



Southern
West Virginia
Community and Technical College

Board of Governors

**Agenda Book
December 13, 2016**

Members

Wilma J. Zigmond, Chair
Glenn T. Yost, Vice Chair
F. Raamie Barker
Kevin Hill
Jada C. Hunter

Howard E. Seufer, Jr.
Kevin G. Zachary
Shane K. Blackburn
Russell F. Saunders
Virginia L. Stepp

Robert E. Gunter, Ed.D
President

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of December 13, 2016
6:00 p.m.
2900 Dempsey Branch Road, Building C, Room 428
Mount Gay, West Virginia and by Teleconference**

AGENDA

1. Verification of Quorum and Call to Order Ms. Wilma Zigmond
Board of Governors Chair
2. Resignation of Chair Heywood and George Kostas Dr. Robert Gunter
President
3. Introduction of New Board Members Chair Zigmond
4. Oath of Office Mr. Samuel Litteral
Notary and Vice President for Finance and Administration
5. Call for Public Comments to the Board of Governors Chair Zigmond
6. President's Report President Gunter
7. Financial Report Mr. Samuel Litteral
8. Academic Affairs Report Dr. Jack Dilbeck
Vice President for Academic Affairs
9. Student Services Report Ms. Allyn Sue Barker
Interim Vice President for Student Services
10. Higher Learning Commission (HLC) Assurance Argument Report Mr. Steven Lacek
Accreditation Liaison Officer
11. Action Items
 - 11.1 Appointment of Board of Governors Secretary Chair Zigmond
 - 11.2 Appointment of Board Lay Member to Board Agenda Committee Chair Zigmond
 - 11.3 Appointment of Ad Hoc Committee on Tuition and Fees Chair Zigmond
 - 11.4 Approval of October 13, 2016 Minutes 32
 - 11.5 Request for Final Approval of Proposed Institutional Policies
 - 11.5.1 SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination* 39
 - 11.5.2 SCP-2218, *Evaluation of Full-time Faculty and Forms* 44
 - 11.5.3 SCP-3000, *Distance Learning* 52
 - 11.5.4 SCP-4000, *Basic Guidelines and Standards for Admissions* 56
 - 11.6 Request for Approval to Release for 30-day Public Comment Period
 - 11.6.1 SCP-1735, *Solicitation Policy* 62
 - 11.6.2 SCP-2375, *Home Campus Assignment and Campus Requirements for Faculty* 67
 - 11.6.3 SCP-2875, *Workload Requirements for Full-time Faculty (Additional 30-day Request)* .. 70
12. Possible Executive Session Under Authority of WV Code §6-9A-4(b)2A regarding
Personnel and Management Issues Chair Zigmond
13. Adjournment Chair Zigmond

Southern West Virginia Community and Technical College

Committee	President's Activities Report		Date	December 13, 2016
Facilitator	Dr. Bob Gunter		Time	6:00 PM
Location	Southern West Virginia Community & Technical College - Logan			
Key Points Discussed and Action Items				
No.	Date	Action Item(s)	Outcome/Follow-up and Owner	
		Faculty Meetings		
	November 10, 2016	Governance Day – Faculty Senate Quarterly Meeting		Attended
	November 10, 2016	Governance Day – Veteran's Day Testimonial		Presented
		Staff Meetings		
	October 17, 2016	President's Cabinet Meeting		Presided
	November 7, 2016	Vice President Meetings		Presided
	November 8, 2016	President's Cabinet Meeting		Presided
	December 5, 2016	Vice President Meetings		Presided
	December 6, 2016	Vice President Meetings		Presided
	December 13, 2016	President's Cabinet Meeting		Presided
	December 14, 2016	Classified Staff Council Quarterly Meeting		Attended

