined as:
- 3.1.1 *Third-Party Sponsor* means any federal, state or local agency or any foundation, corporation or other association or person wholly financing the cost of an academic, credit-based course, institute, workshop, special course, or other educational program.
- 3.1.2 *Tuition and/or Fee Waiver* means the relinquishment of payment of the standard tuition and/or fees normally charged for enrollment, registration, and participation in an academic, credit-based course, institute, workshop, special course, or other educational program financed by a Third-Party Sponsor.

SECTION 4. POLICY

- 4.1 Pursuant to West Virginia Code §18B-10-9, Southern West Virginia Community and Technical College may enter into agreements whereby a third-party may sponsor and wholly finance a course, institute, workshop, special course, or other educational program offered by the College for academic credit and individual students enrolled in such third-party-sponsored offerings shall be excused from the payment of regular, standard tuition and/or other associated fees for such course, institute, workshop, special course, or other educational offering.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy replaces the former Title 133 Interpretive Rule, Series 40, of the State College System of West Virginia Board of Directors which was abolished by the West Virginia Higher Education Policy Commission with the authority to enter into such agreements transferred to the institutional Board of Governors.
- 5.2 This policy does not apply to non-academic credit-based courses, institutes, workshops, or training programs under the auspices of the Economic, Workforce and Community Development Unit of the College.

SECTION 6. GENERAL PROVISIONS

- 6.1 Under the terms of third-party tuition and/or fee waiver agreements, all participants enrolled shall be excused from the payment of the regular, standard tuition and/or fees normally associated with participation in such course, institute, workshop, special course, or other educational program offered by the College for academic credit.
- 6.2 All third-party waiver agreements shall clearly state all costs to be financed by the third-party sponsor. Costs for third-party waiver agreements shall include, but are not limited to, any direct costs for instruction and instructional materials, such as textbooks, and other indirect costs for administration and overhead expenses.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Procedures for requesting tuition and/or fee waivers by third-party sponsors shall be established by the Chief Financial Officer and Chief Academic Officer. Such procedures shall be made available to the general public and posted on the College's official web site.
- 7.2 All third-party tuition and/or fee waiver agreements shall be documented through completion of the required College form and shall be signed by the responsible representative(s) of the third-party and College official(s).
- 7.3 The President or her/his designee shall be responsible for approving all third-party tuition and/or fee waiver agreements on behalf of the College.

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: June 2010 - This is a new policy which addresses approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 17, 2010**

ITEM: SCP-5074, *Selection, Adoption and Sale of Textbooks and Other Course Materials*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5074, *Selection, Adoption and Sale of Textbooks and Other Course Materials*, following a 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

During its April 15, 2010 meeting, the West Virginia Council for Community and Technical College Education approved Series 51, Bookstores and Textbooks. This rule, effective May 22, 2010, was the outcome of the Statewide Task Force on Textbook Affordability appointed by the two Chancellors in 2008. The Task Force held public hearings across the state, met with text book publishers and examined research and studies on this topic generated in other states. In Fall 2009, the Task Force issued its report; one of the recommendations was for the Council for Community and Technical College Education and the Higher Education Policy Commission to promulgate a rule addressing those issues.

W.Va. Code §18B-10-14 mandates each governing board shall adopt rules governing bookstores and the selection of textbooks and other course materials. Series 51 is intended to guide governing boards in their adoption of rules mandated by W.Va. Code § 18B-10-14. As a result, the Finance Unit in conjunction with the Executive Vice President, developed SCP-5074, *Selection, Adoption and Sale of Textbooks and Other Course Materials*, to comply with Series 51.

At its June 22, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-5074, *Selection, Adoption and Sale of Textbooks and Other Course Materials*, for a 30-day comment period that expired July 22, 2010. One comment pertaining to grammar was received. The suggested correction was made in the final policy. Having received no additional comments, the staff recommends the Board of Governors grant final approval of SCP-5074, *Selection, Adoption and Sale of Textbooks and Other Course Materials*, as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5074**

- SUBJECT:** Selection, Adoption, Use and Sale of Textbooks and Other Course Materials
- REFERENCE:** West Virginia Code §18B-10-14
Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 51, Bookstores and Textbooks
Public Law 110-315, Higher Education Opportunity Act, August 2008
- ORIGINATION:** June 2010
- EFFECTIVE:** (Upon approval by the Board of Governors)
- REVIEWED:** (New Policy)

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish and communicate the rule of Southern West Virginia Community and Technical College regarding the selection, adoption, use and sale of textbooks and other course materials for all credit-based College courses and programs in compliance with state and federal requirements.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to the selection, adoption, use of textbooks and other course materials by faculty in all academic units, departments, programs and/or courses, and addresses the sale of the adopted textbooks and materials by bookstores operated and/or contracted by Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 It is the policy of Southern West Virginia Community and Technical College (College) to comply with the mandates of Series 51 of the Rules and Administrative procedures of the West Virginia Council for Community and Technical College Education (Council) and the requirements of the Higher Education Opportunity Act (HEOA) regarding the selection, adoption, use and sale of textbooks and other course materials as well as the regulations pertaining to the operation of bookstores.
- 4.2 Employees of the College will comply with the above cited mandates and the institutional procedures established in respect to the selection, adoption and use of textbooks and other course materials for all academic credit-based courses offered by the College at all campuses, instructional sites and course locations.
- 4.3 Employees of the College, or those employed by contractors for purposes of operating College bookstores, shall comply with the above cited mandates and the institutional procedures established in respect to the sale of textbooks and other course materials.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Series 51 requires the Board of Governors to promulgate a rule that fully and adequately addresses the mandates in West Virginia Code §18B-10-14 regarding the actions of employees of the institution in the selection and adoption of textbooks and course materials. These mandates include:
- 5.1.1 Faculty must commit, to the maximum percent practicable, to a selection procedure that will ensure certain basic textbooks will be utilized for a reasonable number of consecutive years without new editions being adopted unless earlier editions are not easily utilized in the courses.
 - 5.1.2 Faculty or any employee are prohibited from receiving any payment, loan, subscription, advance, deposit, or money, service, benefit or thing of value, present or promised, as an inducement for requiring students to purchase a specific textbook or supplemental course material.
 - 5.1.3 Faculty or any employee may receive royalties or other compensation from such sales that include the faculty member or other employee's own writing or work.
 - 5.1.4 Faculty or any employee may receive free sample copies, instructor's copies, and instructional materials for review, but shall not resell those items and retain the proceeds.
 - 5.1.5 Faculty or any other employee are prohibited from requiring for any course a textbook that includes his or her own writing or workbook if the textbook or workbook incorporates either detachable worksheets or workbook-style pages intended to be written on or removed from the book.
- 5.2 In addition, Series 51 requires the institutional rule to address the mandates of West Virginia Code §18B-10-14 related to the actions of employees and bookstores operated or contracted by the College regarding the sale of textbooks and course materials. These mandates require that the institution:
- 5.2.1 Provide specific mechanisms to minimize the costs to students for textbooks and course materials.
 - 5.2.2 Commit to, the maximum percent practicable, the number of used books the bookstore will repurchase from students at the end of each semester.
 - 5.2.3 Commit to, the maximum percent practicable, a range of percentage of repurchase prices based on the new textbook price.
- 5.3 Series 51 also requires that institutional policy comply with the mandates of Public Law 110-315, the Higher Education Opportunity Act enacted on August 14, 2008 in the selection, adoption, and use of textbooks and course materials. This law requires that:
- 5.3.1 Prior to considering a specific textbook for selection, adoption, and/or use, faculty may require that textbook publishers provide, in writing:
 - 5.3.1.1 The price of the textbook and/or supplemental course materials to be considered;
 - 5.3.1.2 The copyright dates of the three previous editions, if any;
 - 5.3.1.3 A description of substantial content revisions from previous editions;
 - 5.3.1.4 Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;

- 5.3.1.5 The price of textbooks unbundled from supplemental materials; and
- 5.3.1.6 The same information, to the extent practicable, for custom textbooks.
- 5.3.2 No employee shall select or assign a textbook or supplemental course material if the publisher has not supplied the required information in Section 5.3.1, if requested, in writing.

SECTION 6. GENERAL PROVISIONS

- 6.1 Institutional procedures for the selection, adoption and use of textbooks and/or supplemental course materials shall be developed through an inclusive process under the direction of the Chief Academic Officer. Such procedures shall include the following:
 - 6.1.1 Firm deadlines for faculty to be assigned to courses;
 - 6.1.2 Firm deadlines for the selection, adoption and placement of orders with the College bookstore for textbooks and supplemental course materials to be used in each course;
 - 6.1.3 For deadlines not met, to the maximum extent practicable, there shall be a mechanism in place reasonably calculated to ensure that used textbooks, if available, can be located and purchased by the time of enrollment each semester. This mechanism should include, but is not limited to, such measures as default selection of certain textbooks, continuing to use the previous textbook, or having the Department Chair or Division Dean select the textbook. Any such textbook default selection must be strictly enforced and faculty not be allowed to change the selection.
 - 6.1.4 Guidelines to be used by faculty in the selection, adoption and use of textbooks and supplementary course materials include the following:
 - 6.1.4.1 Faculty must consider more than one textbook publisher;
 - 6.1.4.2 Faculty must compare prices for textbooks and supplemental course materials in their consideration for selection and adoption;
 - 6.1.4.3 A simple form stating that the required information as stated in section 5.3.1 was or was not provided by the publisher must be submitted to the Division Dean in support of the adoption of any textbook or supplemental course material; and,
 - 6.1.4.4 Procedures for textbook selection and adoption must include a requirement that a textbook be used for a minimum of three academic years before any change is considered, to the extent practicable.
 - 6.1.4.5 Textbooks and supplemental course materials from publishers who refuse to submit the required, written information by established deadlines shall not be considered for future selection, adoption, and/or use for a minimum of three academic years from the date of such failure.
 - 6.1.4.6 Discourage the selection and adoption of textbooks in which less than 50 percent of the content will be used in the course unless the same textbook will be used in subsequent courses;

- 6.1.4.7 Encourage the use of textbooks that have low cost alternative editions available;
 - 6.1.4.8 Encourage the selection of textbooks it is believed will not be revised by the publisher within the next 3 years;
 - 6.1.4.9 Encourage the use of consortia which make available open source textbooks or course materials to faculty and students free or at low cost; and,
 - 6.1.4.10 Encourage the use of various technology innovations for the provision of textbooks and course materials such as electronic textbooks, on-line textbooks, print-on-demand services, open source materials, and institutionally produced materials.
- 6.2 Institutional procedures for sharing of information with currently admitted and potential students regarding all required and/or recommended textbooks and supplemental course materials shall be developed through an inclusive process under the direction of the Chief Financial Officer. Such procedures shall include the following:
- 6.2.1 Information on all required or recommended textbooks and supplemental materials shall be prominently posted in a central location on each campus, in every campus bookstore, and on the institution's website prior to the designated registration period for each semester.
 - 6.2.2 The information provided shall include the International Standard Book Number (ISBN) and retail price.
 - 6.2.3 If the ISBN is not available, then the author, title, publisher and copyright date shall be provided.
 - 6.2.4 If the required information cited in 6.2.2 and 6.2.3 to be disclosed is not available, then the designation "To be Determined" shall be used.
- 6.3 The College shall include a link on the its institutional website for any provisions for rental of textbooks, purchase of used textbooks, textbook repurchase or buyback and nay alternative content delivery programs available.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The Chief Academic Officer, through a collaborative and inclusive process, shall be responsible for developing academic unit, division, department, and/or program procedures and assigning responsibilities for the implementation of all sections of this policy applicable to faculty and other employees under the direction of the Academic Affairs Unit.
- 7.2 In addition to the requirements set forth in previous sections of this policy, the Chief Academic Officer shall:
- 7.2.1 Include training for all faculty, at the time of hire and periodically thereafter, on textbook selection and strategies that guarantee high quality course materials a the most affordable cost;
 - 7.2.2 Designate the Division Deans to serve as liaisons with textbook publishers and to be responsible for dissemination of relevant information to their respective division faculty on textbook strategies and education and training opportunities regarding textbook selection; and,
 - 7.2.3 Enforce the policies of the Board of Governors concerning textbook selection, adoption, and use.

