



*Southern*  
West Virginia  
Community and Technical College

***Board of Governors***

---

**Agenda Book  
October 13, 2016**

---

**Members**

Thomas A. Heywood, Chair  
Wilma J. Zigmond, Vice Chair  
Glenn T. Yost, Secretary  
F. Raamie Barker  
Kevin Hill

Jada C. Hunter  
George Kostas  
Kevin G. Zachary  
Russell F. Saunders  
Virginia L. Stepp

Robert E. Gunter, Ed.D  
President

**Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of October 13, 2016  
6:00 p.m.  
Chief Logan Lodge and Conference Center  
1000 Conference Drive • Logan, WV 25601**

**AGENDA**

1. Call to Order ..... Mr. Thomas Heywood  
Board of Governors Chair
2. Call for Public Comments to the Board of Governors ..... Chair Heywood
3. Board of Governors and Administration Self Assessment Results ..... Mr. Howard Seufer  
Bowles Rice LLP
4. West Virginia *Open Governmental Proceedings Act* ..... Chair Heywood
5. President's Report ..... Dr. Robert E. Gunter  
President
6. Financial Report ..... Mr. Samuel Litteral  
Vice President for Finance and Administration
7. Workforce and Community Development Office Report ..... Ms. Allyn Sue Barker  
Vice President for Community and Workforce Development
8. Action Items:
  - 8.1 Request for Approval of August 16, 2016 Board Meeting Minutes ..... 35
  - 8.2 Request for Approval to Table Action on SCP-2875, Workload  
Requirements for Full-time Faculty ..... 42
  - 8.3 Request for Final Approval by Board and Submission to Chancellor
    - 8.3.1 SCP-1010, Use of Alcoholic Beverages on Campus ..... 51
    - 8.3.2 SCP-3200, Awarding College Credit for Prior Learning ..... 56
  - 8.4 Request for Approval to Release for 30-day Public Comment Period
    - 8.4.1 SCP-2000, *Elimination of Faculty Positions Due to Program  
Reduction or Elimination* ..... 62
    - 8.4.2 SCP-2218, *Evaluation of Full-time Faculty* ..... 67
    - 8.4.3 SCP-3000, *Distance Learning* ..... 75
    - 8.4.4 SCP-4000, *Basic Guidelines and Standards for Admission* ..... 80
9. Informational Items:
  - 9.1 Board of Governors Training and Development Hours ..... Chair Heywood
  - 9.2 Institutional Policies Granted Final Approval by Chancellor Tucker ... President Gunter
10. Adjournment ..... Chair Heywood

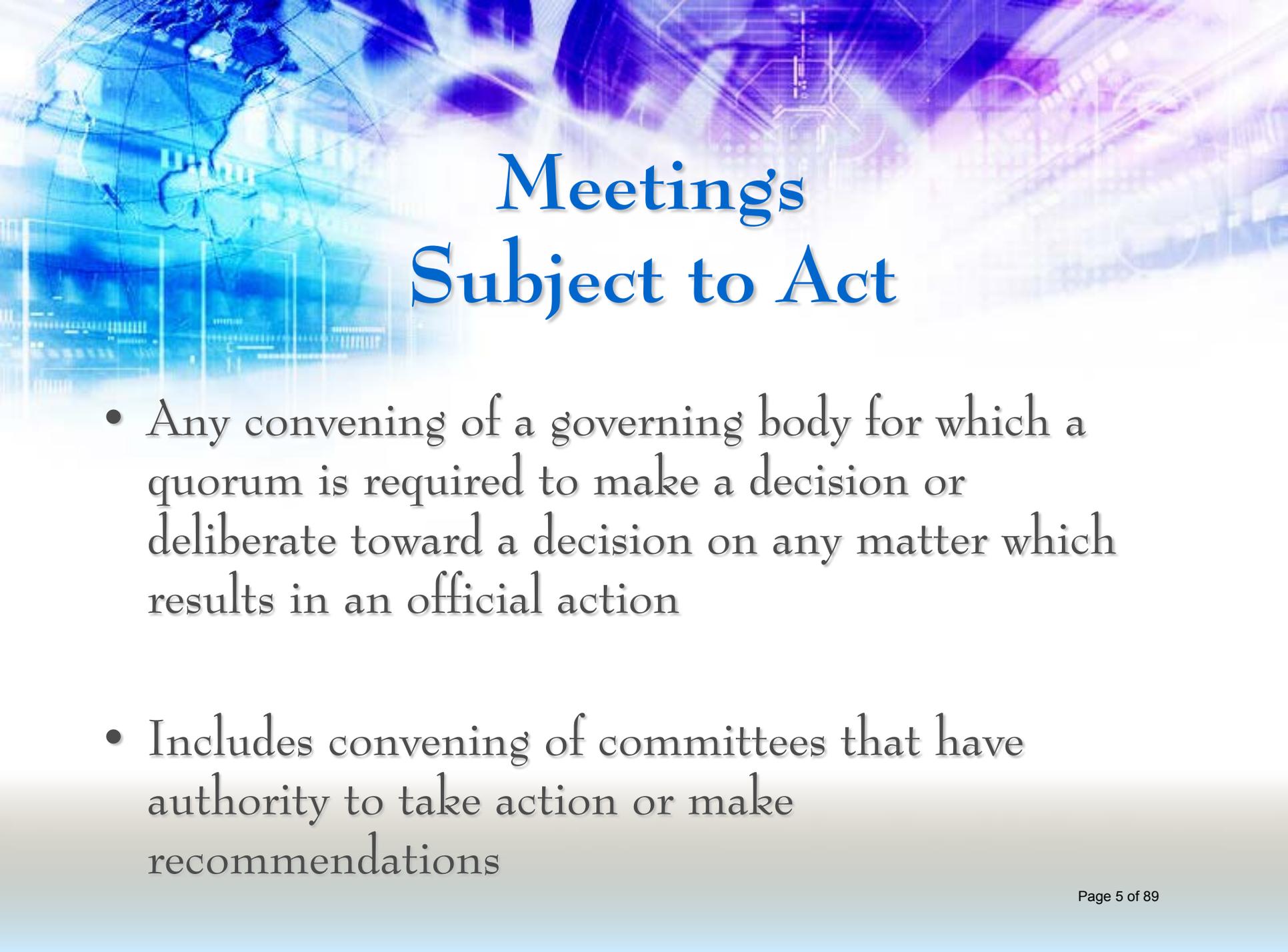


# Open Governmental Proceedings Act

WV Code 6-9A-1 through 12

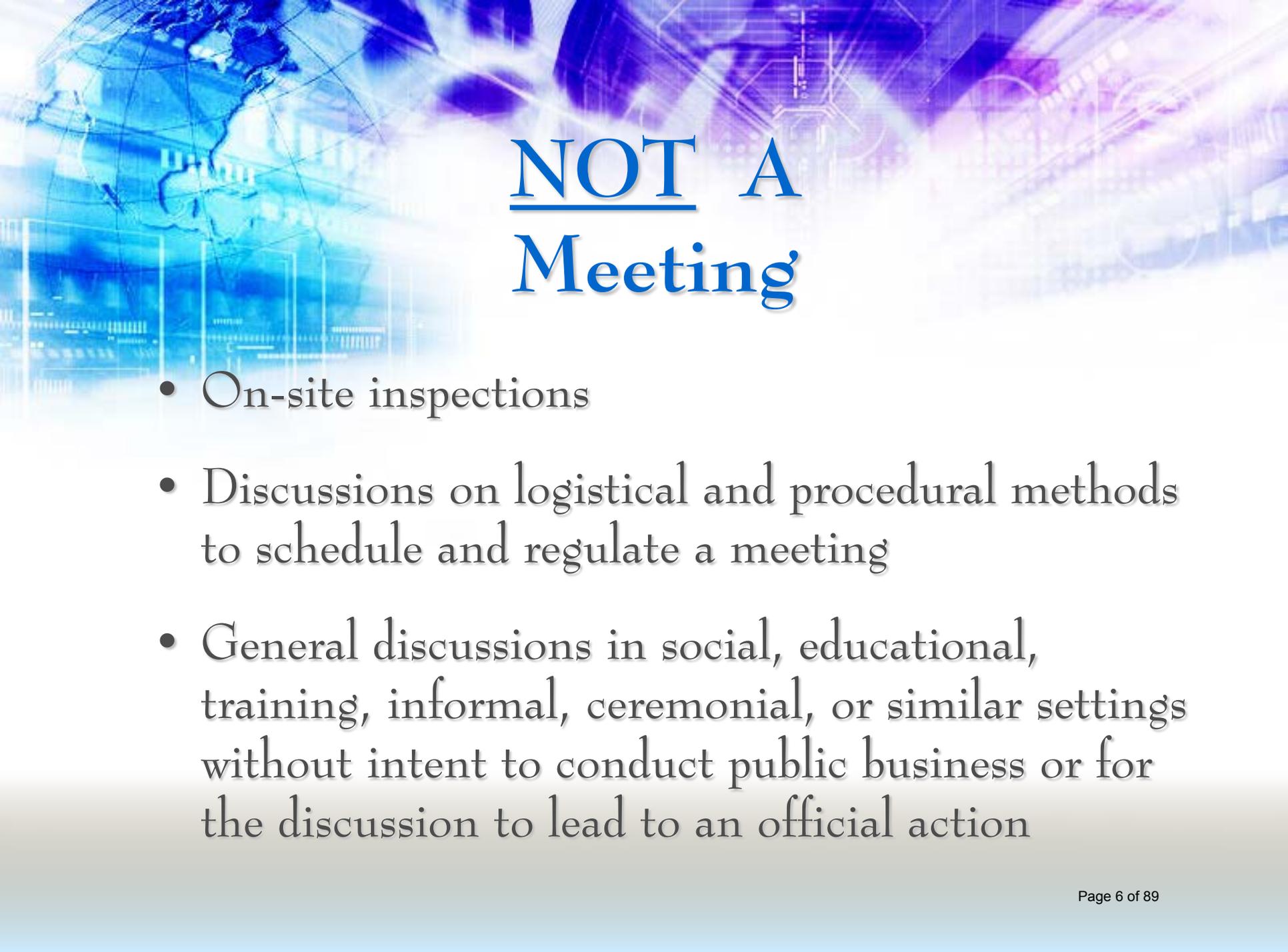
# Applies to:

- All Governing Bodies of public agencies
- Standing Committees of Governing Bodies
- Any Ad Hoc Committee that has a majority of its members being members of a Governing Body
- Any Committee with two or more members of the Governing Body that will make recommendations to Governing Body



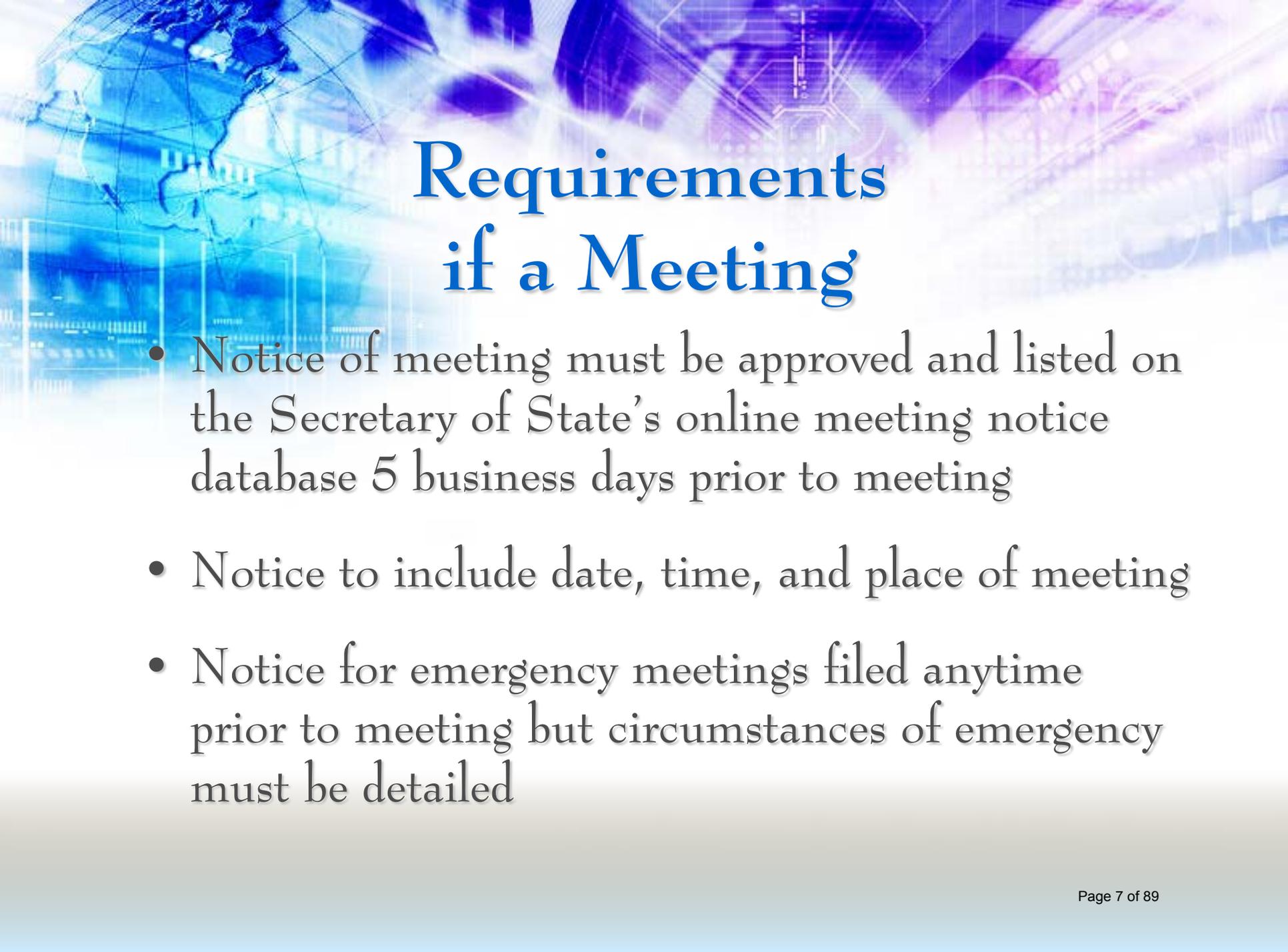
# Meetings Subject to Act

- Any convening of a governing body for which a quorum is required to make a decision or deliberate toward a decision on any matter which results in an official action
- Includes convening of committees that have authority to take action or make recommendations



# NOT A Meeting

- On-site inspections
- Discussions on logistical and procedural methods to schedule and regulate a meeting
- General discussions in social, educational, training, informal, ceremonial, or similar settings without intent to conduct public business or for the discussion to lead to an official action