Key Points Discussed and Action Items			
No.	Date	Action Item(s)	Outcome/Follow-up and Owner
		Other	
	October 17, 2016	Draft Strategic Goals Document Discussion	Presided
	October 18, 2016	Director of Student Financial Assistance Meeting	Presided
	October 18, 2016	Danville, WV Property Discussion	Attended
	October 20, 2016	Community and Technical College Advisory Committee (CTCAC)	Attended
	October 20, 2016	WV Council for CTC Education	Attended
	October 25, 2016	MOU Discussion w/ WV Office of MNST & Task Force One	Attended
	October 26 – 28, 2016	National Science Foundation Conference – Washington D.C.	Attended
	October 31, 2016	PowerSports Technology Discussion	Presided
	November 1, 2016	Guest Speaker, Mingo Central Comprehensive High School	Speaker
	November 2 – 4, 2016	Community Colleges of Appalachia Fall Conference	Attended
	November 10, 2016	A Community Conversation – Education and Workforce: WV Working Together Workshop	Participated
	November 19, 2016	Southern's Harvest Half Marathon	Attended
	November 21, 2016	Student meeting regarding Co-Curricular Math	Participated
	November 28, 2016	Visit Sandy River Middle School, Avondale, WV	Attended
	November 29, 2016	Region 2 Job Fair	Attended
	November 30 – December 4, 2016	Association of Career and Technical Education Conference, Las Vegas, NV	Attended
	December 7, 2016	WVCCA Annual Conference	Attended
	December 7, 2016	Community and Technical College Advisory Committee (CTCAC)	Attended
	December 8, 2016	WV Council for CTC Education	Attended

	December 15, 2016	SWVCC Foundation Executive Board Meeting	Attended
		Grants Activity	
	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
		Planned Activities – October 2016	

Annual Board Report for Academic Affairs General Outline

Reorganization

Academic Affairs is in the process of reorganizing from 4 divisions to 3 schools and include a new associate vice president for academic affairs position. The organization will consist of:

- The School of Allied Health and Nursing
- The School of Career and Technical Studies
- The School of Art and Sciences
- Associate Vice President of Academic Affairs. (responsible for grant writing, distance education and institutional effectiveness)

Academic Programs

- Associate of Science Degree will incorporate 4 pathways to degree completion:
 - STEM,
 - Health Sciences,
 - Business,
 - Applied Technology.

- Associate of Arts Degree will incorporate 4 pathways to degree completion
 - Elementary Education,
 - Social Sciences,
 - History and Political Science,
 - Liberal Arts.

Distance Education

- **2016 Full QM approvals**
 - MT 121 (Lisa Redmiles)
 - MT 124 (Sarma Pidiparthi)
 - MG 261 (Stephanie Mounts)
 - SO 200 (Beverly McDonald)
 - IT 170 (Matthew Payne)
- **Internal QM approved**
 - MT 121.A – internal – not doing QM external (Verna Schwalb)
 - MT 124.A – internal – not doing QM external (Denise White)
 - EN 102 – internal complete ready for QM review (Anna James)
 - IT 104 – internal complete ready for QM review (Matthew Payne)

Grants

- Program development grant for Agriculture (approved) \$220, 000
- Program development grant Powersports Technology (pending) \$220,000

- Advance grant for the expansion of the Respiratory Care Technology program to the Wyoming campus (pending) \$200,000
- America's Promise – Rural Healthcare Workforce Training Initiative (pending) \$2.8 Million
- HRSA Grant – Nursing Diversity in the Workforce (pending) \$3.2 Million – Partnership with Bridge Valley, CAMC, UC
- SAMSHA Grant – Suicide Prevention and Awareness (pending) \$105,000.00

Faculty and Staff Accomplishments

- March 2016 - Heather Drake – Graduated with MSN- Nursing Education- Grand Canyon University
- May 2016 – Anitra Ellis – Graduated with MSN – FNP – WVU
- December 2015 - Erica Farley Graduated with Regents Bachelor of Arts (RBA) degree - Marshall
- Summer 2016 - Steven White and John Evans complete Siemens Level I training