- 7.3 The Chief Financial Officer, through a collaborative and inclusive process, shall be responsible for developing procedures and assigning responsibilities for the implementation of the sections of this policy applicable to the bookstore and other employees under the direction of the Finance Unit.
- 7.4 In addition to the requirements set forth in previous sections of this policy, the Chief Financial Officer shall:
 - 7.4.1 Direct an examination of the feasibility of operating a textbook rental program;
 - 7.4.2 Establish a permanent Textbook Affordability Committee consisting of a representative from the faculty, students, administration and bookstore. The Textbook Affordability Committee shall:
 - 7.4.2.1 Meet periodically, but at least annually;
 - 7.4.2.2 Advise the Faculty Senate, Student Government Association(s), Administration, and Board of Governors on affordability issues and initiatives, textbook selection guidelines and procedures, and educational opportunities;
 - 7.4.2.3 Meet annually with the Board of Governors to make recommendations and provide reports it may have generated with copies to be forwarded to the Chancellor.

SECTION 8. CANCELLATION

- 8.1 SCP-3780, Textbook Selection Policy, and SCP-5075, Bookstore Textbook Procedures

SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis to comply with any future federal mandates with a time frame for review to be determined by the President or the President’s designee.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: June 2010 - This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 17, 2010**

ITEM: SCP-1010, *Use of Alcoholic Beverages on Campus*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1010, *Use of Alcoholic Beverages on Campus*, to Southern's constituents and the Chancellor for Community and Technical College Education for a thirty-day comment period.

STAFF MEMBER: Darrell Taylor

BACKGROUND:

The Student Development and Special Services Unit in conjunction with the Finance Unit were charged by the President to review SCP-1010, *Use of Alcoholic Beverages on Campus*. This policy governs the possession and consumption of alcoholic beverages on property owned, leased, or rented by Southern West Virginia Community and Technical College.

As a result of this review, minor revisions were made to provide clarity and to add references. Revisions reflect no substantial changes in procedure or documentation requirements.

Based on the deliberations and recommendations of the aforementioned bodies, the staff recommends SCP-1010, *Use of Alcoholic Beverages on Campus*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1010**

SUBJECT: Use of Alcoholic Beverages on Campus

REFERENCE: West Virginia Codes §18B-1-3, §60-8-20, §11-16-19, §60-3A-24

ORIGINATION: January 21, 2003

EFFECTIVE: January 21, 2003

REVIEWED: July 19, 2010

SECTION 1. PURPOSE

1.1 Southern West Virginia Community and Technical College has a genuine interest in providing an environment that strives to protect the health and welfare of its students, employees, alumni, and visitors. The College recognizes that inappropriate and irresponsible marketing and promotion of alcoholic beverages on campus can contribute to the problems of alcohol abuse. Therefore, the College, in its concern for the campus community, has adopted this policy prohibiting the possession or consumption of alcoholic beverages on campus.

SECTION 2. SCOPE AND APPLICABILITY

2.1 The scope of this policy shall extend to every student currently enrolled for course work at Southern West Virginia Community and Technical College, to currently employed faculty and staff members, and to visitors. It shall also extend to properties owned by the College or leased by the College for the College's use. Faculty, staff and student participation in off-campus activities or events, conducted under the auspices of Southern West Virginia Community and Technical College, may be subject to restrictions upon the possession or consumption of alcoholic beverages. Such restrictions shall be separately published along with other rules of conduct pertinent to such off-campus activities or events.

SECTION 3. DEFINITIONS

3.1 *Alcoholic Beverage* - Any beverage that includes ethyl alcohol, whatever its origin, and shall include synthetic ethyl alcohol but not denatured alcohol.

SECTION 4. POLICY

4.1 Students, faculty and staff will be encouraged to participate in all activities which promote alcohol and drug-free experiences. Abstinence will be encouraged and seen as a legitimate and socially acceptable choice for any member of the College Community. The use or possession of alcoholic beverages during off-campus activities or events held under the auspices of the College is prohibited when expressly proscribed by event or activity rules of conduct.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 *Restrictions* – Possession and consumption of alcoholic beverages are prohibited for all persons while on campus.

6.2 *Off-Campus Activities* – Possession and consumption of alcoholic beverages during off-campus activities or events held under the auspices of the College shall be prohibited when proscribed by the rules of conduct published for such activities or events.

6.3 *Violations of Policy* – Any student, or ~~staff member~~ any employee who violates the terms of this policy by possessing or consuming alcoholic beverages shall be subject to disciplinary action. Visitors who violate terms of this policy by possessing or consuming alcoholic beverages on campus shall be requested to vacate the premises by the responsible staff member and may be reported to appropriate law enforcement agencies if circumstances warrant.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The President or the President’s designee shall cause the terms of this policy to be observed.

SECTION 8. CANCELLATION

8.1 ~~None. SCP-1010, Alcoholic Beverages at College Sponsored Activities, August 20, 2000. This policy shall be reviewed on a three-year cycle 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.~~

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: July 2010 - Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity. This policy was reformatted using the latest policy template. The name of the policy was changed from “Alcoholic Beverages at College Sponsored Activities to Use of Alcoholic Beverages on Campus”, August 20, 2000.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 17, 2010**

ITEM: SCP-1160, Diversity Philosophy

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Sam Litteral

BACKGROUND:

This policy was originally created in August, 1998. The policy was reformatted when the current MAP system was implemented in September 2000.

SCP-1160 is Southern's affirmation of support for the American Association of Community Colleges Statement on Inclusion in community colleges. The policy revisions reflect the current AACC Position Statement on Inclusion. The revisions include institutional support for systematic reporting of hate crimes and the resulting programs developed to promote awareness and intervention strategies.

The revised policy was reviewed by Executive Council. Therefore, the staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1160**

SUBJECT: Diversity Philosophy

REFERENCE: American Association of Community Colleges, Position Statement on Inclusion
<http://www.aacc.nche.edu>

ORIGINATION: August 20, 1998

EFFECTIVE: August 20, 1998

REVIEWED: July 19, 2010

SECTION 1. PURPOSE

- 1.1 To communicate support for, and adaption of, the Association of Community Colleges' (AACC) "Statement of on Inclusion."

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all programs, processes, employees, departments, units, committees, councils, and boards associated with Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Diversity is a commitment to valuing and promoting differences, similarities, and characteristics that make groups and individuals unique in an atmosphere that promotes and celebrates individual and collective achievement. Examples of these characteristics are: age; cognitive style; culture; disability (mental, learning, or physical); economic background; education; ethnicity; gender identity; geographic background; language(s) spoken; marital/partnered status; physical appearance; political affiliation; race; religious beliefs; and sexual orientation.
- 3.2 Inclusion involves empowering and leveraging diversity in the workforce and student body by enabling individuals to contribute to their fullest potential through individual development, retention, and pluralistic work and educational processes.
- 3.3 Pluralistic work and educational processes are work/education methods practiced in participation, consideration, and respect for members of diverse ethnic, racial, religious, or social groups.

SECTION 4. POLICY

- 4.1 The Association of Community Colleges (AACC) believes that community colleges provide access to a broad spectrum of quality educational opportunities and life experiences. The colleges value diversity as an enhancement of those experiences in their classrooms, administrative offices, and board rooms. They are committed to policies that promote fairness and inclusion for all in the life of the college. As a reflection of AACC commitment, Southern West Virginia Community and Technical College strives to promote fairness and inclusion in its own policies and practices.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None

SECTION 6. GENERAL PROVISIONS

6.1 Southern West Virginia Community and Technical College strongly endorses the continued use of admissions guidelines and employment practices that promote board diversity in community colleges.

6.1.1 AACC and Southern believe that colleges should be free to pursue standards and guidelines which allow them to fulfill their diversity missions and visions. The students they educate will help provide tomorrow's leaders, and their college experience must demonstrate the richness and substance of our diverse, multi-cultural and global environment. The college environment should promote understanding and appreciation of others, while encouraging students to grow as individuals.

6.2 Southern West Virginia Community and Technical College reaffirms its commitment to diversity.

6.2.1 In accord with this philosophy, Southern strives to continually evaluate its hiring, admissions, and financial aid policies to ensure diversity and equal access within the institution. The college strives to ensure that the results of these evaluations conform to the concept of open access - the cornerstone of the community college mission.

6.3 Southern West Virginia Community and Technical College believes that diversity is crucial to a democratic society.

6.3.1 AACC and Southern believe that community colleges are, in effect, microcosms of our greater society. As such, they should encourage and enhance the fullest understanding of human rights and responsibilities and should teach the skills that allow their students to effectively participate in a democratic society. The colleges should be responsible for shaping an environment that mirrors the general culture and creates opportunities for all within the college community to interact with understanding, tolerance, and respect for others. In this way, diversity in education not only serves as a model for the world at large, but it also helps perpetuate social harmony for the future.

6.4 AACC and Southern strongly endorse the adoption of policies and procedures designed to counteract and prevent hate crimes.

6.4.1 Hate crimes, are defined herein as crimes that manifest evidence of prejudice based on race, religion, sexual orientation, gender, or ethnicity, including where appropriate, the crimes of murder, non-negligent manslaughter, forcible rape, aggravated assault, simple assault, intimidation, arson, and destruction, damage or vandalism of property. AACC and Southern, furthermore, endorse the systematic reporting of hate crimes by institutions, in order to encourage the implementation of effective intervention measures that will serve to address these challenges on college campuses. Community awareness and education strategies are additional byproducts of all these efforts.

~~B. Southern West Virginia Community and Technical College hereby endorses the following statement on the importance of diversity in higher education as published by the American Association of Community College in February 1999:~~

~~On the importance of Diversity in Higher Education.~~

~~America's colleges and universities differ in many ways. Some are public, others are independent, some are~~

~~large urban universities, some are two-year community colleges, others undergraduate education. Each of our more than 3,000 colleges and universities has its own strengths of America's higher education system, and has helped make it the best in the world. Preserving that diversity is essential if we hope to serve the needs of our democratic society.~~

6.5 ~~Similarly, M~~many colleges and universities share a common belief, born of experience, that diversity in their student bodies, faculties, and staff is important for them to fulfill their primary mission: providing a quality education. ~~The public is entitled to know why these institutions believe so strongly that racial and ethnic diversity should be one factor among the many considered in admissions and hiring.~~ The reasons include:

6.5.1 ~~It~~ Diversity in the institution's student body and workforce enriches the educational experience. We learn from those whose experiences, beliefs, and perspectives are different from our own, and these lessons can be taught best in a richly diverse intellectual and social environment.