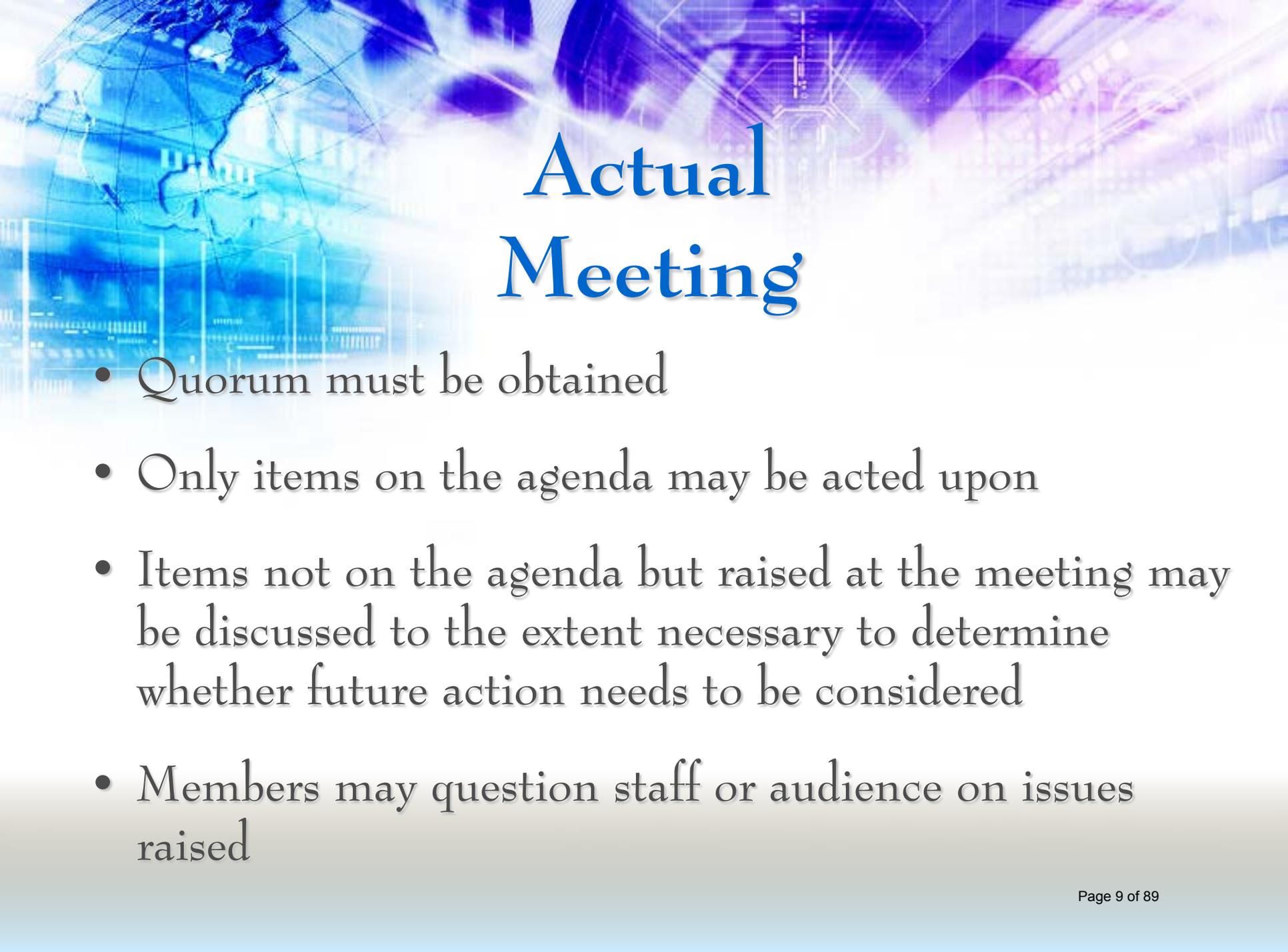


# Requirements if a Meeting

- Notice of meeting must be approved and listed on the Secretary of State's online meeting notice database 5 business days prior to meeting
- Notice to include date, time, and place of meeting
- Notice for emergency meetings filed anytime prior to meeting but circumstances of emergency must be detailed

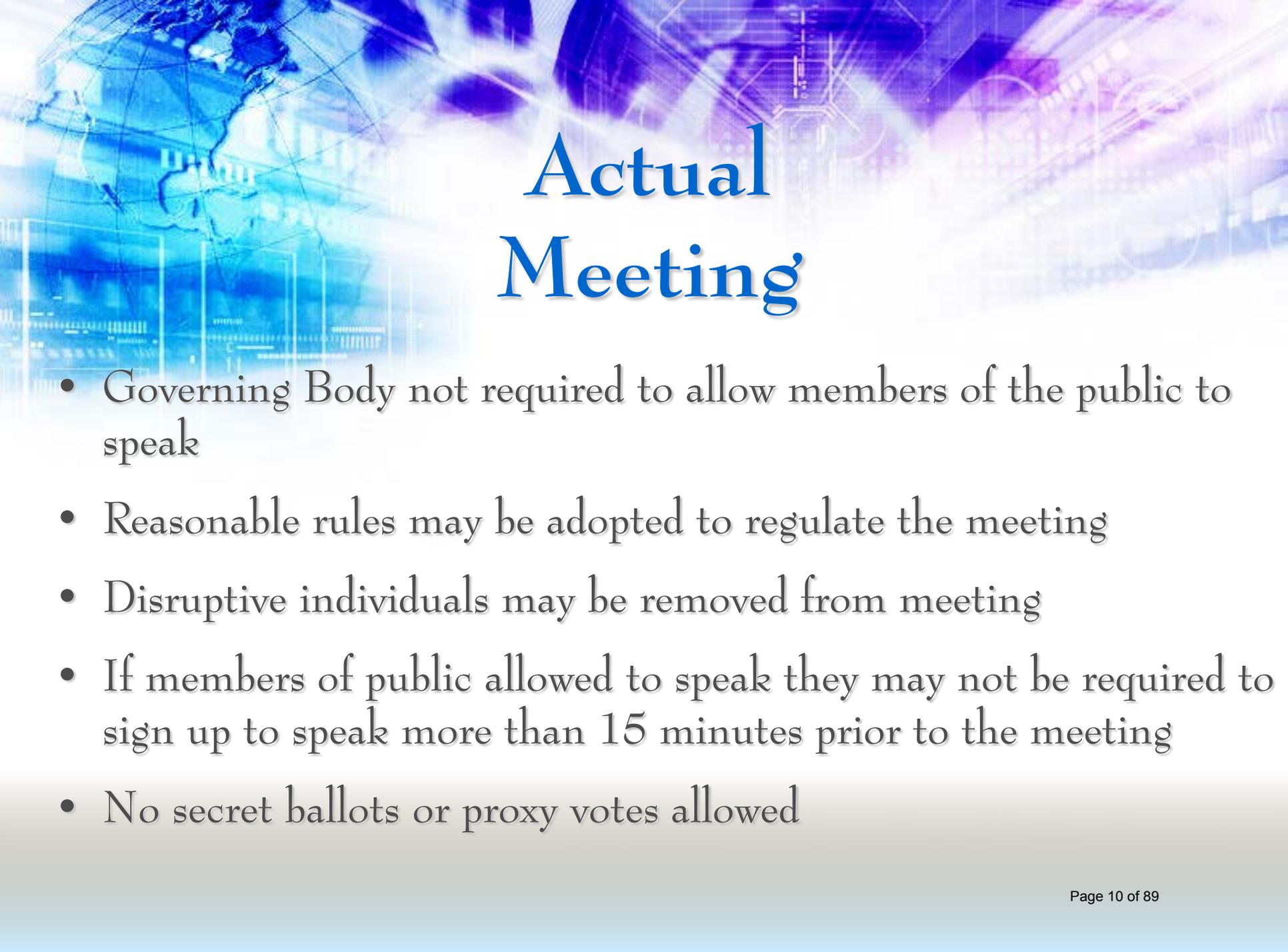
# Agendas

- Agendas must be available to public at least 3 calendar days before meeting
- May be amended prior to meeting if an emergency occurs
- Agenda items must be specific enough for public to be aware of the issues to be discussed
- Vague headings on agenda to be avoided



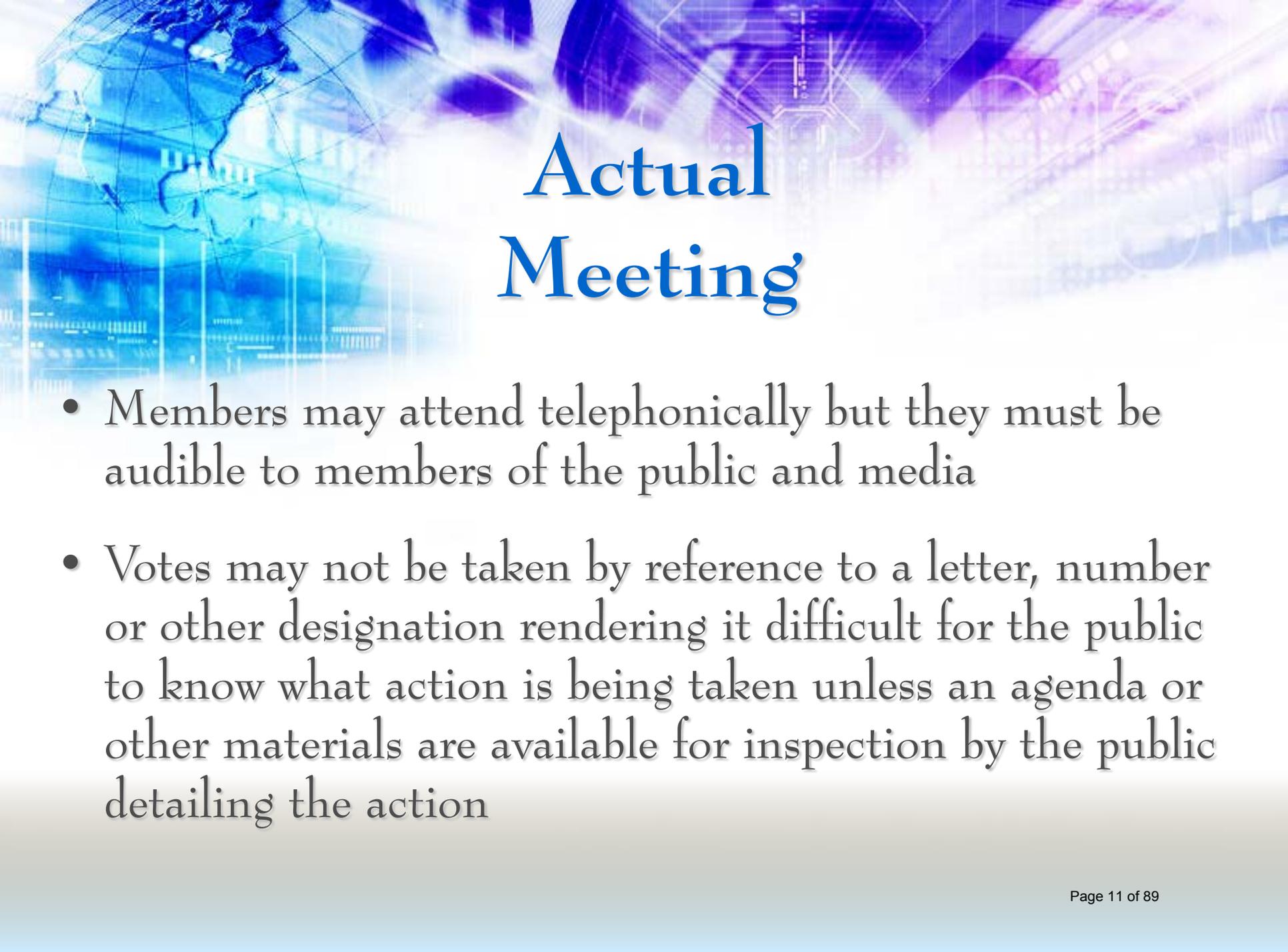
# Actual Meeting

- Quorum must be obtained
- Only items on the agenda may be acted upon
- Items not on the agenda but raised at the meeting may be discussed to the extent necessary to determine whether future action needs to be considered
- Members may question staff or audience on issues raised



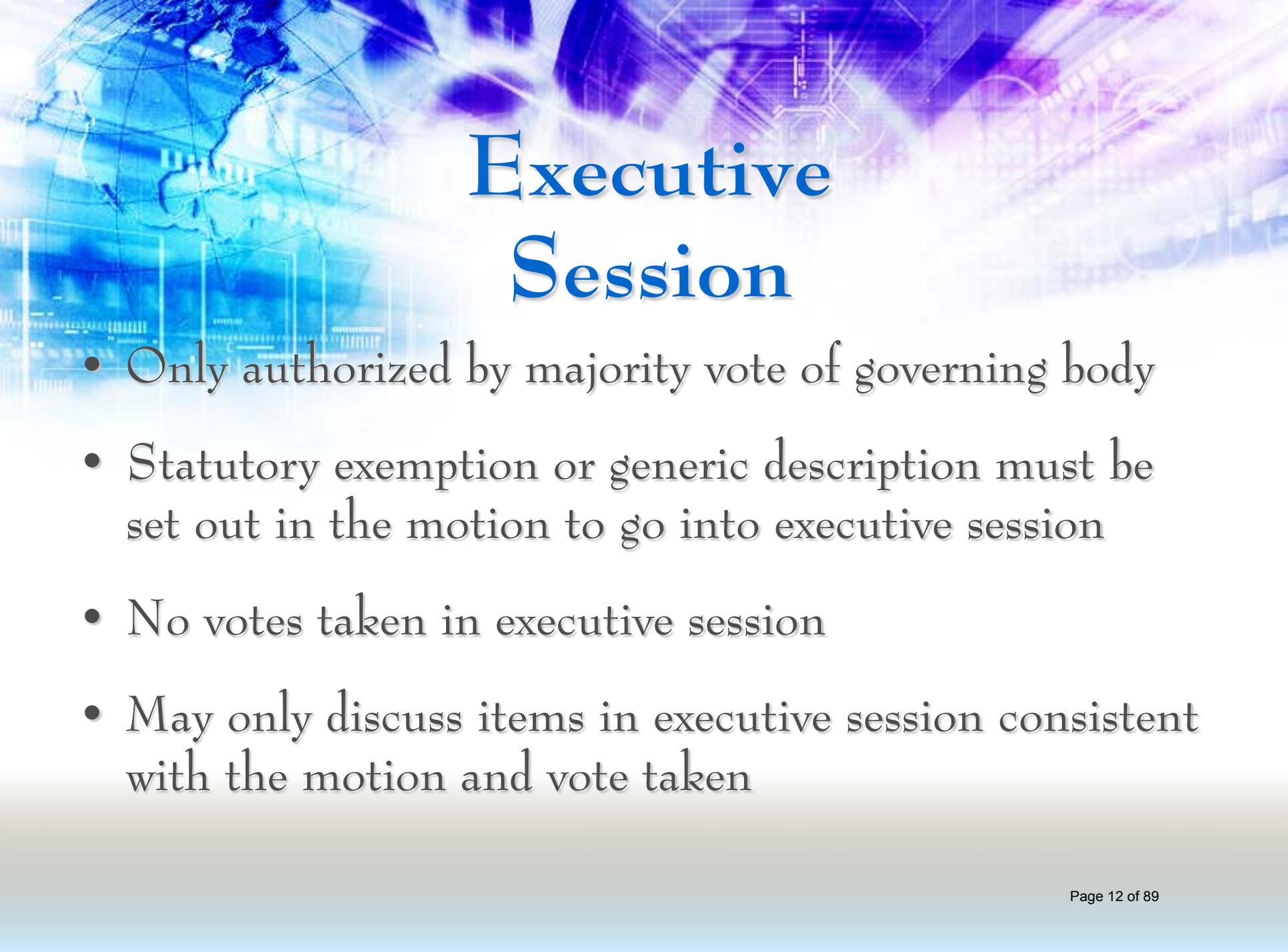
# Actual Meeting

- Governing Body not required to allow members of the public to speak
- Reasonable rules may be adopted to regulate the meeting
- Disruptive individuals may be removed from meeting
- If members of public allowed to speak they may not be required to sign up to speak more than 15 minutes prior to the meeting
- No secret ballots or proxy votes allowed