New Faculty

- Tina Brown-Cohenour - Nursing
- Karlo Zvonarek - physics and physical science at Logan and Williamson
- Abigail Michelini - English at Wyoming
- Lillie Teeters - English at Logan

Miscellaneous

- All ICR will be updated by the start of the spring semester (Send and receive sites)
- New 12 week part of term available in spring (applied but not ready to start)
- New scheduling process resulting in students being able to have a 2 of 4 day schedule
- Lillie Teeters and Abby Michelini initiated a literary magazine. First publication should occur in the spring and will feature the talents of Southern's students.

Student Services Unit

Presentation to Southern West
Virginia Community and Technical
College Board of Governors
December 13, 2016

Student Services Departments:

- ❖ Admissions/Records
- ❖ Enrollment Management/Student Engagement
- ❖ Disability and Adult Services/DHHR-TANF
- ❖ Student Financial Assistance

Areas of Responsibilities:

- Applications for Admissions
- Admission Letters
- Transfer Credit Articulation
- Maintain and Update Student Records
- Degree Evaluation
- Process Transcripts
- Diplomas
- Required Federal and State Reports

Admissions/Records

Areas of Responsibilities:

- Recruitment
- Student Advising
 - Accuplacer Testing
- Student Registration
- TAACCCT 3 – Bridging the Gap Peer Coaches
- Commencement
- Title IX Coordinator
- Student Grievance and/or Issues
- Student Organizations/Activities

Enrollment Management/Student Engagement

Advising/Registration

- New/returning students - 3123
 - Advising
 - Registration
 - Add/drop
 - Update records
 - Schedule adjustment
 - Accuplacer testing

**Enrollment Management/Student
Engagement – 2015**

Recruitment Activities Fall 2016

- College Fairs – 17 events – 25 high schools
- Job and Resource Fairs – 3
- High school/middle school visits – 10
- High school football games – 14
- Outreach activities – 39

Enrollment Management/Student Engagement

Student Engagement Activities and Organizations

- Welcome Back
- Halloween Parties – All Campuses
- Survival Stations – Finals Week
- Skills USA
- National Technical Honor Society
- Phi Theta Kappa
- HOSA
- Veterans' Club
- Lambda Beta (Respiratory Care)
- Lambda Chi Nu (Associate Degree Nurses)
- Lambda Nu (Imaging Sciences)
- Sticks (Literary Magazine)

Enrollment Management/Student Engagement

Student Services Counselors and Disability and Adult Services Director

- Assist with student advising/educational plan/class registration
- Coordinate dual credit testing/ registration– 102 headcount, fall 2016
- Coordinate and plan new student orientation – all campuses/site
- Coordinate job fairs on campus
- Coordinate high school visits to campuses
- Assist with recruitment activities
- Support and coordinate accommodations for students with disabilities – 46 students

Disability and Adult Services/ DHHR-TANF

DHHR-TANF Grant Program

Student Services Specialist provide support for students in the following areas:

- Readiness Boot Camps – math, technical math, algebra
- ACT prep
- HESIA workshops
- Money Smart
- Advising
- Registration
- Resume writing
- Intervention

Disability and Adult Services/ DHHR-TANF

DHHR-TANF Grant Program – Fall 2016

Started with 27 students

- 23 (85.2%) completed fall semester
 - 2 went to work
 - 1 withdrew
 - 1 no longer on TANF
 - 15 (65.2%) GPA 2.0 and above
- 5 (21.7%) 4.0 GPA

Disability and Adult Services/ DHHR-TANF

DHHR-TANF Grant Program – Spring 2016

Started 34 students

- 29 (85.2%) passed spring semester
 - 5 failed (14.7%)
- 22 (64.7%) GPA 2.0 and above
- 1 (2.9%) 4.0 GPA
- 6 graduated in May 2016
 - 3 working (50%)
 - 2 continuing education (33%)