6.5.2 ~~It~~ Diversity in the institution's student body and workforce promotes personal growth -- and a healthy society. Diversity challenges stereotyped preconceptions; it encourages critical thinking; and it helps students and employees learn to communicate effectively with people of varied backgrounds.

6.5.3 ~~It~~ Diversity in the student body and workforce strengthens communities and the workplace. Education within a diverse setting prepares students to become good citizens in an increasingly complex, pluralistic society; it fosters mutual respect and teamwork; and it helps build communities whose members are judged by the quality of their character and their contributions.

6.5.4 ~~It~~ Diversity in the student body and workforce enhances America's economic competitiveness. Sustaining the Nation's prosperity in the 21st century will require us to make effective use of the talents and abilities of all our citizens, in work settings that bring together individuals from diverse backgrounds and cultures.

~~American colleges and universities traditionally have enjoyed significant latitude in fulfilling their missions. Americans have understood that there is no single model of a good college, and that no single standard can predict with certainty the lifetime contribution of a teacher or a student. Yet, the freedom to determine who shall teach and be taught has been restricted in a number of places, and come under attack in others. As a result, some schools have experienced precipitous declines in the enrollment of African-American and Hispanic students, reversing decades of progress in the effort to assure that all groups in American society have an equal opportunity for access to higher education.~~

6.6 Achieving diversity on college campuses does not require quotas. Nor does diversity warrant admission of unqualified applicants. However, the diversity we seek, and the future of the nation, does require that colleges and universities continue to be able to reach out and make a conscious effort to build healthy and diverse learning environments appropriate for their missions. The success of higher education and the strength of our democracy depend on it.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 All employees, supervisors, committees, councils, and boards making recommendations or decisions for the institution are responsible for supporting and promoting this diversity philosophy.

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: Reformatted to MAP system in September 2000. August 2010, revised to reflect current AACC Statement on Inclusion.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 17, 2010**

ITEM: SCP-2202, Personnel Assessment Philosophy and Practice Statement

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Sam Litteral

BACKGROUND:

This policy was originally created in July 1987. The policy was reformatted when the current MAP system was implemented in August 2000.

Policy of the Council for West Virginia Community and Technical College Education requires annual evaluation of institutional faculty. WV Code requires a fair and equitable program of employee evaluation prior to any consideration for implementation of a merit pay program. Recent personnel studies by the West Virginia Higher Education Policy Commission required by the West Virginia Legislature's Joint Committee on Government and Finance, report that a program of performance management provides a process to identify, encourage, measure, evaluate, improve, and reward employee performance. An appropriate performance management program links organizational strategy to results.

This policy has under gone major revision. The policy was revised to communicate the philosophical support for and necessity of employee performance appraisals. Appraisal, feedback, and appropriate employee development are necessary to maintain a workforce ready to meet the demands of the future.

This policy was revised to be compliant with West Virginia Code and rules of the West Virginia Council for Community and Technical College Education. The staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2202**

SUBJECT: Personnel Assessment Philosophy and Practice Statement

REFERENCE: Title 135, Procedural Rule West Virginia Council for Community and Technical College Education, Series 9, Academic Freedom, Professional Responsibility, Promotion, and Tenure West Virginia Code §18B-9-5(a) regarding merit salary increases for classified employees.

ORIGINATION: July 1, 1987

EFFECTIVE: July 1, 1987

REVIEWED: July 13, 2010

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish a philosophy of continuous personnel assessment and improvement. Regular assessment and feedback allow employees the opportunity to progress to their full potential, meet organizational needs, and attain individual development goals. To communicate institutional philosophy regarding assessment and evaluation of personnel.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is applicable to All College classified, non-classified and faculty employees.

SECTION 3. DEFINITIONS

3.1 The terms *evaluation, assessment, and appraisal* are used interchangeably in this policy and are defined as the act of determining the significance or condition of performance by careful study and analysis of an employee's work behaviors and outcomes, compared to established job responsibilities and standards of performance.

SECTION 4. POLICY

4.1 Each classified, non-classified, and faculty employee will receive a yearly written evaluation of performance directly related to duties and responsibilities of the employee's position and upon reasonable performance standards.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None. It is not uncommon in most organizations to ask "What are we doing?" and "How well are we doing it?" Certainly, in academia these questions should constantly be addressed as they relate to our practices and performance. There are two purposes for evaluating personnel within an institution. They are:

————— Evaluation for personnel decision making; and

~~Information for professional development.~~

~~With this in mind, Southern West Virginia Community and Technical College employees should be evaluated regularly in order to identify strengths and weaknesses relating to performance.~~

SECTION 6. GENERAL PROVISIONS

- 6.1 ~~Philosophy Statement:~~ It has been said that we cannot improve ourselves without improving others. As strengths are shared and weaknesses are remedied, we will of necessity contribute to the development and improvement of others. The entire organization is enhanced and improved as each individual receives feedback, helping them to perform better.
- 6.2 ~~The days of benign neglect and seat-of-the-pants evaluations are fast disappearing. Just as p~~Public expectations for more rigorous evaluation of student performance are rapidly increasing, ~~so~~ as are the expectations for institutional accountability and professional performance. As educators, we believe that our “espoused theory” should be matched with our “theory in use.” Thus, we welcome an evaluation process that will promote professional growth and quality education.
- 6.3 With these statements in mind the following observations are in order:
- 6.3.1 Students possess useful perceptions related to the effectiveness of the instruction they receive and should be fully enfranchised in the faculty evaluation process.
- 6.3.2 Written records of all evaluations by both students and employed personnel should be maintained to assist in arriving at informed judgements in personnel.
- 6.3.3 When merit salary programs for employed personnel are mandated by external bodies or adopted within the College community, merit raises may only be granted pursuant to fair and equitable performance appraisals based upon reasonable performance standards. evaluation results are useful in merit salary considerations.
- 6.4 Performance appraisal programs used by the College shall incorporate the current industry best practices and include the following components: employee pre-assessment input, performance rating, evaluation of prior goals/objectives/expectations, professional development needs, comments by the employee, and future goal establishment.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Supervisors have the responsibility to evaluate the performance of those who report to them. ~~Policies and procedures found under separate cover will be utilized in administering the evaluation program for each category of personnel designated in this policy.~~
- 7.2 The President or President’s designee is responsible for development of a faculty evaluation program to ensure annual evaluations of the faculty in compliance with the rules of the West Virginia Council for Community and Technical Education.
- 7.3 The President or President’s designee is responsible for developing performance evaluation programs for all non-faculty employee categories.

SECTION 8. CANCELLATION

8.1 None. ~~Policy in MAP format 8/21/00.~~

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: August 21, 2000 - Policy converted to MAP format. August 2010 policy revised to include requirements of Council’s Procedural Rule Series 9 and WV Code §18B-9-5(a).

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 17, 2010**

ITEM: SCP-3188, *College-Level Examination Program (CLEP)*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3188, *College-Level Examination Program (CLEP)*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

The Academic Affairs Unit has been charged with the review of several academic policies for the 2010-2011 academic year. The Academic Deans reviewed SCP-3188 in July 2010. As a result of this review, they determined that the contents of the policy reflect a procedure rather than a policy. They propose the policy be rescinded and reconstructed as a procedure in the Academic Affairs Procedures Manual.

Based on the recommendation of the Academic Deans, staff recommends SCP-3188, *College-Level Examination Program (CLEP)*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to a unit procedure.



SUBJECT: College Level Examination Program (CLEP)

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 16, *College-Level Examination Program*

1. PURPOSE

To communicate college policy and procedure regarding College Level Examination program (CLEP).

2. SCOPE AND APPLICABILITY

All employees and students.

3. DEFINITIONS

The College Level Examination Program (CLEP) provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. CLEP examinations cover material that most students take as requirements in the first two years of college. CLEP examinations are College Board tests.

4. POLICY

Southern West Virginia Community and Technical College accepts/awards credit through participation in the College Level Examination Program (CLEP). CLEP allows for the awarding of credit hours to students who have acquired knowledge through correspondence and extension courses, educational television, adult education programs, on-the-job training, independent study, and/or other non-traditional experiences.

5. BACKGROUND OR EXCLUSIONS

Credit shall be awarded only once to recognize mastery of course content. Credit shall not be awarded for equivalent courses in which students have already earned such credit through course work, CLEP, institutional challenge examinations, life experience, or other mechanisms.

6. GENERAL PROVISIONS

A. CLEP Examinations:

1. CLEP Subject Area and General examinations are administered by the College's Student Services Unit.



2. A fee per exam is assessed by and payable to CLEP. A processing/proctoring fee will also be assessed and payable to Southern West Virginia Community and Technical College.
3. Subject Examinations — Students may be awarded credit for the successful completion of any or all of te CLEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the recommended score of the Commission on Educational Credit and Credentials of the American Council on Education for CLEP Exams current at the time the exam was taken. Credit shall be awarded in an amount not exceeding the number of semesters for which the examination was designed. A grade shall not be assigned, and the credit will not be included in the computation of the student’s grade-point average. The institution shall equate the CLEP credit earned with existing course offerings. If no equivalent course is offered by the institution, the credit earned by CLEP examination shall be considered elective credit. Students shall not receive CLEP Subject Examination for credit equivalent courses in which they already earned credit.
4. General Examinations — Southern may award credits within the limits specified in West Virginia Higher Education Policy Commission Policy 135-16, College-Level Examination Program.
5. A research component is required for all English tests. This component will be graded by a senior member or other faculty member of the English Department as assigned by the Division Chairperson for approval or non-approval; authorization also will appear by the signature of the Chairperson of the Humanities Division.
6. With the exception of students enrolled in the Board of Governors Associate in Applied Science Adult Degree Completion Program, students may CLEP no more than 50% of the total credits needed for graduation.

7. RESPONSIBILITIES AND PROCEDURES

Students interested in the CLEP examinations should contact the College’s Student Services Unit.

8. CANCELLATION

None.



9. SIGNATURE

Board Chairman **Date**

President **Date**

Attachments: None

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)
<http://www.southern.wvnet.edu>

Revision Note: Additions and deletions were made to this policy September 20, 2005.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 17, 2010**

ITEM: SCP-3227, *Credit Based on Experience*
SCP-3227.A, *Portfolio Evaluation Form*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3227, *Credit Based on Experience*, and SCP-3227.A, *Portfolio Evaluation Form*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

STAFF MEMBER: Cindy L. McCoy

BACKGROUND:

The Academic Affairs Unit has been charged with the review of several academic policies for the 2010-2011 academic year. The Academic Deans reviewed SCP-3227 and its attachment in July 2010. As a result of this review, they determined that the contents of the policy reflect a procedure rather than a policy. They propose the policy and its attachment be rescinded and reconstructed as a procedure in the Academic Affairs Procedures Manual.