# Actual Meeting

- Members may attend telephonically but they must be audible to members of the public and media
- Votes may not be taken by reference to a letter, number or other designation rendering it difficult for the public to know what action is being taken unless an agenda or other materials are available for inspection by the public detailing the action



# Executive Session

- Only authorized by majority vote of governing body
- Statutory exemption or generic description must be set out in the motion to go into executive session
- No votes taken in executive session
- May only discuss items in executive session consistent with the motion and vote taken



# Executive Session Exceptions

- Acts of war or civil insurrection
- Personnel matters—but not general personnel policy issues
- Student discipline
- Issuance or revocation of a license
- Physical or mental health of a person
- Material the disclosure of which would constitute an unwarranted invasion of an individual's privacy



# Executive Session Exceptions

- Official investigations relating to law enforcement
- Security personnel or devices
- Matters involving purchases of property, investment of funds, or commercial competition which if made public might adversely affect the state's financial interest
- To avoid the premature disclosure of a honorary degree, prize, or similar award
- Attorney-client privileged communications

# Minutes

- Must be available to public within reasonable time
- Reflect date, time and place of meeting and which members were present and absent
- Contain all motions and their disposition
- If an emergency meeting, or emergency agenda item added, facts and circumstances constituting emergency

# Failure to Comply

- Circuit Court actions may be filed up to 120 days after complained of action taken to enforce compliance or annul a decision
- Willful and knowing violations are a misdemeanor with a fine of not more than \$500
- Subsequent offenses are fines of no less than \$100 nor more than \$1000

## Southern West Virginia Community and Technical College

Committee	President's Activities Report		Date	October 13, 2016
Facilitator	Dr. Bob Gunter		Time	6:00 PM
Location	Chief Logan Lodge and Conference Center			
Key Points Discussed and Action Items				
No.	Date	Action Item(s)	Outcome/Follow-up and Owner	
		<b>Faculty Meetings</b>		
	August 19, 2015	Faculty Convocation Day (Addressed Faculty during lunch)	Presented	
	September 9, 2016	Governance Day – Faculty Senate Quarterly Meeting	Attended	
	September 9, 2016	Governance Day – Campus Directors Meeting	Attended	
	October 5, 2016	Executive Council Meeting	Presented	
		<b>Staff Meetings</b>		
	August 22, 2016	Campus Gazebos & Locking of Doors	Presided	
	August 23, 2016	Recruitment Discussion	Presided	
	August 23, 2016	Grant Information	Presided	
	August 25, 2016	Cabinet Meeting with Dr. Hadsell	Presided	
	August 29, 2016	Recruitment Discussion	Presided	
	August 29, 2016	Theater Fundraising Discussion	Presided	
	September 7, 2016	Dual Credit Discussion	Attended	
	September 7, 2016	Marketing Discussion w/ Melissa Deskins	Attended	
	September 8, 2016	Vice President Meetings	Presided	
	September 13, 2016	President's Cabinet Meeting	Presided	
	September 20, 2016	Classified Staff Council Quarterly Meeting	Presented	
	October 3, 2016	Vice President Meetings	Presided	

Key Points Discussed and Action Items			
No.	Date	Action Item(s)	Outcome/Follow-up and Owner
		<b>Chamber of Commerce/Rotary Club Meetings/Consortium</b>	
	September 13, 2016	Logan County Chamber of Commerce Meeting	Attended
	September 21, 2016	Corridor G Regional Development Authority Board Meeting	Attended
	September 27, 2016	Leadership Southern, Lincoln Primary Wellness Center	Speaker
	October 10, 2016	Southern Mountains Consortium	Presided
	October 11, 2016	Logan County Chamber of Commerce Meeting	Attended
	October 11, 2016	Economic Development Roundtable w/ Congressman Jenkins	Attended
		<b>Campus Visits</b>	
	August 24, 2016	Lincoln Location	Visit
	September 15, 2016	Boone/Lincoln Campus	Visit
	September 22, 2016	Tour Logan Downtown & Bell Road Mine Academy Facilities	Visit
	October 5, 2016	Wyoming/McDowell Campus	Visit
		<b>Individuals Meet/Greet</b>	
	August 22, 2016	Mr. Charles Porter – Fire Fighter & Paramedic Training	Attended
	August 25, 2016	Dr. Carl Hadsell – Initial Meeting	Presided
	August 30, 2016	Mr. Rankin – Abandoned Land Mine Grant Opportunity	Attended
	August 30, 2016	Mr. Dave Buck/Mr. Gary Holeman – Ellucian Status Update	Attended
	September 1, 2016	Mr. Jake Hunt – Workforce Training Update	Attended
	October 5, 2016	Mr. Bill Young, Ellucian VP/Mr. Gary Holeman	Attended
	October 12, 2016	Ms. Nina Bello, Senior Produce of Front Page	Phone

Key Points Discussed and Action Items			
No.	Date	Action Item(s)	Outcome/Follow-up and Owner
		<b>Other</b>	
	August 17, 2016	Community and Technical College Advisory Committee (CTCAC)	Attended
	August 18, 2016	WV Council for CTC Education	Attended
	August 25, 2016	POWER Grant Press Conference – Huntington, WV	Attended
	September 12, 2016	Mine Academy Meeting	Presided
	September 12, 2016	News Conference to Celebrate “Infant Safe Sleep Month”	Attended
	September 14, 2016	New DOL Minimum Salary & Overtime Rules Impact Report	Attended
	September 15, 2016	Joint CTC Consortium Meeting – South Charleston, WV	Attended
	September 18, 2016	Williamson Community Appreciation Day	Attended
	September 19, 2016	SCP-2875 Discussion	Presided
	September 19, 2016	Hatfield McCoy Trails ARC Grant Conference Call	Participated
	October 6, 2016	4 <sup>th</sup> Annual Mike McGraw Memorial Scholarship Golf Classic	Attended
		<b>Grants Activity</b>	
	September 19, 2016	ARC POWER H&M Coaching & Training Oversight Board	Attended
	September 19, 2016	Mr. Chris Avery, Senior Advisor, NCSE – ARC POWER Grant	Participated
		<b>Planned Activities – October 2016</b>	
	October 17, 2016	President’s Cabinet	
	October 19, 2016	Community and Technical College Advisory Committee	
	October 20, 2016	WV Council for CTC Education	
	October 26-28, 2016	American Association of Community Colleges, ATE Conference	

# Workforce and Community Development Unit

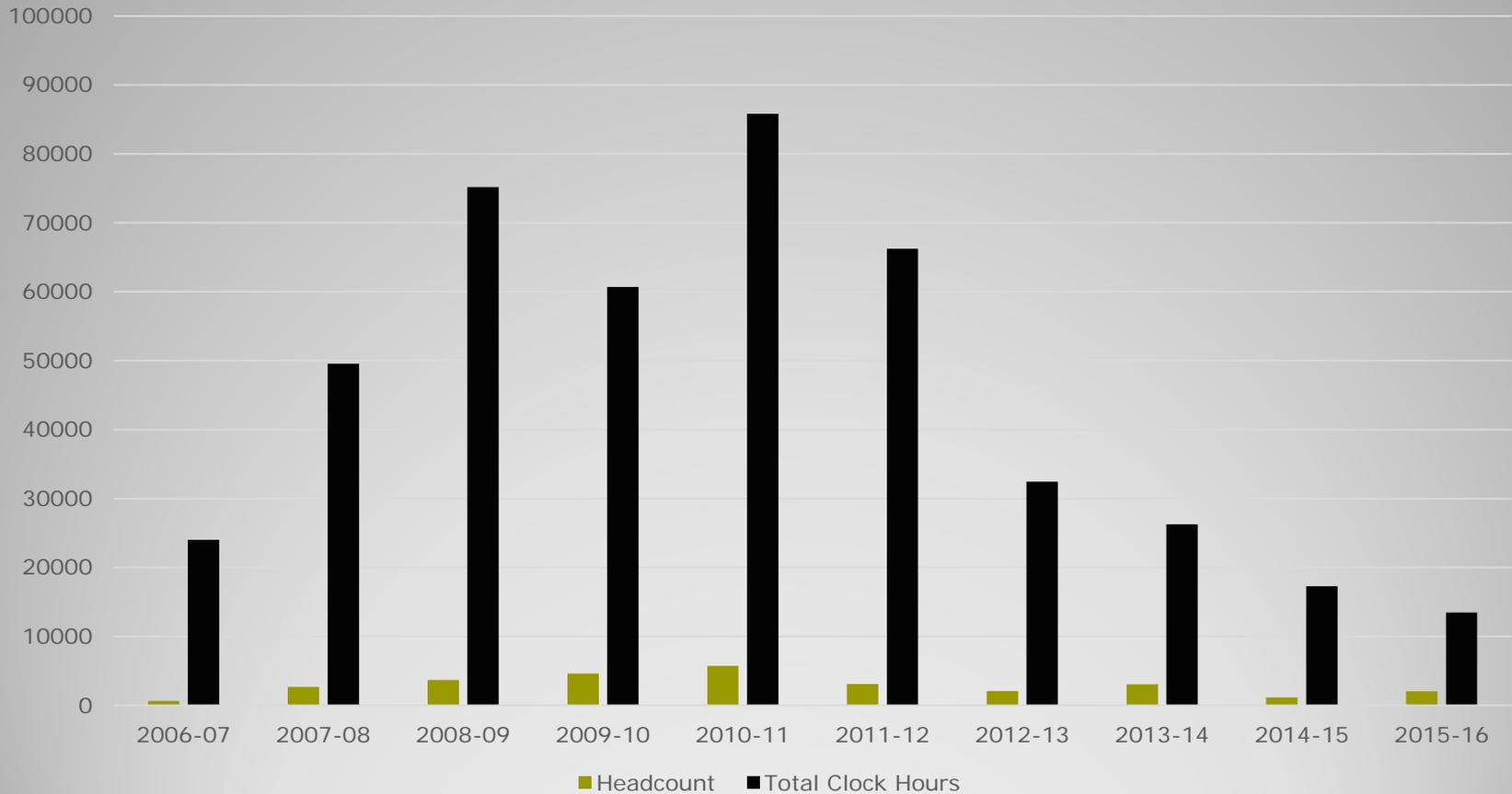
Presentation to Southern West Virginia  
Community and Technical College  
Board of Governors

October 13, 2016

## Areas of Responsibility:

- ❖ Academy for Mine Training and Energy Technologies
- ❖ TAACCCT 3 Grant – Transformational Leader Jackie Whitley
- ❖ Community and Leadership Development
  - Appalachian Leadership Academy-Cotiga Fellows
- ❖ Workforce and Continuing Education

# Training Data



## Academy for Mine Training and Energy Technologies – Training Statistics

# Training Activities in 2015-2016

- Underground and Surface Apprentice
- Annual Retraining
  - Underground
  - Surface
  - EMT-M
  - Foreman
  - Electrical
- Electrical Apprentice
- Fire Brigade
- National Incident Management Systems (NIMS)

- ❖ Haile Gold in Kershaw, SC – May 2015 to July 2016
  - Heavy Equipment Simulator Lease and Training
    - 79 Employees
    - 2,081.5 Training Hours
  
- ❖ WVU - Manufacturing Extension Partnership (MEP)
  - Implementation of partnership agreement between WVU and WV Division of Energy – December 2015
    - Three Workshops – 18 companies

# Bridging the Gap

## US DOL TAACCCT 3 Grant

Purpose: Bridge skill gaps in high job demand fields of energy (oil, gas, and electrical distribution), manufacturing, information technology, and the construction trades.

- Includes:
- > Stackable credentials
  - > Co-curricular model-development education (math/English), with support
  - > Student support in target programs
  - > Prior learning credit
  - > Implementation of data analytics
  - > New programs – mechatronics and welding
  - > Modify existing programs – information technology and electrical engineering technology
  - > Sector partnership – employer engagement

**TAACCCT 3 Grant – Bridging the Gap**

# Program Enrollment

Spring/Summer/Fall 2014

2015

2016

Mechatronics – AAS	N/A	11	29
Mechatronics – CAS	N/A	1	3
Welding – AAS	0	18	33
Welding – CAS	1	5	7
EET – AAS	70	58	77
EET – CAS	7	6	3
IT - AAS	58	37	72
IT – CAS	4	3	2
Occupational Development- Apprenticeship – AAS Unilin	5	5	3
Total	145	144	229

## Successes:

- ❖ Full and early implementation of co-curricular model with supporting success data
  - Model has been presented at state and national conferences
- ❖ Two new technical programs equipped with state-of-the-art trainers and equipment
- ❖ Double enrollment in information technology (IT)
- ❖ Intensive student support services
  - 132 student participants in intensive Beacon student support services

# Appalachian Leadership Academy

(Williamson Campus)

Cotiga Development Company is a proud sponsor of the Appalachian Leadership Academy.

The mission of the Appalachian Leadership Academy is to identify Southern students with outstanding character and prepare them with the leadership and diversity skills needed to serve as engaged, conscientious citizens as they enter the business, political, and academic world.

- Sixteen students currently enrolled
- Complete four, three-credit hour courses in leadership
- Engage in community development projects within community organizations

**Community and Leadership Development**

# Grants

- ❖ US Department of Labor/Workforce WV –  
(\$4+ million) Still Pending
  - Training focuses in construction, transportation, and process technology.
  