Disability and Adult Services/ DHHR-TANF

DHHR-TANF Grant Program – Fall 2016

- Program expanded to possibility of 70 students
- Additional Student Services Specialist position
- Semester started 43 students
 - 3 could be eligible to graduate in December 2016

Disability and Adult Services/ DHHR-TANF

Student Financial Assistance Office March 2015 through November 2016

- Served 4,887 students at all campus locations
- Assisted at 7 Region 2 Workforce WV financial aid workshops
- Participated in 30 high school financial aid workshops – 1,180 students
- Participated in GEAR UP/CFWV 2015 and 2016 College Goal Sunday events at Logan Campus and Mingo Central HS – 228 participants

Student Financial Assistance

FEDERAL PELL GRANT AWARDS

PELL		
Semester	Number of Awards	Amount
Spring 2015	814	\$1,940,998.53
Summer 2015	42	\$64,872.50
Fall 2015	951	\$2,347,997.68
Spring 2016	926	\$2,252,351.04
Summer 2016	55	\$77,256.04
Fall 2016	1,033	\$2,561,164.10

Student Financial Assistance

WV HIGHER EDUCATION GRANT (WVHEG)

WV Higher Education Grant

Semester	Number of Awards	Amount
Spring 2015	401	\$507,873.00
Summer 2015	0	0
Fall 2015	474	\$591,598.00
Spring 2016	376	\$472,198.00
Summer 2016	0	0
Fall 2016	533	\$699,799.00

Student Financial Assistance

SCHOLARSHIPS

Promise Scholarship

Semester	Number of Awards	Amount
Spring 2015	50	\$81,700.00
Summer 2015	0	0
Fall 2015	45	\$70,224.00
Spring 2016	48	\$76,608.00
Summer 2016	0	0
Fall 2016	50	\$83,400.00

Southern Scholarship

Semester	Number of Awards	Amount
Spring 2015	57	\$75,036.50
Summer 2015	4	\$4,273.80
Fall 2015	46	\$63,860.60
Spring 2016	52	\$70,194.50
Summer 2016	6	\$2,527.00
Fall 2016	57	\$85,514.50

Student Financial Assistance

UNDERGRADUATE TUITION FEE WAIVERS

Employee Waiver

Semester	Number of Awards	Amount
Spring 2015	1	\$381.00
Summer 2015	2	\$762.00
Fall 2015	0	0.00
Spring 2016	4	\$4,788.00
Summer 2016	0	0
Fall 2016	5	\$4,309.00

Student Financial Assistance

UNDERGRADUATE TUITION FEE WAIVERS

Employee Dependent

Semester	Number of Awards	Amount
Spring 2015	9	\$12,280.00
Summer 2015	4	\$2,413.00
Fall 2015	10	\$15,458.50
Spring 2016	9	\$14,127.50
Summer 2016	2	\$798.00
Fall 2016	9	\$14,039.00

Health Science Technology Academy (HSTA)

Semester	Number of Awards	Amount
Spring 2015	5	\$6,096.00
Summer 2015	0	0.00
Fall 2015	5	\$7,980.00
Spring 2016	7	\$11,172.00
Summer 2016	0	0.00
Fall 2016	6	\$10,008.00

Student Financial Assistance

UNDERGRADUATE TUITION FEE WAIVERS

Foster Care

Semester	Number of Awards	Amount
Spring 2015	1	\$1,524.00
Summer 2015	0	0.00
Fall 2015	4	\$6,384.00
Spring 2016	4	\$6,384.00
Summer 2016	0	0.00
Fall 2016	7	\$10,680.50

Veterans/Orphans

Semester	Number of Awards	Amount
Spring 2015	1	\$1,524.00
Summer 2015	0	0.00
Fall 2015	1	\$1,596.00
Spring 2016	0	0.00
Summer 2016	0	0.00
Fall 2016	1	\$1668.00