Based on the recommendation of the Academic Deans, staff recommends SCP-3227, *Credit Based on Experience*, and SCP-3227.A, *Portfolio Evaluation Form*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to a unit procedure.



SUBJECT: **Credit Based on Experience**

REFERENCE: **Board of Governors, Associate in Applied Science Degree Completion Program Guidelines (Revised December 2004)**
LEAP Credit Process

1. PURPOSE

To establish procedures for awarding of college credit based on life experience.

2. SCOPE AND APPLICABILITY

All employees and students.

3. DEFINITIONS

The term “life experience” is given only for those experiences that produce learning and skills comparable to the outcomes of courses or training at post-secondary levels. As a general principle, if colleges and universities award credits for the acquisition of certain kinds of knowledge and skills by standard course work, then comparable competence acquired in other ways will be credited through this experience assessment process. The basic intent of the program is to make college degree programs reasonably available to adults with work and family responsibilities.

4. POLICY

Under certain conditions a person may receive credit for past experiences, provided that those experiences are related to material content normally covered in a course or courses offered by Southern. An experience does not necessarily have to be work experience to be considered.

5. BACKGROUND OR EXCLUSIONS

Assessment of experience for credit is conducted only for students who have been admitted to Southern West Virginia Community and Technical College. Advisory assessments are not made. There is no manual or guide that may be consulted to obtain probable estimates about awards of credit.

6. GENERAL PROVISIONS

The evaluation of student competence is made by teaching faculty. College faculty make judgments about the quality and value of the work their students regularly submit. These same faculty members are asked to review the statements and documentation of a student seeking credit equivalency, and where appropriate, to interview the student, and then to make a recommendation for an award of credit only in those areas in which the faculty member has been trained and regularly teaches.



The quality of evaluation of a student's work should be quite comparable to that of traditional or standard programs, since the same academic personnel make the judgements in this program as in standard course and/or program offerings. The faculty making the evaluation may be as demanding or as lenient as they feel appropriate. The Division Chair responsible for the certificate or degree program, the faculty, and the Chief Academic Officer (CAO) share the general responsibility of seeing that academic standards are maintained and, at least as important, that the adult student receives a fair evaluation and an award of credit that does justice to the concept of college learning.

7. RESPONSIBILITIES AND PROCEDURES

A. The following steps are required for credit based on experience:

1. After admission to Southern, the student who wishes an assessment to be conducted prepares a detailed and documented portfolio of his or her adult learning experiences that are to be evaluated. (Board of Governors Associate in Applied Science Adult Degree Completion Program students must complete EL 201, Portfolio Development, as part of this process.) The student will also pay a \$300 portfolio review fee and complete form SCP-3227.A, *Credit Petition for Experiential Learning*, for each course petitioned upon submission of the portfolio to the Director of Adult Experiential Learning. Fees for evaluation of the portfolio must be paid prior to the assessment process.
2. The Director of Adult Experiential Learning will forward the portfolio submission to the appropriate Division Chair, who then submits the document to the faculty of the appropriate academic department or disciplines. The faculty member chosen to make a specific evaluation is instructed, where necessary, by the Division Chair about the procedures to be followed. Normally the teaching faculty of Southern West Virginia Community and Technical College will make these evaluations. If the student's experience being assessed lies outside the professional competence of Southern's faculty, the Director of Adult Experiential Learning will request a competent individual from another institution or another expert to make the evaluation.
3. The Director of Adult Experiential Learning's function is to provide general instructions to the student as a guide to preparing the portfolio and to assign credit petitions to appropriate divisions or recruit other experts to review the material submitted. It is also the Director of Adult Experiential Learning's role to advise division chairs of all previous and concurrent evaluation and recommendations of credit, so that faculty evaluators from similar or related areas do not recommend duplicate credit.
4. The Division Chair will assign a faculty member in each appropriate field in which the student is requesting credit to evaluate the student's experience as documented through the portfolio. The faculty member chosen to make a specific evaluation is instructed, where necessary, by the Division Chair about the procedures to be followed.
5. The faculty member may request an interview with the student. The purpose of an interview is to allow the faculty member making the evaluation the opportunity to verify, in an appropriate manner, the information in the portfolio and to secure additional information from the student or other sources about the experiences described in the portfolio. Also, if there are original



works of art, voluminous published materials or other bulky materials to be presented as supporting evidence, these would normally be brought to an interview rather than submitted with the portfolio. The purpose of the interview is not to dispense with a well-prepared written portfolio, since a written record of the evidence on which the award of credit is based is preserved in the student's permanent file in the Registrar's office.

6. The faculty member making the evaluation may seek additional information about the student's knowledge and abilities through the Director of Adult Experiential Learning, directly from the student, or from persons knowledgeable about the student's achievements. The faculty member is free to defer a credit recommendation until the student's written materials are completed to satisfaction. If the faculty evaluator requires additional information, the student will have 30 days in which to provide the additional information.
7. Although comparable in some ways to proficiency testing, the process of evaluation employed is performed through a review of the portfolio, rather than by testing. However, if the student prefers, he or she is free to demonstrate knowledge of specific academic fields by taking various standardized tests, such as those offered through CLEP and similar programs, or challenge exams for specific courses.
8. After the faculty member has completed the evaluation, he or she makes a recommendation for an award of credit on form SCP-3227.A, Credit Petition for Experiential Learning. The evaluator can award the full number of credit hours petitioned, partial credit, or no credit. The preferred method of recommendation is to equate the student's competencies with actual courses listed in the institution's curriculum. However, since this is not always possible, the recommendation may be made in terms of block credit in particular area.
9. After a faculty member's recommendation for credit is made, the Division Chair reviews it and makes a recommendation to the Chief Academic Officer (CAO) for approval or denial of the credit recommended by the faculty member. Form SCP-3227.A is returned to the Director of Adult Experiential Learning until the entire portfolio is evaluated, at which time all credit awards are submitted to the CAO.
10. The actual awarding of academic credit for life experience is made by the CAO. After the CAO's approval has been given, the Office of the Registrar is officially notified of the award of credit, and this award is entered into the student's permanent record. The Registrar's office will notify the student in writing of the outcome of this evaluation. A grade of "CR" (credit) is provided for any credit petition granted.
11. The appropriate posting fees must be processed and paid before the Registrar shall affix the awarded credit to the student's transcript.
12. The student has the right of appeal if the awarding of academic credit seems unreasonably low or is denied; however, the request for a second evaluation must be made in writing to the Director of Adult Experiential Learning within 10 working days of the date on the notification letter sent to the student. The Director of Adult Experiential Learning will forward this request



and documentation to the Chief Academic Officer. A final decision will be made in consultation with the faculty evaluator division chair, and CAO. No portfolio may be submitted more than twice for consideration including the original submission. If submitting a portfolio for a second evaluation, the student may elect to submit additional information to strengthen the petition.

- 13. For a variety of reasons, no timetable for completing student evaluations can be set in advance. In some cases, individual evaluations may require as much as a whole semester to complete because a student may be requesting credit under the auspices of several academic divisions, his/her experiences fall into several disciplines or because experts from outside the institution must be contacted to make the evaluations. Although every reasonable effort will be made to proceed expeditiously, students should not assume that the evaluation can be completed in a few weeks or even a few months. Normally the final decision will be made in one semester, although in some complex cases, an evaluation may take more than one semester.

8. CANCELLATION

None.

9. SIGNATURE

Board Chairman	Date
President	Date

Attachments: SCP-3227.A, Portfolio Evaluation Form

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6)
Faculty Senate Chair
Classified Staff Council Chair



Southern West Virginia
Community and Technical College

Number: SCP-3227
Origination: December 19, 1984
Effective: January 1, 1985
Reviewed: September 20, 2005

Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)
<http://www.southern.wvnet.edu>

Revision Note: Additions and deletions were made to this policy September 20, 2005.



SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

Number: SCP-3227.A
Origination: December 19, 1984
Effective: January 1, 1985
Reviewed: September 20, 2005

SUBJECT: Portfolio Evaluation Form
REFERENCE: SCP-3227, Credit Based on Experience

Student Name _____ SSN: _____

Portfolio Received _____ Date _____

Director of Adult Experiential Learning

<u>Course Requested for Credit</u>	<u>Credit Hours Requested</u>	<u>Credit Hours Recommended</u>	<u>Credit Hours Awarded by CAO</u>
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Evaluated by: _____ Date _____

Rationale: _____

This form must accompany each credit petition included in the student's portfolio.

Supervised by: _____ Date _____
Division Chair

Awarded by: _____ Date _____
Chief Academic Officer

*Recorded by: _____ Date _____
Registrar

Note:

1. No student may request credit based on experience for a course in which he/she has received a grade other than W or AU.
2. The grade assigned for the course will be CR for credit allowed.
3. A non-refundable portfolio evaluation fee of \$300 is assessed for this service and must be remitted to the College prior to the assessment of the applicant's portfolio. A paid receipt must be attached to this form. A posting fee of \$10 per credit hour is payable upon award of credit and must be paid before the Registrar shall affix the reward to the student transcript.
4. Credit based upon experience is not included in the calculation of a student's instructional load as applied to financial aid programs at the college.
5. Credit allowed by experience at Southern West Virginia Community and Technical College may not be accepted into particular programs of study at other institutions. The student should contact the institution prior to applying to determine if a CR grade is acceptable.
6. Credit based upon experience is subject to the institutional policy on non-traditional credit.

*This form is filed in the student's file in the records office along with assessment and portfolio materials.

Board of Governors

July 1, 2010

Mr. Kevin N. Fowler
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Vice Chair

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Secretary

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Classified Staff Representative

Mr. George Morrison
Faculty Representative

Ms. Kimberly Irick
Student Representative

Ms. Joanne Jaeger Tomblin
President

Mr. James Skidmore, Chancellor
West Virginia Council for Community
and Technical College Education
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301

Dear Chancellor Skidmore:

As Chair of the Southern West Virginia Community and Technical College Board of Governors, I hereby certify, pursuant to the requirements of West Virginia Code § 18B-1-6, that the attached list contains all of the institutional rules of Southern West Virginia Community and Technical College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors. I further certify that for all rules adopted, amended, or repealed since July 1, 2005 that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. That a minimum 30-day comment period prior to final adoption of the rule was provided;
3. That a single location was designated where all proposed rules could be posted and accessed; and
4. That Internet access to all proposed and adopted rules was maximized. All rules can be found at the following web address:
<http://southernwv.edu/administration/policies>



Kevin N. Fowler, Chair
Southern West Virginia Community and
Technical College Board of Governors

July 1, 2010

Date

KNF:elb

Attachment: 2010 Institutional Rulemaking Report

cc: Joanne Jaeger Tomblin, President

**Southern West Virginia Community and Technical College
Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2010**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1000	GENERAL		
1000	Manuals, Announcements, and Polices (MAP) Development System	06/24/02	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 - Revised policy review cycle from every 3 years to a review on a regular basis with a time frame for review of each policy to be determined by the President or President's designee. 02/21/06. Replaced SCP-1467.
1000.A	Attachment A — Classification Table	04/06/99	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions.
1000.B	Attachment B — Format for Southern College Policy (SCP)	04/06/99	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 - Revised paragraph numbering system to incorporate a legal numbering system. 02/21/06. Technical revisions.
1000.C	Attachment C — Format for Southern Administrative Announcements (SAA)	04/06/99	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06 - Technical revisions made to form.
1000.D	Attachment D — Format for Southern Administrative Manuals (SAMs)	04/06/99	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions made to form.
1010	Use of Alcoholic Beverages on Campus	02/21/03	Reviewed 09/20/2005
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	02/01/05	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 07/27/00 - Policy amended.