- ❖ ARC POWER Grant –Hatfield McCoy Trail System's - Southern Coalfields Sustainable Tourism & Entrepreneurship Project  
(\$1,372,275 million – Southern-\$750,000)
  - Establish an entrepreneur Coaching and Training Program
  - Awarded on August 24, 2016

## Workforce and Community Development

## **GRANTS** (continued)

- ❖ ARC POWER Grant - West Virginia University  
Logging Industry Training  
(Pending)
- ❖ ARC POWER Grant - Wise County Virginia  
Development Authority – Commercial Drone  
Training  
(Eliminated from 1<sup>st</sup> round – 2<sup>nd</sup> round pending)
- ❖ Robert C. Bird Institute – AST2 STORM  
(Applied Systems and Technology Transfer) –  
Manufacturing/ Mechatronics/ Welding  
(Submitted September 2016)

## **GRANTS** (continued)

- ❖ ARC POWER - Gas Technology Institute, Pittsburgh, PA – Pipeline/Utility Training  
(Submitted – Not awarded)
  
- ❖ ARC POWER Technical Assistance Grant – PRIDE, Inc. – Building/Construction Trades  
(Pending)

# Meeting the Challenge: MASTER PLAN

## Fulfilling the Vision: 2015 – 2020

Measures	15-16	Baseline	16-17	17-18	18-19	19-20
a. Training contact hours delivered	17,093	36,239	38,051	39,863	41,675	43,487
c. Workforce skill sets awarded	2,072	2,878	3,022	3,166	3,310	3,454
d. Employers served	28	38	44	50	56	62
e. Regional sector-based partnerships (cumulative)	1	---	1	1	1	3
f. Entrepreneurship education (cumulative)	3	---	3	3	4	10

## Unit Goals 2016-17

- ❖ Implement entrepreneurial courses and programs in partnership with Hatfield McCoy Trail System's ARC POWER grant
- ❖ Plan and implement craft brew workshops and courses
- ❖ Continue support and partnership with WVU-Manufacturing Extension Partnership to work with mine support businesses and manufacturers on training, diversification, retention, and/or expansion;
- ❖ Expand continuing education and training options for all industry sectors;
- ❖ Evaluate possible implementation of transportation program;
- ❖ Continue work with economic development authorities on regional initiatives.

# Action Items

**-Southern West Virginia Community and Technical College  
Board of Governors  
Meeting of August 16, 2016  
6:00 p.m.  
2900 Dempsey Branch Road, Room 428, Building C  
Mount Gay, West Virginia and by Teleconference**

**DRAFT MINUTES**

**Board Members Present:** Thomas Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary (phone); F. Raamie Barker; Jada Hunter, Russell Saunders, Faculty Representative; Kevin Zachary; George Kostas (phone)

**Board Members Absent:** Virginia Stepp, Classified Staff Representative

**College Staff Present:** Robert Gunter, President; Allyn Sue Barker, Jack Dilbeck, Ronald Lemon, Samuel Litteral, Gary Holeman, David Lord, Carol Howerton, Emma Baisden (Recorder)

**Guest:** Tanya Gunter

**1. Call to Order:**

Chair Heywood, declared a quorum present and convened the meeting at 6:00 p.m. He welcomed Mrs. Gunter to West Virginia and to Southern West Virginia Community and Technical College.

**2. Call for Public Comments to the Board of Governors**

Chair Heywood called for public sign-ups for comments to the Board. No signatures were recorded.

**3. Introduction of Vice President for Academic Affairs**

Chair Heywood called upon President Gunter to introduce Southern's new Vice President for Academic Affairs, Dr. Jack Dilbeck. President Gunter introduced Dr. Dilbeck to the group and said it was a pleasure to welcome him to Southern West Virginia Community and Technical College.

Dr. Dilbeck served as a Dean at Elizabethtown Community and Technical College in Elizabethtown, Kentucky from June 2006 to June 2016. He had management responsibilities for the Fort Knox Campus, Off Campus Services, Institutional Effectiveness/Research, Web Services, and the adult education centers in Grayson, Meade, Nelson and Washington counties. Active in his community, he served as a member of the Hardin County Chamber of Commerce Board of Directors, a member of Hardin County United, and a member of the Association of the United States Army (AUSA).

Previously, Dr. Dilbeck served as the Business Division Chair and Associate Professor of Business at Ivy Tech Community College of Indiana from August 1996 to June 2006. His credentials include a Ph.D. in Higher Education Leadership from Indiana State University, a Master of Business Administration (M.B.A.) with an emphasis in management from Webster University, and a Bachelor of Business Administration (B.B.A.) from McKendree

University. President Gunter informed the group that Southern had received a good sampling of candidates for this position and Dr. Dilbeck rose quickly to the top as the top candidate. Chair Heywood also welcomed Dr. Dilbeck to Southern. Dr. Dilbeck is settling into his new home in the Williamson area.

#### **4. President's Report**

- 4.1 Dr. Gunter announced the annual Board of Governors Retreat will be held at Chief Logan Lodge and Conference Center, October 13-14, 2016.
- 4.2 President Gunter is very pleased to announce that through the efforts of many employees, Southern's Headcount is 1,571 students which is 14 students higher than in Fall 2015 for the second day of classes, and the current FTE is 41.2 more than in Fall 2015. Our finances are tied to enrollment and enrollment is tied to all of our successes. This is an early indicator which may appear to be small, but it appears that we have stopped the enrollment decline. Dr. Gunter has many different initiatives and plans for the upcoming year to try to turn the enrollment trend around. One of his goals is to increase enrollment to 2,000 by 2020 which would be an increase of almost 500 students.
- 4.3 A final walkthrough of the Williamson National Guard Armory was conducted by Southern's administration and representatives from the Adjutant General of West Virginia's office on July 14, 2016. President Gunter informed Board members that Southern has officially taken possession of the facility. He stated that the Academy for Mine Training and Energy Technologies will move into the facility, and if funded, the Agribusiness program will be housed there. President Gunter has plans to offer intramural sports at the Armory in an effort to attract some students who are more on the athletic side to enroll at Southern.
- 4.4 President Gunter, Vice President Allyn Sue Barker, and Professor Carol Howerton participated in the West Virginia Department of Agriculture's Aggregation Project in Huntington, West Virginia, on June 28. The West Virginia Commissioner of Agriculture, Walt Helmick, is identifying a spot in every economic region across the state to place an aggregation project. They met with Commissioner Helmick to specifically discuss with him the ARC POWER grant that Southern is writing. The Farmer's Market at Chapmanville, West Virginia, has been vacant for several years. Commissioner Helmick will allow Southern to operate, run, and use the facility as part of a co-op and internship for training purposes in our Agribusiness program. He will also build for Southern's use a Greenhouse high tunnel.
- 4.5 Dr. Carl Hadsell of the Center for Entrepreneurial Studies and Development, will conduct a year-long study of Southern to determine how we can change the culture of who we are and move us to a more student-centric type culture across all campuses of the institution. Dr. Hadsell will develop a plan to move us toward a much more flexible community in an effort to increase enrollment in our programs. He will visit early next week with the President and Vice Presidents, and will then

move to interviewing various staff, students, and faculty to come up with a snapshot picture of where we are at this point in time. He will develop an overall plan to make a number of presentations over the next year to help move Southern in a new direction. Dr. Hadsell will be on the Retreat agenda to present his plan to the Board of Governors. He may want to interview some Board members to add to the snapshot picture.

- 4.6 Carol Howerton has volunteered to initiate a Student Ambassador Program at Southern. She will make a presentation to invite other faculty and staff members to become advisors. Hopefully, we will be able to tie this program into tuition and scholarships.

**5. Financial Report**

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated July 31, 2016 to Board members. Mr. Litteral stated that it's early in the year and the numbers reflected on the report are not of great importance. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. Mr. Litteral informed the group that he has been preparing statements for the annual financial audit and Southern is in better financial condition than he first thought. Southern's students borrow very few loans as compared to other community and technical colleges around the state. Auditors from the accounting firm of Suttle and Stalnaker will be on campus the week of September 26<sup>th</sup> to conduct the financial audit. The audit results will be presented to the Board at its December 2016 meeting.

**6. Development Office Annual Report**

Vice President for Development, Ronald Lemon, presented a PowerPoint Presentation to the Board which highlighted fundraising efforts to date. Overall contributions from all sources since July 1, 2004, exceed more than \$18 million. The Southern West Virginia Community College Foundation will hold its fourth annual Mike McGraw Memorial Scholarship Golf Classic on October 6, 2016 at Twin Falls State Park. All proceeds of the tournament will provide assistance to Wyoming County residents who want to pursue an education at Southern West Virginia Community and Technical College. Since 2007, the Foundation has awarded more than \$2.5 million in scholarship assistance. Employee contributions exceed \$250,000 since the inception of Vision 2020. Mr. Lemon stated that his office has seen a 40% increase in scholarship applications for the 2016-2017 academic year. As a fund raiser for scholarships, the College and Foundation, in conjunction with the Tug Valley Road Runners Club, will hold its first Southern Harvest Half Marathon and 5K Run on Saturday, November 19, 2016. The event starts and finishes on the parking lot of Southern's Williamson Campus.

**7. Emergency Preparedness Update**

Mr. David Lord, Director of Wyoming/McDowell Campus Operations, informed Board members that Southern began its Emergency Preparedness Program in 2014. He presented Southern's Emergency Plan to Board members and provided an update on accomplishments, ongoing activities, and the next steps of the Campus Crisis Management Teams. Mr. Lord encouraged the new Board members to enroll in the Southern Alerts Notification System to receive notifications regarding emergencies and inclement weather

situations for the college.

## 8. Action Items

### 8.1 Request for Approval of June 21 and July 19, 2016 Board Minutes

**MOTION:** Jada Hunter moved to accept the June 21 and July 19, 2016 Board meeting minutes as presented.

**ACTION:** Russell Saunders seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and the minutes approved.

### 8.2 Request for Approval of Annual Institutional Textbook Affordability Report

**MOTION:** Wilma Zigmond moved to approve the following resolution:

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

**ACTION:** Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and the report approved.

### 8.3 Request for Approval by BOG and Submission to Chancellor

#### 8.3.1 SCP-1230, *Firearms, Weapons, and Explosives Policy*

**MOTION:** Jada Hunter moved to approve the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1230, *Firearms, Weapons, and Explosives Policy*, for submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

**ACTION:** Kevin Zachary seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and the policy approved.

#### 8.3.2 SCP-1750, *Tobacco and Smoke-free Campus Policy*

**MOTION:** Jada Hunter moved to approve the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1750, *Tobacco Usage Policy*, as amended and change its title to *Tobacco and Smoke-free Campus Policy*, AND

*FURTHER RESOLVED*, That the Board extends the policy's effective date to July 1, 2017, to allow an interim period for notification to faculty, staff, students, and the general public that Southern will become a tobacco-free campus effective July 1, 2017.

**ACTION:** George Kostas seconded the motion. The vote was 3 yea (Hunter, Kostas, Zigmond) - 3 nay (Barker, Saunders, Zachary). Chair Heywood broke the tie with a yea vote. The motion carried and the policy was approved.

### **8.3.3 SCP-2171, *Professional and Educational Requirements for Faculty***

**MOTION:** George Kostas moved to approve the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2171, *Professional and Educational Requirements for Faculty*, and its submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

**ACTION:** Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and the policy approved.

### **8.3.4 SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy***

**MOTION:** Wilma Zigmond moved to approve the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval SCP-4356, *Financial Aid Recipient - Change in Enrollment Policy*, for submission to the Chancellor for Community and Technical College Education following the required 30-day public comment period.

**ACTION:** Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and the policy approved.

## **8.4 Request for Approval to Release Policies for 30-day Public Comment**

### **8.4.1 SCP-1010, *Use of Alcoholic Beverages on Campus***

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1010, *Use of Alcoholic Beverages on Campus*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**ACTION:** Kevin Zachary seconded the motion. The motion carried unanimously,

and Chair Heywood declared the motion adopted.

#### **8.4.2 SCP-2875, *Workload Requirements for Full-time Faculty***

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2875, *Workload Requirements for Full-time Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

The motion by Vice Chair Zigmond failed due to the lack of a second.

Chair Heywood approved a request by Board Member Barker to reconsider Item 10.4.2 on Vice Chair Zigmond's motion to adopt a resolution granting approval for distribution of SCP-2875 for a 30-day comment period.

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2875, *Workload Requirements for Full-time Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**ACTION:** Raamie Barker seconded the motion. The motion carried unanimously, and Chair Heywood declared the motion adopted.

#### **8.4.3 SCP-3200, *Awarding College Credit for Prior Learning***

**MOTION:** Raamie Barker moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for advancement of the aforementioned policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**ACTION:** Russell Saunders seconded the motion. The motion carried unanimously, and Chair Heywood declared the motion adopted.

## **9. Discussion Item**

### **9.1 Review of 2012-2015 Board of Governors Strategic Goals**

President Gunter presented Board members with a draft of their 2012-2015 Strategic Goals which he had revised to go forward to 2020. His plan is to expand on a number of the existing strategic goals and develop action items with action verbs to move the college

forward. He informed the group that he will hold a 1½ - 2-hour workshop during the October Retreat to explore specific goals that Board members can work on to move the College forward. He requested for members to be thinking about specific action written statements to go with grants and student-centric programs which are listed under Item 9 on the sheet he distributed.

President Gunter also distributed the draft Institutional Strategic Goals and Priorities Chart he had prepared for the Board's review. He believes that he can increase enrollment to 2,000 by 2020, and requested that Board members review the existing goals and to help move the institution forward. Chair Heywood stated that the Board must set the vision for the College, and at the October Retreat they would work on setting their Strategic Goals for 2016 - 2020. He encouraged members to digest what had been presented by President Gunter.

**10. Informational Items:**

**10.1 Institutional Policies Approved by Chancellor Tucker**

1. SCP-1001, *Records Retention Policy*, and SCP-1001.A, *General Records Retention Schedule*
2. SCP-2226, *Faculty Incentive Pay Program*; SCP-2226.A, *Faculty Incentive Pay Program Criteria and Application Guidelines*, and SCP-2226.B, *Faculty Incentive Pay Program Agreement Form*
3. SCP-5620, *Traffic and Speed, Flow, and Parking Regulations Policy*

**10.2 Institutional Rule Making Report**

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

**11. Adjournment**

There being no further business, Chair Heywood declared the meeting adjourned at 9:08 p.m. The next Board of Governors business meeting is scheduled for Thursday, October 13, 2016 beginning at 6:00 p.m. The meeting will be held at Chief Logan Lodge and Conference Center, Logan, West Virginia.