Student Financial Assistance

FEDERAL WORK STUDY PROGRAM

Federal Work Study Program		
Semester	Number of Awards	Amount
Spring 2015	21	\$32,888.25
Summer 2015	0	0.00
Fall 2015	19	\$33,712.65
Spring 2016	11	\$4,603.50
Summer 2016	1	\$1,179.00
Fall 2016	16	\$16,950.69

Student Financial Assistance

William D. Ford Federal Direct Loan Program

Federal Direct Loan Program

Semester	Subsidized Loans		Unsubsidized Loans		Total Amount
	Number of Awards	Amount	Number of Awards	Amount	
Spring 2015	62	\$105,631.00	53	\$96,233.00	\$201,864.00
Summer 2015	0	0.00	0	0.00	0.00
Fall 2015	85	\$145,756.00	80	\$145,173.00	\$290,929.00
Spring 2016	120	\$205,841.00	101	\$185,844.00	\$391,685.00
Summer 2016	0	0.00	0	0.00	0.00
Fall 2016	241	\$420,964.00	211	\$376,251.00	\$797,215.00

Student Financial Assistance

Federal Loan Default Rates

Cohort	Draft/Publish Rate	Current Rate	Numerator	Denominator	Weeks Remaining
2009	22.1%		25	113	Closed
2010	27.2%		27	99	Closed
2011	24.2%		24	99	Closed
2012	21.0%		24	114	Closed
2013	24.4%		23	94	Closed
2014	29.8% - Draft				Closed
2015		13.8%	13	94	48
2016		0.0%	0	94	100
2017		0.0%	0	79	152

Student Financial Assistance

Student Services Projects

- Student Record and Registration Discovery in Banner – Ellucian
- Development of Enrollment Management Plan
 - Advising plan
- Recruitment and Outreach Implementation Plan
- Update Disability Services Handbook
- Update Student Financial Assistance Policies and Procedure Handbook
- Update Webpage
- Redesign student services area – Logan Campus
- Create and implement strategies to impact loan default rates
 - Exit interviews
- Develop and implement a positive customer service experience during the students' journey

Student Services Unit

**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, Unit D, Logan, WV**

DRAFT MINUTES

Board Members Present: Thomas Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary; Raamie Barker, Russell Saunders, Faculty Representative; Kevin Zachary

Board Members Absent: Kevin Hill, Jada Hunter, George Kostas, Virginia Stepp, Classified Staff Representative

College Staff Present: Robert Gunter, President; Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Jack Dilbeck, Bill Cook, David Lord, Rita Roberson, Randy Skeens, Steven Hall, Steven Lacek, Guy Lowes, Melinda Saunders, Gary Holeman, Carol Howerton, Emma Baisden (Recorder and Executive Assistant to the BOG); Howard Seufer (General Counsel)

Guest: Tanya Gunter

1. Call to Order

Board of Governors Chair, Thomas Heywood, declared a quorum present and convened the meeting at 6:00 p.m.

2. Call for Public Comments to the Board of Governors

Chair Heywood asked for public sign-up for comments to the Board. No signatures were recorded.

3. Board of Governors and Administration Self-Assessment Report

Mr. Howard Seufer, Board Counsel, led Board members and administrators through the results of the 15th annual self-evaluation which was conducted on an aggregated and anonymous basis. Mr. Seufer explained the scoring scale and informed the group that only seven (7) Board members completed the evaluation this year as compared to 11 in 2015, and 10 in 2014. Due to the small number of Board member respondents, scores were distorted by respondents who answered "Don't Know" or gave no answer at all. Therefore, "Don't Know" and "No Answers" were left out of the calculation. For record purposes, the Board was comprised of nine (9) of the twelve (12) positions available when the annual survey was conducted. Two Board members had been recently appointed, and three Board seats were vacant (two lay member seats and the student representative's seat). Fourteen administrators completed this year's evaluation as compared to 15 in 2015, and 13 in 2014. Mr. Seufer first led Board members through the results of their self-evaluation and identified questions which improved and slipped in rank. Overall, the self-assessment results were good, the Board is well informed, decisions of the Board are supported by its members, there is a climate of mutual trust and respect among its members, and the Board has a positive relationship with the College President. Results showed that Board members are prepared for meetings, and believe employee presentations have good content, but need a time limit established for reports. Comments on question 16 revealed that a Board member believed that in the past year, there were issues that the Board of Governors