SCP Number	Policy Name	Effective Date	Date of Latest Action
1091	Classified Staff Council Constitution	11/18/03	06/23/2009 - BOG granted final approval; 05/22/2009 - Received no comments; 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009; 03/04/2009 - Revisions clarify membership representation with no substantial changes in procedures. 12/13/2006 - Technical revisions. 11/28/2003 - Originated to supercede SCI 1672 and SCI 1672.01.
1153	Consumer Complaint Procedures	04/03/95	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; Amended 08/08 - Revisions reflect no substantial changes in procedure or reporting requirements. The policy and attachment were revised to reflect the institution's current organizational structure. 09/01/2000 - Amended.
1153.A	Consumer Complaint Form	04/03/95	12/09/08 - BOG granted final approval; 10/10/08- Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 Amended - Revisions reflect the institution's current organizational structure. 09/01/2000 - Amended.
1160	Diversity Philosophy	08/20/98	Amended 09/01/00
1167	Emergency Procedures	01/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/120/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.
1180	Equipment Loans	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1180.A	Contract of Equipment Loan	07/01/84	12/09/08 - Form repealed with rescission of SCP-1180.
1215	Use of Institutional Facilities	05/01/85	04/27/10 - BOG granted final approval; 04/03/2010 - Received one comment pertaining to grammar. The suggested correction was made to the final policy; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00
1233	First Aid	03/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/120/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.
1375	Reports of Accidents/Incidents	01/28/91	02/17/09 - BOG granted final approval; 01/120/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
1375.A	Accident / Incident Report Form		02/17/09 - Amended. 09/01/00 - Amended.
1375.B	Monthly Report of Accidents/Incidents		02/17/09 - Amended. 09/01/00 - Amended.
1435	Inclement Weather and Emergency Situations	01/21/03	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 02/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 11/02 - Replaced SCI-1370, Inclement Weather and Emergency Situation, Effective 12/12/96; and SCI-1435, Inclement Weather and Emergency Situation, Effective 10/94.
1435.A	Attachment A — Media Notification List	01/21/03	04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; Amended 02/08; Amended 11/02
1467	MAP Development System	06/24/02	Repealed 02/21/06. Assigned a new classification number, SCP-1000. Reviewed 10/20/05 – Major revisions required to comply with Series 4. Reassigned classification number of SCP-1000. Comment Period Expires 11/22/05; Amended 04/05/02
1481	Naming of Facilities or Organizational Units	02/15/05	11/20/2007 BOG granted final approval with no revisions. 11/18/2007 Received no comments; 10/18/2007 Board released for 30-day public comment period expiring 11/18/2007. Reviewed 09/04/2007 – Recommended continuation with no revisions. 12/09/04 - Reviewed - Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.
1500	Philosophy, Vision and Mission of Southern West Virginia Community and Technical College	07/01/84	07/27/00 - Policy amended. Repealed Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 07/01/84
1625	Publications and Productions	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1725	Private Scholarships	07/01/84	06/17/08 - BOG granted final approval; 05/22/08 - Received no comments; 04/15/08 - Board released for 30-day public comment period expiring 05/22/08; Amended 03/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
1735	Solicitation Policy	06/15/04	04/24/2007 BOG granted final approval. 01/2007 – Revised the policy to include clarification and develop a more formalized method for solicitation requests. SCP-1735.A, On Campus Solicitation Request Form developed. Originated 05/20/04
1735.A	On Campus Solicitation Request Form	04/24/2007	Originated 01/02/2007
1750	Tobacco Usage	01/01/88	Amended 09/01/00; Repealed SCI-1375
2000	HUMAN RESOURCES		
2005	Catastrophic Leave	04/19/05	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Originated 02/15/05
2005.A	Catastrophic Leave Request Form	04/19/05	03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Reviewed Originated 02/15/05
2005.B	Catastrophic Leave Donation Form	04/19/05	03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Reviewed Originated 02/15/05
2006	Employee Leave	New Policy	03/02/2010 - BOG granted final approval. 01/11/2010 - Comments received were grammatical and spelling related. Suggested corrections were made in the final policy presented to BOG for approval. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2125	College-wide Employee/Personnel Policy	07/01/84	Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
2156	Drugs and Alcohol Policy	03/31/1989	<p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG Released for additional 30-day public comment period expiring 01/04/2008.</p> <p>09/18/2007 – BOG deferred action until the administration conducts a meeting with the faculty to review and discuss the provisions of the revised draft.</p> <p>07/2007 – The draft policy was revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes were made for clarity.</p> <p>03/23/2007 – Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff & Love for legal review.</p> <p>02/20/2007 – BOG released draft policy for 30-day public comment period expiring 03/23/2007.</p> <p>04/24/2007 - Currently under revision.</p> <p>Amended 09/01/00</p>
2156.A	Employee Drug Awareness Clarification Form	03/31/1989	02/19/2008 - BOG granted final approval. Amended 09/01/00
2165	Educational Release Time Policy	02/17/04	<p>11/28/06 - BOG granted final approval.</p> <p>09/26/06 Released for 30-day comment--expired 10/27/06 - No comments received.</p> <p>08/31/06 – Clarifications made to policy.</p> <p>2nd 30-day comment period expired 11/22/03</p>
2165.A	Educational Release Time Request	02/17/04	<p>11/28/06 - BOG granted final approval.</p> <p>09/26/06 Released for 30-day comment--expired 10/27/06 - No comments received.</p> <p>08/31/06 – Technical revision of form.</p> <p>2nd 30-day Comment Period Expired 11/22/03</p>
2171	Professional and Educational Requirements for Faculty	12/09/04	<p>02/19/2008 - BOG granted final approval.</p> <p>01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references.</p> <p>Amended 05/04</p> <p>Repealed SCI-2122</p>
2171.A	Faculty Credentials Certification Form	12/09/04	<p>02/19/2008 - BOG granted final approval.</p> <p>01/04/2008 - No comments received.</p> <p>11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references.</p> <p>Amended 05/04</p> <p>Repealed SCI-2122</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
2202	Personnel Assessment, Philosophy, and Practice Statement	07/01/87	Amended 08/21/00
2218	Evaluation Process for Full-Time Faculty	08/17/84	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 – Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2218.A	Supervisor's Evaluation of Faculty Member	08/17/84	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 – Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2220	Course Feedback Policy	06/17/03	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 04/03 - Policy amended.
2220.A	Course Feedback Form	06/17/03	12/09/08 - Form repealed with rescission of SCP-2220. 04/03 - Form amended.
2226	Faculty Incentive Pay Plan	10/16/01	12/09/08 - BOG granted final approval. 11/19/08 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 11/11/08 - Technical revisions made to this policy. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01. Originated 04/01/01
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	10/16/01	12/09/08 - BOG granted final approval. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01 Originated 08/01

SCP Number	Policy Name	Effective Date	Date of Latest Action
2234	Flex Work Schedule	06/01/87	12/08/09 - BOG granted final approval. 11/18/09 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/2009 – Policy was extensively revised to reflect requirements of the WV Code, WVCCTCE policy, and various work arrangements in place at Southern. Amended 09/01/00
2250	Hiring Adjunct Faculty	11/01/84	01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. Amended 09/01/00 Originated 11/01/1984.
2254	Hiring Process	09/01/00	04/24/2007 - Policy repealed by BOG. Amended 09/01/00 Repealed WV Administrative Regulations, SWVCTC: Procedures for Hiring Full-time Employees Effective 01/15/85
2360	Holidays	01/21/03	04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/08 - Policy reviewed; No substantial changes. Comment Period Expired 12/20/02 Originated 11/02
2375	Home Campus Assignment and Campus Requirements for Faculty	07/01/85	12/00/05 Technical Revision Amended 09/01/00
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	01/01/85	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2406.A	Faculty Absence Request / Report	01/01/85	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2484	Medical Leave of Absence	09/01/00	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2484.A	Request for Medical Leave of Absence	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Revised 01/03/06

SCP Number	Policy Name	Effective Date	Date of Latest Action
2484.B	Treating Licensed Physician Statement - Medical Leave Verification	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2484.C	Return to Work Authorization - Medical Release Form	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2562	External Professional Activities of Faculty and Other Professional Staff	11/01/84	12/09/08 - BOG granted final approval. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 09/08 - Revisions reflect no substantial changes in procedure or documentation requirements. Coverage was expanded to include full-time exempt professional employees. Definitions were revised to provide clarity. Amended 03/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 09/01/00
2562.A	External Professional Activities for Pay Report Form	11/01/84	09/08 - Modified to indicate the specific outside employment activity. Amended 09/01/00
2575	Overtime and Compensatory Time	02/17/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 – Revised policy to provide clarity and reflect changes in management. responsibilities. 02/17/2004 - BOG grants final approval of policy. 10/21/2003 – Significant revisions were made to the draft policy. The BOG approved amendments and released the policy for a 2 nd 30-day public comment period expiring 11/22/2003. 10/16/2003 – Comments were received and responses provided for each issue raised. 09/16/2003 – BOG released for 30-day public comment period expiring 10/16/2003. Originated 09/2003.
2575.A	Request to Work Additional Hours	02/17/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 02/17/2004 - BOG grants final approval. Originated 09/2003

SCP Number	Policy Name	Effective Date	Date of Latest Action
2580	Part-time Employees: Classified Staff and Adjunct Faculty	06/15/04	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 06/15/2004 – BOG grants final approval. 05/20/2004 – Received no comments. 04-21-2004 – Released for 30-day public comment period expiring 05/20/2004. Originated 04/04
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	04/22/98	Amended 09/01/00
2593.A	Payments for Services Form	04/22/98	Amended 09/01/00
2624	Employee Development	01/28/1991	12/09/08 - BOG granted final approval. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/2008 - Substantial changes were made to this policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for employee development. The policy title was changed from "Professional Development" to "Employee Development." 09/01/00 Amended and placed in new SCP format. Repealed SCI-1623, Personnel Development, Effective 01/28/91
2624.A	Funding Request Form (Staff)	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2624.B	Presentation Request Form	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2624.C	Funding Request Form (Faculty)	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.