---

Thomas A. Heywood, Chair

---

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

**DRAFT**

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 13, 2016**

**ITEM:** Request to Table Action on SCP-2875, *Workload Requirements for Full-time Faculty*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors table action on SCP-2875, *Workload Requirements for Full-time Faculty*, to allow ample time for review of comments received.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

At its August 16, 2016 meeting, the Southern West Virginia Community and Technical College Board of Governors authorized release of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended September 16, 2016. Seven (7) comments were received at the end of the comment period.

Based upon the comments received and the recommendation of the President's Cabinet, the staff recommends that the Board postpone action on the proposed revisions to SCP-2875, *Workload Requirements for Full-time Faculty*, to provide ample time for review of constituent comments and recently discovered administrative matters which need to be rectified. With the affirmative action of the Board, the President's Cabinet will revisit the documented concerns and recently discovered administrative matters to provide remedies. Based upon the outcome of this review, a modified draft proposal will be brought forward to the Board at its December 13, 2016 meeting for consideration for release for an additional 30-day public comment period.



# M E M O R A N D U M

**TO:** \*Persons Commenting on SCP-2875

**FROM:** Robert E. Gunter, Ed.D.   
President

**DATE:** October 3, 2016

**SUBJECT:** Response to Comments Received on Proposed Changes to SCP-2875,  
*Workload Requirements for Full-time Faculty*

On behalf of the Board of Governors, thank you for your input on the proposed changes to SCP-2875, *Workload Requirements for Full-time Faculty*, during the 30-day comment period which ended September 16, 2016. Each comment received was logged into our record system, reviewed, and discussed within the President's Cabinet. A compiled list of the comments received is attached to this memo and will be included in the Board's October 13, 2016 Agenda Book.

Based upon the comments received and the recommendation of the President's Cabinet, I will request for approval from the Board at its next meeting to postpone action on the proposed policy to provide ample time for review of constituent comments. With the affirmative action of the Board, the President's Cabinet will revisit the documented concerns and recently discovered administrative matters to provide remedies. Based upon the outcome of this review, a modified draft proposal may be brought forward to the Board at its December 13, 2016 meeting for consideration for release for an additional 30-day public comment period.

I appreciate your support as Southern West Virginia Community and Technical College continues to grow and provide valuable educational opportunities to the citizens of our region. Your role in that effort is greatly appreciated.

REG:elb

**Attachment:** Comments Received on Proposed Changes to SCP-2875, *Workload Requirements for Full-time Faculty*

**cc:** Susan Baldwin  
Tahnee Bryant  
Steven Hall  
Kimberly Hensley (2 comments)  
Carol Howerton  
Mindy Saunders

**POLICIES APPROVED BY BOARD OF GOVERNORS FOR 30-DAY COMMENT PERIOD**  
**Comment Period: August 17, 2016 – September 16, 2016**

**2. SCP-2875, Workload Requirements for Full-time Faculty and Instructional Specialists**

Date Received	Comments	Revisions to Policy Proposal
08/29/2016 Comment 1	Insert the word “and” between the words “rank is” in Section 3.3 [Bruce Walker, General Council, HEPC]	Revised 3.3 as recommended.
09/13/2016 Comment 2	<p><u>Issue:</u> I made a typographical error on the policy under section 4.1 Class Load in the editing of the original policy in the statement “Each laboratory hour shall equal .3334 credit hours”. In discussion with Division of University Transfer Administrative Assistant on the conversion of lab hours for credit I had been given the 1.3334 for a 2 hour credit lab. During the September Governance day I discovered that in the editing of the policy revisions for one credit hour rate (.6667) was not included and the 1 was omitted off the 1.3334 rate as well leading to some discussion and confusion.</p> <p>The original intent was to identify the rate used for traditional lab courses that were identified as such and currently use that conversion rate. However many other programs classify lab/clinical hours differently according to their accreditation and other teaching methods and these rates vary.</p> <p><u>Solution/Justification:</u> After discussion and feedback I believe the statement “Each laboratory hour shall equal .3334 credit hours” should be removed. The “or their equivalent” covers the lab hours and equivalencies are developed by each program area and for each course depending on the teaching methodology. Removal of the phrase does not impact the intent of the policy revisions or the processes currently being used to calculate total load for faculty and instructional specialist.</p> <p>Carol Howerton  Coordinator of Distance Education  NSF Grant Principal Investigator/Project Director  Professor Information Technology</p>	

Date Received	Comments	Revisions to Policy Proposal
<p>09/14/2016 Comment 3</p>	<p>September 12, 2016</p> <p>To: Southern WV Community and Technical College Board of Governors From: Southern WV Community and Technical College Faculty Senate Re: SCP 2875- Workload requirements for full time faculty and instructional specialists</p> <p>As the chair of Southern's Faculty Senate, I write to offer comments regarding SCP 2875.</p> <p>The policy as written is not consistent with the contracts currently issued to Instructional Specialists.</p> <p>The indicated lab hours for Science and Allied Health faculty underrepresent the actual time spent at those lab duties. We think this portion of the policy needs particular attention.</p> <p>Office hour guidelines for fully online and hybrid course faculty are not clearly stated.</p> <p>The current policy as written seems to severely limit allowed course overloads</p> <p>Sincerely,</p> <p>Susan Baldwin Chair, Faculty Senate Southern WV Community and Technical College</p>	
<p>09/14/2016 Comment 4</p>	<p>T0: Southern WV Community and Technical College Board of Governors</p> <p>FROM: Kimberly Hensley, Associate Professor</p> <p>RE: SCP 2875- Faculty Load</p> <p>Sirs:</p> <p>"This policy has many structural issues that need more time to be fully addressed in an all faculty meeting face to face meeting."</p>	

Date Received	Comments	Revisions to Policy Proposal
<p>09/15/2016 Comment 4 Continued</p>	<p>Yes, I'll be glad to expand on this. I'm grateful to get the opportunity to comment on it.</p> <p>Section 4.1 it refers to lab time; "Each laboratory hour shall equal .3334 credit hours." In the science department our labs are 1 hour and 50 minutes, not counting the preparation time or tear down time. Currently we receive for 1.5 credit hours of load per every 1 hour 50 minutes of lab contact time with students. I believe this was an oversight and not what was intended.</p> <p>Section 6 discusses office hours. It does not deal with travel time. The past precedent has been that travel time can count for office hours. We want to make sure that students get office hours, while not placing an undue burden on those faculty members who are traveling. We need to have discussion to give recommendations as to how best to handle this.</p> <p>We all have unique experiences and can't know all the different schedules, preps, etc. that are worked and need to be addressed in the policy. Getting together to discuss this policy would allow us to "catch" situations and come up with plans that otherwise may be missed.</p> <p>Thanks so much for the opportunity to comment. Hope you have a great day, Kim</p>	

Date Received	Comments	Revisions to Policy Proposal
<p>09/15/2016 Comment 5</p>	<p>The BOG might consider adding SCP-2375 Home Campus Assignment and Campus Requirements for Faculty to the reference section. SCP-2375 section 6.5 notes, "A faculty member with multi-campus teaching assignment may deduct the travel time between campuses up to a maximum of three hours per week." The reference to this policy or a direct inclusion of this language may be a helpful addition to Section 6, General Provisions.</p> <p>The BOG might consider adding SIP-3600 Faculty Office and Class Schedule to the reference section. SIP-3600 notes, "As a guideline, faculty teaching typical lecture classes shall schedule a minimum of 7 ½ office hours per week." Neither this procedure nor SCP-2875 addresses any alternate manner by which faculty with partial on-line teaching assignments may schedule their 7 ½ office hours. Current practices vary. A possible solution to addressing office hour distribution for faculty with partial on-line loads is to use the same guidelines as those concerning multi-campus assignments. That is, faculty whose teaching schedule is partially on-line may serve one on-line office hour for each on-line course taught up to a maximum of three hours per week. Guidelines addressing office hours for faculty with partially on-line teaching assignments might be added to section 4.2 of SCP-2875. Additionally, such guidelines would impact section 6.1.</p> <p>From Section 4, 4.1, the BOG might consider striking the statement, "Each laboratory hour shall equal 0.3334 credit hours." The first sentence of 4.1, "Class Load-Full-time faculty course load shall be fifteen (15) credit hours or their equivalent per semester,..." provides the opportunity for equivalencies. These equivalencies vary according to accreditation standards within programs and by division. An alternate approach to removing the specific reference to University Transfer laboratory courses would be to instead specific the equivalencies used for every course, department, or division in which a laboratory course or clinical experience is identified.</p> <p>As always, I appreciate the opportunity to provide feedback.</p> <p>Thanks, Mindy</p>	

Date Received	Comments	Revisions to Policy Proposal
09/15/2016 Comment 6	<p>I wish to comment on SCP-2875 as an Instructional Specialist for Southern WV Community and Technical College. I am honored to be part of this institution and work daily to promote Southern’s vision and mission. I have no issue working 37.5 hours a week, 12 months a year, for me that is normal. However, I do not understand and will be greatly impacted by this proposed change regarding class loads. I have always carried a full-time class load in the Fall and Spring as well as in the Summer. In addition to my full-time class load I have carried overloads. I want the overloads, and depend on that income. The proposed change to policy SCP-2875 will impact this. I will now have to carry an additional 3 hours to be considered full-time, which in turn impacts my overloads. I understand that there are reasons and rationales as to why this proposed change has come to be; but for me this change is a negative as opposed to a positive. Thank you.</p> <p>Tahnee I. Bryant, MA Instructional Specialist – Health Information Management and Engagement</p>	

Date Received	Comments	Revisions to Policy Proposal
<p>09/15/2016 Comment 7</p>	<p>Board of Governors,</p> <p>I am writing to comment on SCP_2875 Workload Requirements for Full-Time Faculty and Instructional Specialists. I have concern regarding section 4.1 with respect to defining terms of faculty load. Two issues exist with this section. The policy places a maximum semester load at 18 hours for the instructional specialist. Currently instructional specialists within the Healthcare and Business Division are compensated at an overload rate for any additional teaching load beyond 15 hours. The concern exists because the instructional specialist carries additional duties beyond the 15 hour teaching load that a full-time faculty member typically does not. That is why they are defined as instructional specialists and are required to work 37.5 hours on campus weekly. If they are expected to teach additional credits beyond the roll of the full-time faculty then they should be compensated under the overload policy. Faculty requirements should be the same regardless of the expectation of hours on campus. We are creating a difference in the same position under this draft policy.</p> <p>The second concern exists in the same section in regards to defining the actual credit hour number equivalency for a lab component. Currently this draft defines a lab credit hour as .3334 hours of load. This number is simply not accurate in regards to the various career and technical programs within the institution. In fact, programmatic accreditation standards often set the clock hour to credit hour definition and they vary from 0 to 12 clock to credit hour ratios. The institution will have a difficult time trying to supersede programmatic and state mandated program requirements. This simple change in policy will trigger mandated reporting and programmatic evaluation with our various agencies. An example of this exists within our Salon Management and Cosmetology program. Currently the Instructional Specialist works 37.5 clock hours of lab hours per week. Students are only provided one to three credit hours of lab per semester because of accreditation requirements. The clock hour sets the precedent in this case. According to the policy for lab hours, the Instructional Specialist in this program would never be able to carry a full teaching load without working additional hours each week beyond the 37.5.</p>	

Date Received	Comments	Revisions to Policy Proposal
<p>Comment 7 Continued</p>	<p>Please consider the undue hardship this change in policy will cause within the various programs in the Career and Technical Divisions. I believe the current version of this policy is written best as it does not identify specific standards since they do vary by most course sections.</p> <p>Steven Hall, MBA RRT-NPS  Division Head Healthcare and Business Programs  Program Coordinator/Associate Professor  Respiratory Care Technology  Southern West Virginia Community and Technical College  PO Box 2900  Building C, Office 334  Mount Gay, West Virginia 25637  304-236-7620  Steven.hall@southernwv.edu</p>	

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 13, 2016**

**ITEM:** Request for Final Approval of 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 of SCP-1010, *Use of Alcoholic Beverages on Campus*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day comment period.

**STAFF MEMBER:** Robert E. Gunter

**BACKGROUND:**

Southern West Virginia Community and Technical College is exploring the opportunity to establish a Craft Beer program of study. This program will provide the student with industry specific knowledge directly from the craft beer experts across the State of West Virginia. On March 2, 2016, this policy was reviewed on the Board's regular review cycle by the Executive Council with no recommended revisions and submitted to the President's Cabinet for final approval. On March 29, 2016, the President's Cabinet tabled action on the policy pending review of West Virginia Code §60 pertaining to alcoholic beverages on campus.

During the month of June 2016, Southern hosted community forums at each of its four campuses to explore opportunities and concerns within its service district. The College requested community input on the opportunity to establish a Craft Beer/Brew Master program of study. A Brew Master Consultant was hired to lead discussions and answer community questions regarding the craft beer business. No negative comments have been received to date.

At its August 9, 2016 meeting, the President's Cabinet unanimously approved policy revisions to include the possession or consumption of alcoholic beverages pursuant to a course provided by the College, the curriculum of which involves the possession and/or consumption of Nonintoxicating Craft Beer. Following these reviews and forums, it is recommended that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

At its August 16, 2016 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended September 16, 2016. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-1010, *Use of Alcoholic Beverages on Campus*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**POLICIES APPROVED BY BOARD OF GOVERNORS FOR 30-DAY COMMENT PERIOD**  
**Comment Period: August 17, 2016 – September 16, 2016**

- 1. SCP-1010, Use of Alcoholic Beverages on Campus**
- 2. SCP-2875, Workload Requirements for Full-time Faculty and Instructional Specialists**
- 3. SCP-3200, Awarding of College Credit for Prior Learning**

**1. SCP-1010, Use of Alcoholic Beverages on Campus**

Date Received	Comments	Revisions to Policy Proposal
09/09/2016	No Comments Received.	None.

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

**SUBJECT:** Use of Alcoholic Beverages on Campus

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

**ORIGINATION:** January 21, 2003

**EFFECTIVE:** November 13, 2016

**REVIEWED:** June 16, 2016

**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, unless such possession or consumption of alcoholic beverages is pursuant to a course provided by the College, the curriculum, of which involves the possession and/or consumption of Nonintoxicating Craft Beer.

**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.
- 3.2 *Nonintoxicating Craft Beer* – Any beverage obtained by the natural fermentation of barley, malt, hops, or any other similar product or substitute and containing not less than one half of one (1) percent by volume and not more than twelve (12) percent alcohol by volume or nine and six-tenths percent alcohol by weight with no caffeine infusion or any additives masking or altering the alcohol effect.