SCP Number	Policy Name	Effective Date	Date of Latest Action
2686	Promotion-in-Rank and Tenure Policy	11/27/2001	<p>06/23/2009 - BOG granted final approval.</p> <p>05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.</p> <p>04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.</p> <p>02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 – Board granted final approval with recommended revision.</p> <p>11/17/2007 – Two comments received; Revised policy to reflect recommended changes to the WV Code, reference to the WV Council, and grammatical errors. Clarification was provided on the number of graduate hours since last promotion.</p> <p>10/18/2007 – BOG released draft for 30-day public comment expiring 11/17/2007.</p> <p>07/31/2007 – AAMC and Faculty Senate revised draft to provide clarify and reflect changes in management responsibilities.</p> <p>01/2006 – Reviewed and revised by Faculty Senate - advanced draft to Academic Affairs Management Council for review and approval.</p> <p>Amended 10/01/01 Repealed SCI-2321</p>
2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	11/27/2001	<p>06/23/2009 - BOG granted final approval.</p> <p>05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.</p> <p>04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.</p> <p>02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 – Board granted final approval.</p> <p>07/31/2007 AAMC and Faculty Senate streamlined the form.</p> <p>Amended 10/01/2001; Repealed SCI-2321</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
2700	Reduction in Workforce—Classified Personnel	04/20/2004	<p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008.</p> <p>10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval.</p> <p>03/23/04 – No comments received.</p> <p>02/17/2004 – Due to comments received, significant revisions were made to draft policy. BOG approved amendments and released draft for an additional 30-day comment period expiring 03/23/2004.</p> <p>11/22/2003 – Comments received and responses provided for each issue raised.</p> <p>10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003.</p> <p>Originated 10/21/2003</p>
2701	Reduction in Workforce—Faculty Personnel	04/20/2004	<p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008.</p> <p>10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval 11/22/2003 – Received no comments.</p> <p>10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003.</p> <p>Originated 10/21/2003</p>
2748	Request for Release Time for Full-time Faculty	12/09/04	<p>11/28/06 - BOG granted final approval.</p> <p>09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; no adjustment was made based on comment.</p> <p>08/06 – Revisions provide clarity and reflect changes in management responsibilities.</p> <p>Amended 09/01/00</p> <p>Amended 04/2004; Repealed SCI-2420</p>
2748.A	Release Time Request Form for Full-time Faculty	12/09/04	<p>Form streamlined 06/2006</p> <p>Amended 04/2004</p>
2810	Sabbatical Leave for Full-Time Faculty	10/15/02	<p>04/18/06 - BOG granted final approval of amended policy.</p> <p>02/21/06 Released for 30-day comment--expires 03/24/06.</p> <p>02/06 Amended to clarify responsibilities and application requirements.</p> <p>Amended 09/02 -</p> <p>Repealed SCP-2810, Sabbatical Leave for Full-time Faculty, Effective 08/92 and SCI-2411</p>
2810.A	Sabbatical Leave Request Form	10/15/02	<p>04/18/06 - BOG granted final approval.</p> <p>02/21/06 Released for 30-day comment--expires 03/24/06.</p> <p>Amended 02/06.</p> <p>Amended 09/02</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
2810.B	Sabbatical Leave Promissory Note	10/15/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Revised Form. Originated 10/02
2825	Salary Administration	04/19/05	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to incorporate the institutional Faculty Compensation Program and Salary Schedule. 04/19/2005 – BOG granted final approval. 03/18/2005 – No additional comments. 02/15/2005 – Due to substantive changes made to the existing draft policy, comment period extended for an additional 30 days expiring 03/18/2005. 02/14/2005 – Six comments received. 03/18/05 01/14/2005 – Comment period extended for additional 30-days (expiring 02/14/2005) due to Christmas and New Year’s holidays, and the short time frame the institution had to develop the draft policy. 12/09/2004 – Released for a 30-day public comment period expiring 01/10/2005. Originated 12/04
2843	Sexual Harassment Policy	09/12/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day Comment-expired 03/24/06. 01/20/06 Amended Amended 05/17/02; Repealed College-wide Employee Personnel Policy Series II, 1984, Section 12; Sexual Harassment of Students Series VI, 1987, Section 1-2; SCP-2843, Harassment Policy, 09/01/00
2875	Workload Requirements for Full-time Faculty	01/28/1991	03/02/2010 - BOG granted final approval. 01/11/2010 - No comments received. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2875.A	Class Load Formula Matrix (Summer)	01/28/1991	01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2875.B	Class Load Formula Matrix (Fall and Spring)	01/28/1991	01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3000	ACADEMIC AFFAIRS		
3100	Faculty Responsibilities for Academic Advising of Students	04/18/1985	01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. 10/21/2004 – Policy amended.

SCP Number	Policy Name	Effective Date	Date of Latest Action
3160	Course Syllabus	07/01/84	<p>12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure.</p> <p>10/10/08 - Received no comments.</p> <p>09/09/08 - Board released for 30-day public comment period expiring 10/10/08.</p> <p>08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure.</p> <p>11/29/05 - BOG granted final approval of amended policy.</p> <p>10/21/05 - Received no comments.</p> <p>09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.</p> <p>Repealed Chapter 29A-2 Series I, Course Syllabus, Effective 07/01/81; References to course syllabi in SM-1275.1c, Faculty Handbook, Effective 08/20/90, Revised 07/93; Adjunct Faculty Handbook, Effective 01/97, pp. 13-14.</p>
3160.A	Course Syllabus Format	07/01/84	<p>12/09/08 - Form repealed with the rescission of SCP-3160.</p> <p>09/20/05 - Form amended.</p>
3165	Adding Courses to the Curriculum and Revising Existing Courses	07/01/84	<p>12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure.</p> <p>10/10/08 - Received no comments.</p> <p>09/09/08 - Board released for 30-day public comment period expiring 10/10/08.</p> <p>08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure.</p> <p>09/01/00 - Policy amended.</p> <p>Repealed WV Administrative Regulations, SWVCTC, Chapter 29A-2, Series I, Revising Courses, Effective 07/01/84.</p>
3170	Deleting Courses from the Curriculum	07/01/84	<p>12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure.</p> <p>10/10/08 - Received no comments.</p> <p>09/09/08 - Board released for 30-day public comment period expiring 10/10/08.</p> <p>08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure.</p> <p>09/01/00 - Policy amended.</p>
3188	College Level Exam Program (CLEP)	11/01/85	<p>11/29/05 - BOG granted final approval of amended policy.</p> <p>10/21/05 - Received no comments</p> <p>09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.</p>
3201	Challenging a Course/Credit by Examination	02/15/05	<p>11/20/2007 – Board granted final approval of revised policy.</p> <p>10/18/2007 - Received one comment regarding the dates of withdrawal. Clarification was provided to the individual; no change to the draft policy was warranted.</p> <p>09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007.</p> <p>08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities.</p> <p>Amended 10/27/04</p> <p>Replaces SCP-3201, Challenge Exam For Credit, Effective 07/01/86, Revised 09/01/00; Effective 06/24/02, Revised 02/15/02.</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
3201.A	Challenge Examination Form	02/15/05	11/20/2007 – Board granted final approval. 08/2007 – Streamlined form 10/27/2004 – Amended policy
3214	College Board Advanced Placement Credit	09/13/93	10/15/2009 – Board granted final approval of revised policy. 9/17/2009 - Received no comments. 08/18/2009 - BOG released draft for 30-day public comment expiring 09/17/2009. 07/2009 – Revised policy to provide clarity and reflect changes in course titles. Amended 09/01/00
3227	Credit Based on Experience	01/01/85	11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3227.A	Portfolio Evaluation Form	01/01/85	09/20/05 - Reviewed
3240	Assignment of Credit/Non-Credit Courses	07/01/86	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3245	Faculty and Administrative Productivity	02/21/06	Originated 10/20/05
3250	Final Examinations	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.

SCP Number	Policy Name	Effective Date	Date of Latest Action
3401	Independent Study	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/20/2007 – Board granted final approval of revised policy. 10/18/2007 - Received no comments; 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007; 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Independent Study forms SCP-3401.A and SCP-3401.B were added to the policy. Amended 09/01/00
3401.A	Independent Study Request Form	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Revisions reflect changes in management responsibilities.
3401.B	Independent Study Contract	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Reviewed and revised to create a standard learning contract to be used in conjunction with the independent study.
3479	Mid-Term Grade Reports	09/23/91	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3479.A	Mid-Term Grade Report Form	09/23/91	03/02/2010- BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3551	Meeting Scheduled Classes	01/1985	Amended 01/2007 - Revisions reflect no substantial changes in procedure or documentation requirements; provide clarity and reflect current practice. Amended 04/28/2005
3600	Faculty Office and Class Schedule	07/01/84	Amended 09/01/00
3600.A	Faculty Office and Class Schedule Form	07/01/84	Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
3620	Policy Regarding Program Review	11/27/01	12/09/08 - BOG granted final approval. 11/19/08 - Received no comments. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Comment Period Expired 11/16/02 Originated 10/08/01
3625	General Studies (University Parallel) Program Evaluation Model Policy	09/01/85	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revised.
3625.A	General Studies (University Parallel) Program Evaluation Model	09/01/85	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revised.
3637	General Education Philosophy and Goals	04/19/05	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 08/30/2007 - Reviewed and revised to include references to provide clarity. Amended 01/05
3650	Program Reduction or Elimination	09/01/85	Amended 09/01/00 Repealed SCI-1542
3670	Public School Service Program	11/29/05	11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. Originated 09/20/05
3670.A	Public School Service Form	11/29/05	Originated 09/20/05
3693	Instructional Schedule Development	07/01/84	11/28/06 - BOG granted final approval. 10/19/06 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Technical revision 09/23/2005. 09/01/00 Amended policy; Repealed SCI-1271 effective date of 08/30/93
3705	Student Academic Rights	04/15/02	04/18/06 BOG Repealed policy. 02/21/06 Released for 30-day comment-expires 03/24/06. Technical revision 03/06/03 Originated 02/02

SCP Number	Policy Name	Effective Date	Date of Latest Action
3736	Student Standards of Academic Progress	11/01/84	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revised.
3780	Textbook Selection Policy	06/24/02	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 11/16/02; Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.
4000	STUDENT SERVICES		
4110	Institutional Policy Regarding ACT Requirements	12/01/84	12/08/09 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/09 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/00
4151	Academic Expectations from Students	07/01/97	04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment--expires 03/24/06. 02/06 Amended to incorporate relevant information from SCP-3705, Student Academic Rights (cancelled 04/18/05) into SCP-4151 and revised this policy to meet the needs of the institution and its students. 09/01/00
4192	Administrative Withdrawal of Students	12/09/04	11/28/2006 - BOG granted final approval; 10/19/2006 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Grammatical and technical revisions 10/2006. Policy amended 05/19/2004.
4233	Deans's List of Students; Graduation with Honors Status	07/01/85	Revised 09/01/2000
4274	Standards of Progress for Federal Financial Aid Recipients	01/01/84	11/28/2006 - BOG granted final approval; 10/19/2006 Released for 30-day comment--expired 11/21/2006 - One comment received; policy adjusted based on comment; 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000

SCP Number	Policy Name	Effective Date	Date of Latest Action
4356	Financial Aid Recipient - Change in Enrollment Status	01/01/85	11/28/2006 - BOG granted final approval. 10/19/2006 Released for 30-day comment--expired 11/21/2006 - No substantive comments received. 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	Repealed 02/21/06. Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04
4398	Student Grades and Grade Point Average Requirements for Graduation	01/21/03	12/09/08 - BOG granted final approval. 11/19/08 - Received no comments. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - Amended and repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00 and SCP-4520, Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades, Effective 09/01/00; SCP-4520.A, Final Grade Report Form, Effective 09/01/00.
4558	Administration of Credit Course Registration Procedures	11/01/84	11/28/2006 - BOG rescinded SCP-4558. 10/19/2006 - BOG reviewed policy and approved for 30-day comment period expiring 11/21/2006 – No comments were received. 10/2006 – Policy reviewed by Academic Affairs and Student Services Units. Group deemed the document does not meet the criteria for a policy, but is a statement of procedures and rules. Recommended cancellation. Amended policy 09/01/2000
4634	Student Activities	07/01/84	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure. 09/17/2009 - Received no comments. 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009. 08/04/2009 - Policy was reviewed by the Student Development and Special Services Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/2000

SCP Number	Policy Name	Effective Date	Date of Latest Action
4672	Student Class Attendance	07/01/84	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure. 11/18/2009 - Received no comments. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000
4710	Academic Dishonesty	07/01/84	05/06 Technical Revision 09/01/2000
4748	Southern West Virginia Community and Technical College Student Government Constitution	07/01/85	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure. 11/18/2009 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000
4770	Student Rights and Responsibilities	04/16/02	Reviewed 09/20/05
4786	Transfer Student Requirements and Credit Evaluation	07/01/84	06/22/2010 - BOG granted final approval; 05/29/2010 - Received two comments. One comment was grammatical in nature and was addressed in the final policy. The second comment related to an inaccurate definition in Section 3.7 of the policy. The section was revised to include the word "regional" in the definition. Revisions of 09/01/2009 reflect title changes and include content from the rescinded policy, SCP-4825, Transfer of Student Credit Hours from Another Institution; 04/27/2010 - Due to significant changes in the content of this policy, the BOG released draft policy for an additional 30-day public comment expiring 05/29/2010; 03/02/2010 - Policy continues under review; 11/18/2009 - Received one comment. Available for review upon request. Response has not yet been provided; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000
4825	Transfer of Student Credit Hours from Another Institution	03/01/85	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/2009 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05; Amended 09/20/05 to include additional language in Sections 3 and 6 of this policy.
5000	FINANCE		

SCP Number	Policy Name	Effective Date	Date of Latest Action
5050	Assessment, Payment and Refund of Fees	02/19/02	Comment Period Expired 02/15/02 Originated 01/02
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Reviewed by the Executive Council and recommended its continuation without revision. 12/09/05 - Policy amended; 02/21/05 - Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051; Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04
5065	Awarding of Undergraduate Tuition and Fee Waivers	02/19/02	12/09/08 - BOG granted final approval; 10/10/08 - Received one comment correcting the specific section of the WV State Code cited in the definitions section; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. Amended 08/08 - Revisions reflect significant changes in state code pertaining to undergraduate tuition and fee waivers. 09/01/2000 - Amended. 02/21/06. Revised policy to comply with WV Code §18B-10-5, -7, 7b. Comment Period Expired 02/15/02 Originated 01/02
5066	Third-Party Tuition and Fee Waivers	NEW DRAFT POLICY	06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy which addresses approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College.
5074	Selection, Adoption and Sale of Textbooks and Other Course Materials	NEW DRAFT POLICY	06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures.
5075	Bookstore Textbook Procedures	07/01/84	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 - Replaced <i>Textbook Policy Procedures</i> , Effective 01/17/97

SCP Number	Policy Name	Effective Date	Date of Latest Action
5100	Disposition of Sale of Surplus/Excess Property	04/19/05	11/20/2007 – Board granted final approval of revised policy. 11/17/2007 - Received no comments; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007; 09/02/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 04/19/2005 BOG grants final approval; 03/18/2005 Received no comments; 02/15/2005 BOG released draft policy for 30-day public comment expiring 03/18/05. Originated 02/05
5260	Meeting Financial Exigencies	02/17/04	11/06 Policy Reviewed-No changes were made; Comment Period Expired 11/22/03. Amended 10/03 Originated 05/27/88
5525	Maintenance Work Order Request System	07/01/84	Amended 09/01/00 - Replaced the <i>Maintenance Work Order Request System, Effective 07/01/84, in Chapter 29A-2, Series I of Southern's Administrative Regulations</i>
5620	Parking Regulations	02/01/89	Amended 09/01/00 - Replaced Parking Policy, Effective 02/01/89 and Parking Policy, Effective 09/02/97.
5620.A	Parking Decal Log	02/01/89	Amended 09/01/00
5780	Travel Regulations Policy	10/15/02	11/2006 - Policy reviewed – no changes were made. Comment Period Expired 05/20/04; Amended 02/25/04 Originated 09/02
5830	Use of Southern West Virginia Community and Technical College System Vehicles	01/28/91	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00; Repealed SCI-1381, Use of Southern System Vehicles, Effective 01/28/91; State Vehicle Requisition Policy, Effective 12/09/07; Use of Southern Vehicles Policy, Effective 02/01/99.
6000	ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT		
6125	Contractual Training for Workforce Development	07/01/99	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 08/08 - Policy was reviewed by the Executive Council and Workforce Development Unit. Both groups recommended its cancellation and reconstruction as a procedure. 07/01 - Policy amended.
7000	TECHNOLOGY		

SCP Number	Policy Name	Effective Date	Date of Latest Action
7125	Information Technology Acceptable Usage	07/07/97	04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to reflect up-to-date terms and current acceptable usage. Amended 09/01/00
7680	Reports for External Use	05/01/85	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 07/27/00
7688	Reports for Internal Use	05/01/85	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 07/27/00
7712	Requests for Media Service and Television Agreements	05/01/85	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
7720	Security of Management Information Technology	05/01/88	04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to include all forms of technology and to meet the standards of the payment card industry. Amended 09/01/00
8000	BOARD OF GOVERNORS		

SCP Number	Policy Name	Effective Date	Date of Latest Action
8600	Board of Governors Operational Guidelines Policy	08/21/01	<p>11/20/2007 – Board granted final approval of revised policy and operational guidelines.</p> <p>11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations.</p> <p>10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007.</p> <p>09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised policy to remove reference to the Institutional Compact.</p> <p>08/21/2001 – All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines (SCP-8600.A) of the Board of Governors approved 08/21/01.</p>
8600.A	Board of Governors Operational Guidelines	06/24/02	<p>04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08.</p> <p>02/08 - Amended Section 4.3.1 to include past BOG chair and one lay member to the Agenda Committee membership</p> <p>11/20/2007 – Board granted final approval of revised policy and operational guidelines.</p> <p>11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations.</p> <p>10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007.</p> <p>09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised guidelines to remove reference to the Institutional Compact.</p> <p>06/10/02 Amended guidelines.</p>

Southern West Virginia Community and Technical College

Graduate Survey

June 2010



Correct Marks



Incorrect Marks



- 1. What is your gender?** Male Female **2. What is your age?** Under 25 25 or over
- 3. With which ethnic group do you identify?** American Indian Hispanic Pacific Islander
 Black, African American Asian White, non-Hispanic
- 4. What was your major(s)? If you received two or more degrees or certificates, please mark all that apply.**
- | | |
|---|--|
| <input type="radio"/> Associate in Art – University Transfer
<input type="radio"/> Associate in Science – University Transfer
<input type="radio"/> Board of Governors Adult Degree Completion
<input type="radio"/> Business Accounting
<input type="radio"/> Business Administration
<input type="radio"/> Criminal Justice
<input type="radio"/> Dental Hygiene
<input type="radio"/> Early Childhood Education
<input type="radio"/> Electrical Engineering
<input type="radio"/> Emergency Medical Services
<input type="radio"/> Health Care Professional
<input type="radio"/> Information Technology
<input type="radio"/> Medical Laboratory Technology
<input type="radio"/> Mine Management
<input type="radio"/> Nursing
<input type="radio"/> Occupational Development
<input type="radio"/> Office Administration | <input type="radio"/> Radiologic Technology
<input type="radio"/> Respiratory Care Technology
<input type="radio"/> Salon Management/Cosmetology
<input type="radio"/> Surgical Technology
<input type="radio"/> Survey Technology
<input type="radio"/> Technical Studies
<input type="radio"/> Central Sterile Supply Certificate
<input type="radio"/> Criminal Justice Certificate
<input type="radio"/> Electrical Engineering Technology Certificate
<input type="radio"/> Emergency Medical Service Certificate
<input type="radio"/> Electrocardiography Certificate
<input type="radio"/> Medical Laboratory Assistant Certificate
<input type="radio"/> Information Technology Certificate
<input type="radio"/> Office Administration Certificate
<input type="radio"/> Survey Technology Certificate
<input type="radio"/> Technical Studies Certificate
<input type="radio"/> Other (please specify): _____ |
|---|--|

5. Please rate your satisfaction with each of the following elements as they relate to your major program.

	Very Satisfied	Somewhat Satisfied	Neither Satisfied Nor Dissatisfied	Dissatisfied	Very Dissatisfied
Availability of classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall quality of instruction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Usefulness of text and materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of facilities and equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of instructional technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to technical support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Please indicate your level of agreement with each of the following statements.

	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
Required courses were offered with reasonable frequency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class sizes were appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faculty members were genuinely interested in my learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faculty displayed knowledge in the field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course content reflected current trends in my field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree requirements were relevant to my professional goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend others who are interested in my field of study to attend Southern	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. On a scale of 1 to 5, with 1 being not at all and 5 being a great deal, please rate the degree to which your major program helped you in the following skill areas.

	Helped a Great Deal	Somewhat Helped	Neither Helped or Hindered	Somewhat Hindered	Did Not Help At All
Gave me a sense of competence in my major field of study	(5)	(4)	(3)	(2)	(1)
Helped me understand current issues	(5)	(4)	(3)	(2)	(1)
Involved the application of theoretical knowledge to practical situations	(5)	(4)	(3)	(2)	(1)
Helped me understand human diversity	(5)	(4)	(3)	(2)	(1)
Helped me to learn how to access information from various electronic and print sources	(5)	(4)	(3)	(2)	(1)

8. My major or program developed or enhanced...

	Yes	No
Critical Thinking Skills	(Y)	(N)
Written Communication Skills	(Y)	(N)
Oral Communication Skills	(Y)	(N)
Quantitative Reasoning Skills	(Y)	(N)
Mathematical Skills	(Y)	(N)
Science Skills	(Y)	(N)
Leadership Skills	(Y)	(N)
Teamwork Skills	(Y)	(N)
Computer Skills	(Y)	(N)

9. If your program of study did not develop or enhance the skills listed above, how could we improve?

10. Please rate your satisfaction with the following areas.

	Very Satisfied	Somewhat Satisfied	Neither Satisfied Nor Dissatisfied	Dissatisfied	Very Dissatisfied
Student Records and Admissions Office	()	()	()	()	()
Financial Aid Office	()	()	()	()	()
Cashiers Office	()	()	()	()	()
Library	()	()	()	()	()
Bookstore	()	()	()	()	()
Campus Computer Labs	()	()	()	()	()
Advisors	()	()	()	()	()
Counselors	()	()	()	()	()
Faculty	()	()	()	()	()
College Schedule of Classes	()	()	()	()	()
Website	()	()	()	()	()

11. If you were dissatisfied in areas, how could we improve them?

12. Which of the following Transitional Studies Courses (developmental education) did you take?
Please mark all that apply. (Skip questions 12 and 13 if you took no transitional studies courses.)