**SECTION 4. POLICY**

- 4.1 Students, faculty, and staff will be encouraged to participate in all activities which promote alcohol-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, except that possession and consumption of Nonintoxicating Craft Beer by persons twenty-one years of age or older while on campus shall not be prohibited when such persons possess and consume Nonintoxicating Craft Beer during and pursuant to a course offered by the College the curriculum of which requires the brewing, possession, and consumption of Nonintoxicating Craft Beer. Provided, no such person shall consume more Nonintoxicating Craft Beer while on campus than is reasonably necessary to meet the objectives of the relevant course as identified by the College, and persons responsible for developing the curriculum for the course. Provided further, no person may sell Nonintoxicating Craft Beer that is brewed or otherwise manufactured pursuant to a course offered by the College.

6.2 *Violations of Policy* – Any student or any employee who violates the terms of this policy by possessing or consuming alcoholic beverages shall be subject to disciplinary action. Visitors who violate the 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 the appropriate law enforcement agencies if circumstances warrant.

**SECTION 7. RESPONSIBILITIES**

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.

**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.

March 2016 – Revisions reflect changes to include possession or consumption of alcoholic beverages pursuant to a course provided by the College the curriculum of which involves the possession and/or consumption of Nonintoxicating Craft Beer.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF AUGUST 16, 2016**

**ITEM:** Request for Final Approval of SCP-3200, *Awarding College Credit for Prior Learning*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-3200, *Awarding College Credit for Prior Learning*, for submission to the Chancellor for Community and Technical College Education following the required 30-day comment period.

**STAFF MEMBER:** Jack Dilbeck

**BACKGROUND:**

In compliance with Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 59, *Awarding Undergraduate College Credit for Prior Learning*, each institution is required to develop an institutional policy for evaluating prior learning and for awarding credit consistent with Series 59. A task force was formed to develop the institution's policy as mandated.

The new policy was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at its April 27, 2016, meeting, and by the Executive Council and President's Cabinet in May 2016.

Based on the above deliberations and recommendations, the staff requests that SCP-3200, *Awarding College Credit for Prior Learning*, for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

At its August 16, 2016 meeting, the Southern West Virginia Community and Technical College Board of Governors authorized release of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended September 16, 2016. No comments were received at the end of the comment period. Therefore, the staff recommends that the Board of Governors grant approval of SCP-3200, *Awarding College Credit for Prior Learning*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**POLICIES APPROVED BY BOARD OF GOVERNORS FOR 30-DAY COMMENT PERIOD**  
**Comment Period: August 17, 2016 – September 16, 2016**

**3. SCP-3200, Awarding of College Credit for Prior Learning**

Date Received	Comments	Revisions to Policy Proposal
09/16/2016	No Comments Received.	

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3200**

**SUBJECT:** Awarding College Credit for Prior Learning

**REFERENCE:** Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 59, *Awarding Undergraduate College Credit for Prior Learning*;  
Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 17, *Transferability of Credits and Grades at West Virginia Colleges and Universities*;  
SCP-3214, *College Board Advanced Placement Credit*;  
SCP-3201, *Challenging a Course/Credit by Examination*, SCP-3201.A, *Challenge Examination Request Form*, SCP-3201.B, *Challenge Examination Results Form*;  
SIP-3188, *College Level Examination Program (CLEP)*

**ORIGINATION:** January 8, 2016

**EFFECTIVE:**

**REVIEWED:** New Policy

### **SECTION 1. PURPOSE**

- 1.1 This policy details the responsibilities of Southern West Virginia Community and Technical College regarding the awarding of college credit for prior college-level learning gained outside the higher education academic environment.
- 1.2 It is the intent of the policy to permit the awarding of undergraduate academic credit for prior learning through a variety of assessment methodologies that will ensure the academic credibility of such credit. Under these guidelines, in accordance with institutional policies and procedures, Southern shall award academic credit for prior learning that is equivalent to course work which satisfies the requirements for the degree program in which the student is enrolled.
- 1.3 The Board of Governors Associate of Applied Science degree program maintains specific guidelines and requirements for the use of credit for prior learning. This policy does not replace existing guidelines.

### **SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy is applicable to all academic departments of Southern West Virginia Community and Technical College. The procedure for awarding credit will be defined in college procedure and posted in the College catalogue.

### **SECTION 3. DEFINITIONS**

- 3.1 Prior Learning Assessment (PLA)– The assessment of college-level learning for college credit gained outside the higher education academic environment. For example, individuals may acquire college-level knowledge or skills through work, employee training programs, military service, independent study, non-credit courses, or community service. Only documented and demonstrated college-level learning will be awarded college

credit.

- 3.1.1 In support of providing opportunities for students to earn college-level credit for college-level learning that has been acquired outside the higher education academic environment, the assessment of prior college-level learning can be accomplished through a variety of assessment methods including, but not limited to the following:
  - 3.1.1.1 Advanced Placement Exams
  - 3.1.1.2 American Council on Education (ACE) Guides
  - 3.1.1.3 College Level Examination Program (CLEP) Exams
  - 3.1.1.4 DAN TES Subject Standardized Test (DSST)
  - 3.1.1.5 Excelsior College Examination Program (ECE)
  - 3.1.1.6 Institutional Course Challenge Examination Credit
  - 3.1.1.7 International Baccalaureate Program (IB)
  - 3.1.1.8 Institutional Evaluation of Industry and Workforce Training such as apprenticeships, certifications, and licensor
  - 3.1.1.9 Portfolio Assessment/Review Credit
  - 3.1.1.10 Prior Military Training Credit

#### **SECTION 4. POLICY**

- 4.1 Credit for prior learning shall only be awarded to students who are admitted to Southern West Virginia Community and Technical College and have declared a major field of study.
- 4.2 Credit for prior learning can apply toward majors, minors, general education requirements, and electives that count toward the student's chosen degree or certificate. PLA credit may also satisfy prerequisite requirements. College credit awarded through PLA shall not be treated differently in its application and use than its course equivalencies or appropriate block credit.
- 4.3 The Vice President for Academic Affairs shall have discretionary authority to award academic credit for prior learning that is equivalent to course work which meets the requirements for the degree program in which the student is enrolled.
- 4.4 Credit awarded through PLA shall not count toward institutional residency requirements.
- 4.5 The evaluation of a portfolio must be completed by faculty with appropriate professional credentials. Course-specific examinations must be designed and evaluated by faculty with appropriate professional credentials. A recommendation for credit shall be made to the Division Head for approval, then to the Vice President for Academic Affairs for final approval.
- 4.6 Students may be awarded PLA credit, up to 30 credits for associates' degrees, and up to 15 credits for certificate programs.
- 4.7 Fees will be determined based on the current Schedule of Tuition and Fees for PLA.
- 4.8 Credits earned through PLA will be transferable in accordance with Series 17, *Transferability of Credits and Grades at West Virginia Colleges and Universities*. Once on a student's transcript, credits earned through prior learning shall be treated no differently than other credit course work on a student's transcript.
- 4.9 Students seeking PLA credit by way of Advanced Placement (AP) Exam will adhere to SCP-3214, *College Board Advanced Placement Credit*.

- 4.10 Students seeking PLA credit by way of Institutional Challenge Exam will adhere to SCP-3201, *Challenging a Course/Credit by Examination*, SCP-3201.A, *Challenge Examination Request Form*, and SCP-3201.B, *Challenge Examination Results Form*.
- 4.11 Students seeking PLA credit by way of College Level Examination Program (CLEP) Exam will adhere to SIP-3188, *College Level Examination Program (CLEP)*.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 The Board of Governors Associate in Applied Science Degree is exempted from this policy, due to its own guidelines.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 Student – The student is responsible for declaring a major, applying for PLA credit, and paying any fees associated with the awarding of the PLA credit.
- 7.2 Student Services Personnel – The student services personnel are responsible for making students aware of the PLA options and helping with the process to acquire the PLA credit.
- 7.3 Faculty Advisor – The faculty advisor is responsible for making students aware of the PLA options and helping with the process to acquire the PLA credit.
- 7.4 Business Office Personnel – The Business Office personnel are responsible for the collection of the fees associated with PLA.
- 7.5 Faculty – The faculty members may be required to access student learning in some cases of PLA credit requests.
- 7.6 Division Head – The Division Head oversees the evaluation of the student’s application for PLA credit.
- 7.7 Vice President for Academic Affairs – The Vice President for Academic Affairs is responsible for the oversight of the awarding of PLA credit and for ensuring academic integrity of all programs and adherence to this policy. The Vice President for Academic Affairs grants final approval for the awarding of PLA credit.
- 7.8 Registrar – The Registrar is responsible for transcribing all PLA credit upon verification of completion of the required documentation.

## **SECTION 8. CANCELLATION**

- 8.1 None.

## **SECTION 9. REVIEW STATEMENT**

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

---

**Board of Governors Chair**                      **Date**

---

**President**    **Date**

**Attachments:**        None.

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

**Revision Notes:**    January 8, 2016 – Policy originated.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 13, 2016**

**ITEM:** Request for Approval of Revisions to SCP- 2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*

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

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

The Vice President for Finance and Administration Unit was charged with the review of SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*. It is the responsibility of the Southern West Virginia Community and Technical College Board of Governors to review at least every five years all programs offered and address the viability, adequacy, necessity, and consistency with the mission of the programs to the institutional master plan, the institutional compact, and the education and workforce needs of its district. The outcome of this review process may result in the discontinuance or elimination of a program or course of study. The elimination of a program or course of study may result in the elimination of faculty positions. This policy addresses the elimination of faculty positions in regard to faculty notification, preferred consideration, faculty obligations and responsibilities, and the appeal process.

This policy was reviewed by Executive Council on September 7, 2016, and the President's Cabinet on September 13, 2016. Revisions reflect minor changes to Section 1.1 Purpose and to include education as a preferred consideration, along with training and experience, for faculty being reassigned (Section 6.3.1). Following these reviews, it is recommended that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2000**

**SUBJECT:** Elimination of Faculty Positions Due to Program Reduction or Elimination

**REFERENCE:** Title 135, Procedural Rules of the West Virginia Council for Community and Technical College Education, Series 9, Academic Freedom, Professional Responsibility, Promotion and Tenure; Series 10, Policy Regarding Program Review; and Series 11, Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs

Southern West Virginia Community and Technical College Board of Governors: SCP-3620, Policy Regarding Program Review; SCP-3625, University Transfer Program Evaluation Model; SCP-5260, Meeting Financial ~~Exigency~~Exigencies; SCP-2701, Reduction in Work Force Due to Financial Exigency: Faculty Personnel.

**ORIGINATION:** September 1, 1985

**EFFECTIVE:** September 1, 1985

**REVIEWED:** ~~July 20, 2011~~September 7, 2016

### **SECTION 1. PURPOSE**

1.1 It is the responsibility of the Southern West Virginia Community and Technical College Board of Governors to review at least every five years all programs offered and address the viability, adequacy, necessity, and consistency with the mission of the programs to ~~Southern's Master Plan and Compact~~the institutional master plan, the institutional compact, and the education and workforce needs of its district. The outcome of this review process may result in the discontinuance or elimination of a program or course of study. The elimination of a program or course of study may result in the elimination of faculty positions. This policy addresses the elimination of faculty positions in regard to faculty notification, preferred consideration, faculty obligations and responsibilities, and the appeal process.

### **SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy applies to all categories of faculty employees.

### **SECTION 3. DEFINITIONS**

3.1 Probationary Faculty - Those faculty members who have been appointed on a full-time (1.00 FTE or the equivalent, as determined by the institution) basis and have been designated as being in a tenure-track position.

3.2 Tenured Faculty - Those faculty members who have attained tenure status as determined by the institution.

3.3 Term Faculty - Those faculty members who have been appointed on a full-time (1.00 FTE or the equivalent, as determined by the institution) basis who are not in a tenure-track status nor tenured. While a full time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to reappointment or to appointment as tenure-track (probationary) or a tenured faculty.

- 3.4 Instructional Specialist - A type of term appointment defined as those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to reappointment or to appointment as a tenure-track (probationary) or a tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.
- 3.5 Program - Curriculum or course of study in a discipline specialty that leads to a certificate or degree.

#### **SECTION 4. POLICY**

- 4.1 It is the policy of the Southern West Virginia Community and Technical College Board of Governors to treat the faculty fairly and adhere to West Virginia Council for Community and Technical College Education's policy in regard to faculty notification, preferred consideration, faculty obligations and responsibilities, and appeal processes in the event a faculty position is eliminated as a result of the program review process.

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 This policy does not apply to decisions regarding faculty discipline or dismissal for cause.

#### **SECTION 6. GENERAL PROVISIONS**

- 6.1 A faculty member's appointment may be terminated because of the reduction or discontinuance of an existing program as a result of a review of the program, in accordance with the appropriate policy relating to review of academic programs.
- 6.2 Notification of Faculty
- 6.2.1 After the Board of Governors action to approve termination, elimination, or major reduction of a program resulting in elimination of faculty position(s):
- 6.2.1.1 The affected probationary faculty member shall be permitted to complete the current period of appointment in accordance with the terms of his/her appointment. For probationary faculty members appointed after March 8, 2003, the tenure-track faculty member shall be notified that his/her employment ends at the end of the current appointment period. Such notice will be provided by letter sent via Certified Mail-Return Receipt Requested, postmarked and mailed no later than March 1.
- 6.2.1.2 The affected tenured faculty shall be given at least one year of notice of termination of employment following the Board of Governors action to approve termination of a program or the date of the final institutional action for major reduction in a program. Such notice will be provided by letter postmarked and mailed at least one year before the expiration of her/his appointment, sent via Certified Mail - Return Receipt Requested.
- 6.2.1.3 The affected term faculty or instructional specialist faculty may be permitted to complete the current period of appointment in accordance with the terms of his/her appointment. The term faculty or instructional specialist faculty shall be notified of the elimination of his/her position by letter sent via Certified Mail-Return Receipt Requested, postmarked and mailed at least thirty (30) calendar days prior to the effective date of termination.

- 6.2.2 Each faculty member who has been given notice of termination at the end of the contract period will be allowed early release at the end of any term or session from his/her contract upon request, even though the contract may extend beyond that time.
- 6.2.3 Each faculty member who is given notice of termination at the end of the contract period under these conditions shall be given a personal letter from the institution that expressly states that termination does not imply a negative judgement about the person's individual performances, but is due to a program change.
- 6.2.4 The institution shall assist the faculty member, to the extent possible, in sending letters of explanation and professional resumes to other institutions to assist his or her effort to find suitable placement elsewhere.