- EN 090 EN 099 MT 090 MT 099

13. On a scale of 1 to 5 with 1 being unprepared and 5 being prepared, after completion of Transitional Studies courses, how prepared were you for college level courses?

- Extremely Prepared (5) Prepared (4) Neither Prepared or Hindered (3) Somewhat Unprepared (2) Unprepared (1)

13a. After completion of Transitional Studies courses, how prepared were you for college level English courses?

- Extremely Prepared (5) Prepared (4) Neither Prepared or Hindered (3) Somewhat Unprepared (2) Unprepared (1)

13b. After completion of Transitional Studies courses, how prepared were you for college level Mathematics courses?

- Extremely Prepared (5) Prepared (4) Neither Prepared or Hindered (3) Somewhat Unprepared (2) Unprepared (1)

14. How has your overall experience at Southern West Virginia Community and Technical College been in preparing you for life in general?

- Extremely Useful () Useful () Neither () Somewhat Useful () Not At All Useful ()

15. Have you obtained employment?

- Yes No

15a. Are you employed in West Virginia?

- Yes No

16. Which best describes your post-graduation activities?

- Obtained employment in my field of study Military service
 Obtained employment not related to my field of study Volunteer service (Peace Corps, religious missionary)
 Attended 4 year college or university

16a. Which College or University? _____

17. How has your overall experience at Southern been in preparing you for your career?

- Extremely Useful () Useful () Neither () Somewhat Useful () Not At All Useful ()

18. If employed, please indicate your starting salary

- Less than \$15,000 \$25,000-\$49,999 \$75,000 - \$99,999
 \$15,000-\$24,999 \$50,000 - \$74,999 \$100,000 - \$149,999

19. If employed, is there room for advancement within your current employment?

Yes No

20. Do you feel you are prepared for advancement within your current employment?

Yes No

21. May we contact your employer?

If so, please provide your employer's name, address, and phone number.

Yes No

EMPLOYER _____

SUPERVISOR _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

22. While attending Southern, were you provided with a Workforce Investment Act Scholarship authorized by the Workforce Investment Act?

Yes No

23. Overall, how satisfied are you with your experience at Southern?

Very Satisfied Satisfied Somewhat Satisfied Dissatisfied Very Dissatisfied

24. While attending Southern, what was your assigned campus? (optional question)

Boone Logan Williamson Wyoming

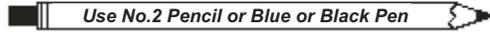
Thank you for completing this survey!



Southern West Virginia Community and Technical College

Five-Year Alumni Survey – Class of 2005

June 2010



Correct Marks



Incorrect Marks



- 1. What is your gender?** Male Female **2. What is your age?** Under 25 25 or over
- 3. With which ethnic group do you identify?** American Indian Hispanic Pacific Islander
 Black, African American Asian White, non-Hispanic
- 4. What was your major(s)? If you received two or more degrees or certificates, please mark all that apply.**
- | | |
|--|---|
| <input type="radio"/> Associate in Art – University Transfer | <input type="radio"/> Radiologic Technology |
| <input type="radio"/> Associate in Science – University Transfer | <input type="radio"/> Respiratory Care Technology |
| <input type="radio"/> Board of Governors Adult Degree Completion | <input type="radio"/> Salon Management/Cosmetology |
| <input type="radio"/> Business Accounting | <input type="radio"/> Surgical Technology |
| <input type="radio"/> Business Administration | <input type="radio"/> Survey Technology |
| <input type="radio"/> Criminal Justice | <input type="radio"/> Technical Studies |
| <input type="radio"/> Dental Hygiene | <input type="radio"/> Central Sterile Supply Certificate |
| <input type="radio"/> Early Childhood Education | <input type="radio"/> Criminal Justice Certificate |
| <input type="radio"/> Electrical Engineering | <input type="radio"/> Electrical Engineering Technology Certificate |
| <input type="radio"/> Emergency Medical Services | <input type="radio"/> Emergency Medical Service Certificate |
| <input type="radio"/> Health Care Professional | <input type="radio"/> Electrocardiography Certificate |
| <input type="radio"/> Information Technology | <input type="radio"/> Medical Laboratory Assistant Certificate |
| <input type="radio"/> Medical Laboratory Technology | <input type="radio"/> Information Technology Certificate |
| <input type="radio"/> Mine Management | <input type="radio"/> Office Administration Certificate |
| <input type="radio"/> Nursing | <input type="radio"/> Survey Technology Certificate |
| <input type="radio"/> Occupational Development | <input type="radio"/> Technical Studies Certificate |
| <input type="radio"/> Office Administration | <input type="radio"/> Other (please specify): _____ |

5. Please rate your satisfaction with each of the following elements as they relate to your major program.

	Very Satisfied	Somewhat Satisfied	Neither Satisfied Nor Dissatisfied	Dissatisfied	Very Dissatisfied
Availability of classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall quality of instruction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Usefulness of text and materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of facilities and equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of instructional technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to technical support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Please indicate your level of agreement with each of the following statements.

	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
Required courses were offered with reasonable frequency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class sizes were appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faculty members were genuinely interested in my learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faculty displayed knowledge in the field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course content reflected current trends in my field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree requirements were relevant to my professional goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend others who are interested in my field of study to attend Southern	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. On a scale of 1 to 5, with 1 being not at all and 5 being a great deal, please rate the degree to which your major program helped you in the following skill areas.

	Helped a Great Deal	Somewhat Helped	Neither Helped or Hindered	Somewhat Hindered	Did Not Help At All
Gave me a sense of competence in my major field of study	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Helped me understand current issues	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Involved the application of theoretical knowledge to practical situations	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Helped me understand human diversity	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Helped me to learn how to access information from various electronic and print sources	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1

8. My major or program developed or enhanced...

	Yes	No
Critical Thinking Skills	<input type="radio"/> Y	<input type="radio"/> N
Written Communication Skills	<input type="radio"/> Y	<input type="radio"/> N
Oral Communication Skills	<input type="radio"/> Y	<input type="radio"/> N
Quantitative Reasoning Skills	<input type="radio"/> Y	<input type="radio"/> N
Mathematical Skills	<input type="radio"/> Y	<input type="radio"/> N
Science Skills	<input type="radio"/> Y	<input type="radio"/> N
Leadership Skills	<input type="radio"/> Y	<input type="radio"/> N
Teamwork Skills	<input type="radio"/> Y	<input type="radio"/> N
Computer Skills	<input type="radio"/> Y	<input type="radio"/> N

9. If your program of study did not develop or enhance the skills listed above, how could we improve?

10. Please rate your satisfaction with the following areas.

	Very Satisfied	Somewhat Satisfied	Neither Satisfied Nor Dissatisfied	Dissatisfied	Very Dissatisfied
Student Records and Admissions Office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial Aid Office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cashiers Office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bookstore	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Campus Computer Labs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advisors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Counselors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
College Schedule of Classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. If you were dissatisfied in areas, how could we improve them?

12. Which of the following Transitional Studies Courses (developmental education) did you take? Please mark all that apply. (Skip questions 12 and 13 if you took no transitional studies courses.)

- EN 090 EN 099 MT 090 MT 099

13. On a scale of 1 to 5 with 1 being unprepared and 5 being prepared, after completion of Transitional Studies courses, how prepared were you for college level courses?

- | | | | | |
|--|--|--|---|--|
| Extremely Prepared
<input type="radio"/> 5 | Prepared
<input type="radio"/> 4 | Neither Prepared or Hindered
<input type="radio"/> 3 | Somewhat Unprepared
<input type="radio"/> 2 | Unprepared
<input type="radio"/> 1 |
|--|--|--|---|--|

13a. After completion of Transitional Studies courses, how prepared were you for college-level English courses?

- | | | | | |
|--|--|--|---|--|
| Extremely Prepared
<input type="radio"/> 5 | Prepared
<input type="radio"/> 4 | Neither Prepared or Hindered
<input type="radio"/> 3 | Somewhat Unprepared
<input type="radio"/> 2 | Unprepared
<input type="radio"/> 1 |
|--|--|--|---|--|

13b. After completion of Transitional Studies courses, how prepared were you for college-level Mathematics courses?

- | | | | | |
|--|--|--|---|--|
| Extremely Prepared
<input type="radio"/> 5 | Prepared
<input type="radio"/> 4 | Neither Prepared or Hindered
<input type="radio"/> 3 | Somewhat Unprepared
<input type="radio"/> 2 | Unprepared
<input type="radio"/> 1 |
|--|--|--|---|--|

14. How has your overall experience at Southern West Virginia Community and Technical College been in preparing you for life in general?

- | | | | | |
|--|--|---|---|---|
| Extremely Useful
<input type="radio"/> | Useful
<input type="radio"/> | Neither
<input type="radio"/> | Somewhat Useful
<input type="radio"/> | Not At All Useful
<input type="radio"/> |
|--|--|---|---|---|

15. Have you obtained employment?

- Yes No

15a. Are you employed in West Virginia?

- Yes No

16. Which best describes your post-graduation activities?

- | | |
|---|--|
| <input type="checkbox"/> Obtained employment in my field of study | <input type="checkbox"/> Military service |
| <input type="checkbox"/> Obtained employment not related to my field of study | <input type="checkbox"/> Volunteer service (Peace Corps, religious missionary) |
| <input type="checkbox"/> Continued education | |

17. How many different employers have you had since you completed your degree at Southern?

- 1 2 3 4 5 6 7 8 or more

18. Have you earned any post-secondary degrees since graduating from Southern?

- Yes No

18a. If so, which post-secondary degree did you earn? _____

18b. What College did you attend? _____

19. How has your overall experience at Southern been in preparing you for your career?

- | | | | | |
|--|--|---|---|---|
| Extremely Useful
<input type="radio"/> | Useful
<input type="radio"/> | Neither
<input type="radio"/> | Somewhat Useful
<input type="radio"/> | Not At All Useful
<input type="radio"/> |
|--|--|---|---|---|

20. If employed, please indicate your starting salary

- Less than \$15,000 \$25,000-\$49,999 \$75,000 - \$99,999
 \$15,000- \$24,999 \$50,000 - \$74,999 \$100,000 - \$149,999

21. If employed, is there room for advancement within your current employment?

- Yes No

22. Do you feel you are prepared for advancement within your current employment?

- Yes No

**23. May we contact your employer?
If so, please provide your employer's
name, address, and phone number.**

- Yes No

EMPLOYER _____
SUPERVISOR _____ PHONE _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

24. While attending Southern, were you provided with a Workforce Investment ACT Scholarship authorized by the Workforce Investment Act?

- Yes No

25. Overall, how satisfied are you with your experience at Southern?

- Very Satisfied Satisfied Somewhat Satisfied Dissatisfied Very Dissatisfied

26. While attending Southern, what was your assigned campus? (optional question)

- Boone Logan Williamson Wyoming

Thank you for completing this survey!