### 6.3 Preferred Consideration

- 6.3.1 When possible, affected faculty shall be reassigned to instructional or non-instructional duties commensurate with faculty member's education, training and experience.
- 6.3.2 When possible, by mutual agreement, faculty members shall utilize reduced time or leaves of absence to acquire capabilities in areas in which their services would be required within the institution. Faculty development programs and funds, if available, should be used to facilitate such reassignments.
- 6.3.3 Listings of vacancies at other institutions shall be made available to the faculty member at the institution through the Human Resources Office of the West Virginia Higher Education Policy Commission.
- 6.3.4 The employing institution with vacancies will be encouraged to give preference in hiring to displaced faculty members and also to those faculty members seeking to relocate in the system. The terms and conditions of offers will be determined by the employing institution.
- 6.3.5 If, within two years following the reduction or discontinuance of a program, a position becomes vacant for which the affected tenured or probationary faculty member is qualified, the College will make every effort to extend first refusal to the faculty member so terminated.

## SECTION 7. RESPONSIBILITIES

### 7.1 Faculty Obligations and Responsibilities

- 7.1.1 Each member of the faculty has an obligation to foster the viability, adequacy, and necessity for his or her program. Program quality is determined in large part by the faculty.
- 7.1.2 A faculty member is encouraged to enhance his/her skills through further academic pursuits and faculty development programs to improve competencies in his/her field or in related fields
- 7.1.3 A faculty member is expected to participate in program review processes as a responsible professional working to, as a first priority, meet the purposes and mission of Southern West Virginia Community and Technical College.
- 7.1.4 A faculty member whose position was eliminated due to program reduction or elimination has the responsibility to monitor job announcements and contact the Human Resources Office if a position

is posted for which he or she qualifies and for which he or she should be considered for first refusal.

7.2 A faculty member, dismissed or reassigned as a result of a program change, has the right to appeal as specified in the Grievance Procedure (West Virginia Code §6C-2).

**SECTION 8. CANCELLATION**

8.1 SCI 1542 and SCP-3650, Program Reduction or Elimination

**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 2011 - Revisions reflect major changes in policy. Procedural sections were deleted because the process and procedure for program review and recommendation for program elimination or reduction are contained in SCP-3620, Policy Regarding Program Review, and SCP-3625, University Transfer Program Evaluation Model. The result is a policy that addresses terms and conditions of employment for faculty affected by program reduction or elimination. Therefore, the policy was re-titled and reassigned more appropriately to the 2000 Series of policies in accordance with SCP-1000, Manuals, Announcements, and Policies (MAP) Development System.

September 2016 - Revisions reflect minor changes to Section 1.1 Purpose and to include education as a preferred consideration, along with training and experience, for faculty being reassigned (Section 6.3.1).

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 13, 2016**

**ITEM:** Request for Approval of Revisions to SCP- 2218, *Evaluation of Full-time Faculty*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP- 2218, *Evaluation of Full-time Faculty*, and attachments to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

The Vice President for Finance and Administration Unit was charged with the review of SCP-2218, *Evaluation of Full-time Faculty*. The purpose of this policy is to communicate the policy for evaluation of full-time faculty which establishes criteria and process by which faculty accomplishment may be planned, measured, and maintained to improve performance and fulfill the mission of the academic department and institution.

This policy was reviewed by Executive Council on September 7, 2016, and the President's Cabinet on September 13, 2016. Revisions made to the policy are title changes only. Following these reviews, it is recommended that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2218**

**SUBJECT:** Evaluation of Full-time Faculty

**REFERENCE:** Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9

**ORIGINATION:** August 17, 1984

**EFFECTIVE:** ~~August 17, 1984~~

**REVIEWED:** ~~November 2011~~ September 7, 2016

**SECTION 1. PURPOSE**

- 1.1 To communicate policy for the evaluation of full-time faculty which establishes criteria and process by which faculty accomplishment may be planned, measured, and maintained to improve performance and fulfill the mission of the academic department and institution.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all full-time faculty of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 A full-time faculty member is an individual employed on a full-time year-to-year basis who holds academic rank and is assigned a full-time workload per institutional guidelines.

**SECTION 4. POLICY**

- 4.1 Full-time faculty shall receive an annual evaluation from their ~~department chair~~ division head and/or program coordinator prior to the end of each spring term.
- 4.2 All full-time faculty shall be evaluated annually on the basis of their primary responsibilities in teaching performance, advising, and student relations. Evaluation of classroom performance shall be based upon classroom visits and other appropriate observations.
- 4.2.1 Newly hired faculty should have a classroom visitation at least once per semester for their first three years.
- 4.2.2 Faculty may request that visitations be performed on a more frequent schedule.
- 4.2.3 ~~Department Chairs~~ Division Heads and/or Program Coordinators may conduct classroom visitations more often than annually if necessary.
- 4.3 In addition to annual evaluation on teaching performance, advising, and student relations, full-time faculty shall be evaluated on at least three of the following categories as chosen by the faculty member and ~~department chair~~ division head and/or program coordinator:

- 4.3.1 Instructional and curriculum development.
- 4.3.2 Professional growth.
- 4.3.3 Service to the College.
- 4.3.4 Service to the profession.
- 4.3.5 Service to the community.
- 4.3.6 Research and publication.

## SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

## SECTION 6. GENERAL PROVISIONS

### 6.1 Time Line

- 6.1.1 October 1 – Faculty submit the Evaluation Planning Document portion of Form SCP-2218.A to the ~~Department Chair~~Division Head and/or Program Coordinator.
- 6.1.2 March 15 – Faculty members will submit ~~self-evaluation forms~~the Faculty Self-Evaluation portion of Form SCP-2218.A to the ~~Department Chair~~Division Head and/or Program Coordinator.
- 6.1.3 March 15 ~~thru May 15~~through April 30 – ~~Department chairs~~Division Heads and/or Program Coordinators schedule meetings with faculty members for evaluation conference and distribution of evaluation summary.
- 6.1.4 April 30 – Program Coordinators (if applicable) submit completed Faculty Evaluation portion of SCP-Form 2218.A to the appropriate Division Head.
- 6.14 6.1.5 May 15 – ~~Department Chair~~Division Heads submit completed ~~evaluations~~Faculty Evaluation Forms to the ~~appropriate academic dean~~Vice President for Academic Affairs.
- 6.15 6.1.6 June 30 – ~~Deans~~Vice President for Academic Affairs submits evaluations to Human Resources for inclusion in faculty personnel files.

## SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 It shall be the responsibility of the faculty member to submit Evaluation Planning Documents and Self Evaluation Forms consistent with the prescribed time line.
- 7.1 It shall be the responsibility of the ~~department chair~~division head and/or program coordinator to schedule planning meetings, classroom visits and evaluation conferences consistent with the prescribed time line.
- 7.2 ~~Department chairs~~Division Heads shall be evaluated by ~~their respective Dean~~the Vice President for Academic Affairs in a manner consistent with faculty evaluation by ~~department chairs~~the division heads and/or program coordinators. This evaluation shall be for the ~~department chairs'~~division head's faculty responsibilities and shall not include the ~~chairs'~~ administrative responsibilities.
- 7.3 The ~~chair's~~division head's administrative responsibilities will be evaluated annually by the ~~appropriate dean~~Vice President for Academic Affairs according to the time line established in this policy and the administrative performance management program of the institution.

**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:** SCP-2218.A, Faculty Evaluation Forms

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

**Revision Notes:** April 2006 – Revisions reflect changes to the evaluation policy to better serve the needs of the institution.

November 2011 – Revisions to SCP-2218, *Evaluation Process for Full-time Faculty*, reflect a moderate level of changes. Revisions reflect requirement for annual evaluations of full time faculty per West Virginia Council for Community and Technical College Education’s policy Series 9; revisions were made to reflect current titles; and revisions indicate an emphasis on advising separate from classroom teaching performance. Titles of forms were modified to reflect a more collaborative approach to faculty evaluation. The policy format was modified by using the new format and moving policy statements to the appropriate sections.

September 2016 – Revisions made to the SCP-2218 and 2218.A are title changes only.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2218.A**

**Evaluation Planning Document**

(Due by October 1)

Name: \_\_\_\_\_

In addition to evaluation on “classroom teaching performance” and “advising and student relations,” faculty members and chairs will use this form to plan the three “additional criteria” on which faculty members will be evaluated at the end of the academic year. Attach additional pages if needed.

1. Instructional and curriculum development.
2. Professional growth.
3. Service to the College.
4. Service to the profession.
5. Service to the community.
6. Research and publication.

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

~~Department Chair~~

Division Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Faculty Self-Evaluation Form

(Due by March 15)

Name: \_\_\_\_\_

The purpose of this form is to provide ~~department chairpersons~~ Division Heads and/or Program Coordinators with information that will assist them in preparing yearly evaluations of faculty members. Faculty members should list significant accomplishments in categories 1 and 2. Also, list accomplishments in the three “additional criteria” designated in the Faculty Planning Document prepared at the beginning of the academic year. Attach additional pages if needed.

1. Classroom teaching performance.
2. Advising and student relations.
3. Instructional and curriculum development.
4. Professional growth.
5. Service to the College.
6. Service to the profession.
7. Service to the community.
8. Research and publication.

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Faculty Evaluation Form

(Due by May 15)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Campus/Department

\_\_\_\_\_  
Academic Year

\_\_\_\_\_  
Supervisor

### A. Classroom Teaching Performance

Course Number(s) \_\_\_\_\_ Date(s) of Visits \_\_\_\_\_

The following are criteria that may be considered by the ~~chairperson~~ Division Head and/or Program Coordinator: (Attach narrative using criteria below)

1. Exhibits instructional organization.
2. Facilitates learning as a lecturer, discussion leader, demonstrator, or guide.
3. Makes clear assignments.
4. Stimulates students intellectually.
5. Supplements the course texts with a variety of materials and information.
6. Encourages students to participate in class discussions.
7. Pursues all reasonable means of assisting students with special needs.
8. Adheres to course objectives as stated in course syllabus.

### B. Advising and Student Relations (Attach narrative for B, C, and D)

~~Chairs~~ Division Heads and/or Program Coordinators will provide written comments on the effectiveness of the faculty member's advising, interest in student activities, effective use of office hours, etc.

- C. In addition to the evaluation criteria herein described, faculty members whose teaching loads consist all or in part of web classes will receive a written evaluation of the effectiveness of their on-line instructional performance.

**D. Additional Criteria**

The ~~chairperson~~Division Head and/or Program Coordinator will evaluate the faculty member in three categories agreed upon in the Evaluation Planning Document:

- 1. Instructional and curriculum development.
- 2. Professional growth.
- 3. Service to the College
- 4. Service to the profession.
- 5. Service to the community.
- 6. Research and publication.

**Employee Response to Summary**

The purpose of this form is to provide the employee being evaluated an opportunity to respond to statements made in the evaluation.

Employee Response:

---

---

---

---

---

I do not care to respond to the evaluation.

\_\_\_\_\_  
Signature of ~~Employee~~Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Division Head

\_\_\_\_\_  
Date

Received: \_\_\_\_\_

Date: \_\_\_\_\_

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 13, 2016**

**ITEM:** Request for Approval of Revisions to SCP-3000, *Distance Learning*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3000, *Distance Learning*, policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**STAFF MEMBER:** Jack Dilbeck

**BACKGROUND:**

SCP-3000, *Distance Learning*, was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at their August 24, 2016, meeting, and by Executive Council and President's Cabinet in September 2016.

Revisions include updated titles, removal of provisions, and clarified definitions removing non-distance related course types.

Based on the above deliberations and recommendations, the staff member requests that SCP-3000, *Distance Learning*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3000**

**SUBJECT:** Distance Learning

**REFERENCE:** Higher Learning Commission of the North Central Association of Colleges and Schools, 2011 Guidelines for the Evaluation of Distance Education (On-Line Learning)<sup>1</sup>; Higher Learning Commission Background Information on Distance and Correspondence Education ([www.hlcommission.org/Monitoring/distance-delivery.html](http://www.hlcommission.org/Monitoring/distance-delivery.html))

**ORIGINATION:** February 7, 2012

**EFFECTIVE:** April 17, 2012

**REVIEWED:** ~~New Policy~~ August 2016

### **SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to provide guidance for the development, approval, teaching and support for all distance-delivered courses at Southern West Virginia Community and Technical College.

### **SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all distance-delivered courses and programs taught by either full- or part-time faculty at Southern West Virginia Community and Technical College. Distance-delivered courses and programs are those defined by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) in the *Guidelines for the Evaluation of Distance Education (On-Line Learning)* and the Higher Learning Commission Background Information on Distance and Correspondence Education and the regulations of the U.S. Department of Education.

### **SECTION 3. DEFINITIONS**

- 3.1 ~~Correspondence = is a method of course delivery in which all or part of the instructional materials are provided by mail or electronic transmission, including examinations on materials, to students who are separated from the instructor.~~
- 3.2 Distance-delivered Courses – ~~are~~ Those courses in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other<sup>1</sup>.
- 3.3 Distance-delivered Programs – ~~are~~ Those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses<sup>1</sup>.
- 3.4 ~~FasTrak = is a method of course delivery in which instruction is provided in a compressed time format typically meeting less than the standard trimester semester.~~

- 3.4 Hybrid or Blended – ~~is~~ A method of course delivery which combines the traditional face-to-face instructional environment and other methods of delivery that significantly utilize technology to deliver instruction.
- 3.5 Interactive – ~~is~~ A method of course delivery in which all or part of the instruction and interaction with students occurs via closed circuit, interactive classrooms (ICR).
- 3.6 Online – ~~is~~ A method of course delivery in which all or part of the instruction and interaction occurs via internet technologies either synchronous or asynchronous.
- 3.7 Quality Matters – ~~is~~ A faculty-centered, peer review process designed to certify the quality of online and blended courses.
- 3.8 Traditional – ~~is~~ A method of course delivery in which instruction is provided synchronously in the standard classroom environment requiring students to be physically present in the same location as the instructor.
- 3.9 Web-enhanced – A method of course delivery which is primarily provided in a traditional face-to-face environment with a limited amount (less than 50%) of instruction that utilizes technology to deliver instruction.

#### SECTION 4. POLICY

- 4.1 All distance-delivered courses and programs will meet the standards established in the “Quality Matters” program (QM) and by the College as described in the Distance Learning Manual. This manual shall be developed and maintained by the Office of the ~~Chief Academic Officer within the Academic Affairs Unit~~ Vice President for Academic Affairs and will establish the standards, processes, procedures, and guidelines required for the development, approval, teaching and support for all distance-delivered courses and programs. The standards, processes, procedures, and guidelines shall adhere to the HLC’s 2011 Guidelines for the Evaluation of Distance Education and the Quality Matters program.
- 4.2 Categories of courses and appropriate BANNER codes shall be established and defined for each type of distance-delivered course including but not limited to
  - 4.2.1 online,
  - ~~4.2.2 correspondence,~~
  - 4.2.3 hybrid,
  - 4.2.4 web-enhanced, and
  - ~~4.2.5 FasTrak, and~~
  - 4.2.6 traditional
- 4.3 The established categories and codes shall be included in the Distance Learning Manual.
- 4.4 The Distance Learning Manual will be reviewed and updated annually.
- 4.5 All distance-delivered courses shall undergo an initial approval and any subsequent renewal process required as provided for in the Distance Learning Manual before they are listed in the course schedule and offered for student enrollment.
- 4.6 All distance-delivered courses shall be comparable to traditional campus-based courses, when applicable, in terms of
  - 4.6.1 syllabi, including learning outcomes,
  - 4.6.2 textbooks,
  - 4.6.3 grading, and
  - 4.6.4 methods of evaluation.

- 4.7 All full and part-time faculty must receive approved training and/or faculty development to meet QM certification for distance-delivered courses as provided for in the Distance Learning Manual prior to being assigned to a distance-delivered course.
- 4.8 Each distance-delivered course shall undergo review every three years for purposes of renewal of approval.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 ~~None. All distance-delivered courses developed and offered prior to the adoption of this policy must be reviewed and approved based on the standards, processes, procedures and guidelines required by the Distance Learning Manual by no later than the end of the spring 2014 term.~~
- 5.2 ~~All faculty who have taught distance-delivered courses prior to the adoption of this policy must receive the required training and/or professional development and attain QM certification prior to being assigned any additional distance-delivered courses.~~

**SECTION 6. GENERAL PROVISIONS**

- 6.1 All distance-delivered courses developed and offered by Southern West Virginia Community and Technical College shall be reviewed and approved in accordance with the requirements of the Distance Learning Manual.
- 6.2 All faculty teaching distance-delivered courses are required to undergo training and attain QM certification prior to being assigned to teach a distance-delivered course.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 The Vice President for Academic Affairs ~~and Student Services~~ is responsible for the development, implementation, and maintenance of the Distance Learning Manual and ensuring compliance with the provisions of this policy.

**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](http://www.southernwv.edu)

**Revision Notes:** February 7, 2012 – This is a new policy.

August 2016 - Scheduled policy review. Updated titles, removed provisions, clarified definitions and removed non-distance related course types.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 13, 2016**

**ITEM:** Request for Approval of Revisions to SCP-4000, *Basic Guidelines and Standards for Admissions*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4000, *Basic Guidelines and Standards for Admissions*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**STAFF MEMBER:** Allyn Sue Barker

**BACKGROUND:**

SCP-4000, *Basic Guidelines and Standards for Admissions*, was reviewed by Student Services management personnel. The policy was approved with changes by the Management Council for Academic Affairs and Student Services (MCAS) at their August 24, 2016 meeting, and reviewed and approved with changes by Executive Council at its September 7, 2016 meeting. The President's Cabinet reviewed and approved several changes to the policy at its September 13, 2016 meeting, but tabled the approval of the policy until guidance and clarification was received from the Chancellor for Community and Technical College Education. Clarification was received. The President's Cabinet conducted an electronic vote, which resulted in the policy being approved. Policy revisions reflected changes in U.S. Department of Education financial aid regulations regarding ability to benefit and provided clarity and grammar and technical changes.

Based on the deliberation and recommendation of the Management Council for Academic Affairs and Student Services, the Executive Council, and the President's Cabinet, the staff recommends that SCP-4000, *Basic Guidelines and Standards for Admissions*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-4000**

**SUBJECT:** Basic Guidelines and Standards for Admissions

**REFERENCE:** West Virginia Code §§ 18B-1-1A; 18B-2B-6; 18B-3C-2; 15-1F-10a,b  
West Virginia Community and Technical College Education, Title 135, Procedural Rule, Series 19, *Guidelines for Offering Early Enrollment Courses for High School Students*;  
West Virginia Community and Technical College Education, Title 135, Procedural Rule, Series 23, *Basic Guidelines and Standards for Admissions at Community and Technical Colleges*

**ORIGINATION:** August 16, 2011

**EFFECTIVE:** July 1, 2012

**REVIEWED:** August 22, 2016

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to establish basic guidelines and standards for admissions at Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is applicable to all citizens seeking admission into Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 Regular Students (Degree Seeking Students) - Individuals with a high school diploma or appropriate high school assessment, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC), who are seeking a certificate and/or associate degree.
- 3.2 Re-entry Students - Students who interrupt their studies by failing to register and attend classes during a fall or spring trimester term and wish to re-enter the College.
- 3.3 Non-degree Seeking Students - Students who take credit courses for personal enrichment, job improvement, or other reasons and are not seeking a degree or certificate.
- 3.4 Transfer Students - Students who have attended other accredited post-secondary institutions ~~and enter and enroll at Southern.~~
- 3.5 Transient Students - Students who are officially enrolled and in good academic standing at other post-secondary institutions and want to enroll for courses at Southern.
- 3.6 Early Entry High School Students - Students still enrolled in high school who may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures.

- 3.7 Conditional Admission Students - Persons eighteen years of age or older who do not have a high school diploma or appropriate high school assessment, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC), may be admitted and enrolled in classes on a conditional basis. Their progress and credit hours earned shall be regularly evaluated.
- 3.8 Home School Students - For purposes of admission to Southern, home school students with appropriate documentation of high school assessment, such as General Education Diploma (GED scores) or Test Assessing Secondary Completion (TASC) will be admitted as degree seeking students.

#### **SECTION 4. POLICY**

- 4.1 Southern West Virginia Community and Technical College is an “open admissions” institution and supports the philosophy that residents should have access to higher education opportunities commensurate with their abilities and interests.
- 4.2 Admission to Southern is open to persons age eighteen and older and able to benefit from study at the community college level. This policy provides specific information related to admission requirements for the various classification of students.

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Admission to Southern does not imply eligibility for, nor guarantee admission to, any specific program of study for which more stringent admission requirements are established.

#### **SECTION 6. GENERAL PROVISIONS**

- 6.1 Those who possess a high school diploma or ~~General Educational Development (GED)~~ appropriate high school equivalency assessment, such as GED or TASC, may enroll as certificate degree or associate degree-seeking students.
- 6.2 Other persons may enroll as certificate degree or associate degree-seeking students on an ability to benefit basis, but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies.
- 6.3 Students seeking transfer admission or readmission to a community and technical college must meet the institution’s basic admission standards.
- 6.4 Early admission standards for high school students enrolling in community colleges are subject to the requirements of Section 135-19-6 of Title 135, Series 19, Guidelines for Offering Early Enrollment Courses for High School Students.
- 6.5 Copies of high school transcripts, health records and transcripts of previous college work are not required for admission to community colleges, but any student seeking academic credit, a certificate, and/or an associate degree must submit the appropriate high school equivalency assessment, such as GED or TASC, scores or high school transcripts and/or previous college transcripts.
- 6.6 Participation in certain federal, state, and/or institutional financial aid programs or admission to specific academic programs do require copies of high school transcripts, GED scores and/or prior college work be provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs.

- 6.7 Official transcripts must be provided, if a student has earned credits at another institution.
- 6.8 In addition to general institutional admission requirements, certain limited enrollment programs have specific admission requirements. Those applying for admission to these programs must comply with the general admission requirements as well as those of the specific program.
- 6.9 State law provides that any male person who has attained the age of eighteen (18) years of age may not enroll in a state-supported institution of post-secondary education unless he is in compliance with the Military Selective Service Act (~~50 U. S. Code, Appendix §451, et seq. and the amendments thereto~~).
- 6.10 A male person may not receive a loan, grant, scholarship, or other financial assistance for post-secondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act.

## SECTION 7. RESPONSIBILITIES

- 7.1 Re-entry students are required to re-submit an re-admissions application.
  - 7.1.1 Re-entry students are required to re-submit transcripts if he/she has earned additional credits at another institution.
- 7.2 Non-degree seeking students must submit a completed application form for admission.
  - 7.2.1 An official academic transcript from any college attended can be articulated for the purpose of meeting course prerequisite requirements.
  - 7.2.2 If non-degree seeking student wants to change their status to regular degree seeking and have attended another college, then they must present an official transcript of all previous college work to the Records Office.
- 7.3 Transfer Students may transfer to Southern from other accredited post-secondary institutions and must complete an application for admission.
  - 7.3.1 The transfer student must submit a completed application for admission.
    - 7.3.1.1 Transfer students must present an official transcript of all previous college work to the Records Office.
  - 7.3.2 An evaluation will be made of each transcript, and the student will be notified by the Registrar of those courses transferable and the amount of credit granted/recognized for each.
  - ~~7.3.3 Students who transfer and apply transfer credit toward an associate degree must complete fifteen of the last twenty-three (23) hours of the associate degree program at Southern.~~
  - ~~7.3.4 Students who transfer and apply transfer credit toward a certificate program must complete a minimum of one-third of the total hours required in the certificate program at Southern.~~
  - 7.3.5 As Students who are is-receiving federal financial assistance and fails to acknowledge attendance at any college or university in which he/she has they have been registered may be subject to disciplinary action.

- 7.4 Transient Students may enroll for courses at Southern provided they submit forms completed by their home college stating the courses to be taken and that the students are in good standing.
- 7.4.1 The completed transient form must be submitted to the Records Office.
- 7.4.2 ~~If the student is~~ Students receiving financial aid ~~he/she~~ must have a consortium agreement signed by both the home institution and Southern's financial assistance office.
- 7.5 Early Entry High School Students may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures.
- 7.5.1 Early Entry students must complete Southern's Early Entry Application with consent form signed by the high school principal or counselor and parent or legal guardian.
- 7.5.2 ~~The student~~ Students must have a 3.0 (B) grade point average unless ~~he/she~~ they ~~is~~ are participating in a special projects, such as the College Transitions Initiative.
- 7.5.3 High school students of junior and senior status may enroll for no more than seven (7) credit hours per ~~trimester~~ term. Any exception must be approved by the Vice President for Academic Affairs, or their designee.
- 7.5.4 Early Entry students must meet course prerequisites before registering.
- 7.5.5 Exceptions to the minimum requirements requires the authorization by the ~~appropriate~~ Vice President for Academic Affairs or ~~his/her~~ their designee for any high school students with less than a 3.0 (B) grade point average or seeking to enroll for more than seven credit hours per ~~trimester~~ term.
- 7.6 Conditionally admitted students must ~~complete all required transitional courses and~~ pass the appropriate high school equivalency assessment, such as GED or TASC, before being admitted as a regular degree-seeking student.
- 7.6.1 A maximum of twelve (12) credit hours may be taken as a conditionally admitted student.
- 7.6.2 Conditionally admitted students are generally not eligible to receive any federal or state financial assistance. However, students admitted on an ability to benefit basis may be eligible to participate in Title IV federal financial aid program.
- 7.7 Home schooled students applying for admission as a regular (degree seeking) student must provide the results of any appropriate high school equivalency assessments, such as GED or TASC score, and other required documentation.
- 7.8 Southern is not certified to admit or enroll international students ~~under the rules of Immigration and Customs Enforcement within the U.S. Department of Homeland Security.~~

## **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:**    August 16, 2011 – Policy originated.

March 7, 2012 – Due to changes in federal financial assistance guidelines, the policy was revised to address the changes with regard to ability to benefit. Other changes were made to clarify other admission requirements.

August 22, 2016 - Due to changes in federal financial assistance guidelines, the policy was revised to address the changes in regard to ability to benefit. Other changes were made to clarify other admission requirements.

# Informational Items

Following is the Board of Governors (BOG) Training Hours Report for the period of July 1, 2015 – June 30, 2016 which will be submitted to LOCEA on September 30. It includes the total hours completed (highlighted in yellow) and the deadline for training hours. If a member does not complete the training hours by the deadline listed on the report, the member will be removed from the board. As a reminder, the Code requires that:

- A newly appointed board member shall complete a minimum of three (3) hours of training and development by the end of the first fiscal year of service, if appointed in the first half of a fiscal year. If appointed in the second half of the fiscal year, the member shall complete three (3) hours of training and development by the end of the first half of the second fiscal year.
- With the exception of the ex-officio members of the Council and the student member of a governing board, each member shall complete at least six (6) hours of training and development within two fiscal years of beginning service and within every two fiscal years of service thereafter.
- The training and development is to address the following topics:
  - State goals, objectives and priorities for higher education;
  - The accountability system for higher education as set forth in WV Code §18B-1D-1 et seq;
  - The general powers and duties of governing board members; and,
  - Ethical considerations arising from board membership.

If new members have not completed the initial three (3) hours of training, please contact the President's Office as they have several PowerPoint presentations provided by Bruce Walker which will count toward training and development. In addition, it is acceptable to count training hours for informational items presented at your local board meetings with prior approval from the Office of the Chancellor for Community and Technical College Education.

**WV COMMUNITY AND TECHNICAL COLLEGE SYSTEM**  
**Board of Governors Training and Development Hours**  
**July 1, 2015 - June 30, 2016**

**Southern WV Community & Technical College**

<b>Name</b>	<b>Original Appointment Date</b>	<b>New Member Deadline (3 Hours)</b>	<b>Total Training Hours Deadline (6 Hours)</b>	<b>Total Hours Completed for Training Period</b>	<b>Progress / Compliance in Meeting Training Requirement Deadline</b>
Fletcher Barker, Jr.	March 2, 2016	December 31, 2016	June 30, 2018	0.00	Time Remains
Thomas A. Heywood, Chair	July 1, 2008	N/A	June 30, 2017	3.00	Progress
Russell F. Saunders	July 1, 2015	June 30, 2016 (Completed)	June 30, 2017	3.00	Progress
Jada C. Hunter	July 1, 2001	N/A	June 30, 2017	3.00	Progress
George Kostas	July 1, 2001	N/A	June 30, 2017	3.00	Progress
Virginia Stepp	July 1, 2015	June 30, 2016 (Completed)	June 30, 2017	3.00	Progress
Glenn T. Yost	July 1, 2007	N/A	June 30, 2017	3.00	Progress
Wilma Zigmond	July 1, 2007	N/A	June 30, 2017	0.00	Time Remains
Kevin Zachary	March 2, 2016	December 31, 2016	June 30, 2018	0.00	Time Remains



RECEIVED

SEP 26 2016

PRESIDENT'S OFFICE

*OK*  
*Re: Gunter*  
*9/22/16*

September 20, 2016

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

Dear President Gunter:

Pursuant to Series 4 of the Council for Community and Technical College Education's rules, I have reviewed the following policies approved by the Southern West Virginia Community and Technical College Board of Governors and hereby approve them.

- SCP-1230 Firearms, Weapons, and Explosives Policy
- SCP-1750 Tobacco and Smoke-free Campus Policy
- SCP-2171 Professional and Educational Requirements for Faculty
- SCP-2171.A Faculty Credentials Certification Form
- SCP-4356 Financial Aid Recipient - Change in Enrollment Policy

Should you have questions or need additional information, please contact me.

Sincerely,

Dr. Sarah Armstrong Tucker  
Chancellor

cc: Thomas A. Heywood, Chair  
Board of Governors