should have addressed or spent more time considering such as the handling of SCP-1400, Guest Speakers, Lecturers, Performers and Organized groups. One member stated, "there is a disconnect between students and staff and we need a vehicle to her student suggestions and complaints." There were five areas (questions 16, 25, 2b, 7, and 9) which showed the most improvement this year over last, and one (2b) which demonstrates progress over the three-year period. Comparing the 2016 and 2015 mean scores in the report, eight (8) areas declined with questions three (3) and eight (8) showing the most significant decline.

The overall results of the administration self-evaluation remained about the same or slightly improved over last year. The highest improvement was "administrators as a group believes they are meeting their established compact goals" (question 1), and the next highest improvement was "as individual administrators they are meeting established goals" (question 2). Administrators unanimously agreed on questions 10, 15, 16, and 17. The largest downward deviation from 2015 was reflected in the responses to question number seven (7) – new administrators receive an appropriate orientation to their new roles and responsibilities, and the second largest decrease was responses to question number 12 – I work cooperatively and effectively with the President of the College. Administrators consistently commented that Executive Council is too large, meetings are not efficient or productive, discussions need to be kept pertinent, and members need to be informed on progress of projects. Chair Heywood thanked Mr. Seufer for his presentation and commented that survey results are helpful to Board members and administrators.

4. **West Virginia Open Governmental Proceedings Act**

Chair Heywood led Board members through a PowerPoint presentation on the *Open Governmental Proceedings Act* which was developed by Bruce Walker for the purpose of meeting statute requirements for Board training. All Board members participating in today's meeting will receive training credit. Chair Heywood informed the group that

- (1) A member newly appointed to a governing board must complete three 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 a fiscal year, the member must complete three hours of training and development by the end of the first half of the second fiscal year.
- (2) With the exception of the student member of a governing board, each member must 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 State statute on Open Governmental Proceedings, sometimes called the Open Meetings or "Sunshine" Act, was enacted to ensure that the proceedings of all public agencies are conducted in an open and public manner, so that the people may be informed about the actions of their governments and retain control over them. The law and code have improved over the years. The Act applies to all State, county, and municipal administrative or legislative units of government, including their departments, agencies, committees, boards and commissions. It does not apply to the courts. Meetings of the governing bodies of all public agencies must be open to the public, unless a specific statutory exception applies. The Act does provide specific exceptions for which a

governing body of a public agency may hold an executive session, which is a meeting that is not open to the public. A member of the governing body must make a motion to go into executive session. The motion must state in plain language the grounds for convening an executive session. A governing body may go into an executive session for any of the reasons set forth in the Open Meetings Act at West Virginia Code § 6-9A-4. Some common grounds for going into an executive session are to discuss personnel matters or pending litigation; to consider matters involving the purchase, sale or lease of real property, or to plan or consider an official investigation. No decisions can be made during an executive session. A governing body may only vote after it reconvenes in an open session. The decision of whether or not to take minutes for an executive session lies within the discretion of the governing body. Every public agency is required to give advance notice to the public and news media of the date, time, place and agenda of all regular meetings and the date, time, place and purpose of all special meetings, except in the case of an emergency requiring immediate action. State agencies must file a notice of any meeting with the Secretary of State at least five business days prior to the date of the meeting. The meeting agenda must be posted three business days before a regular meeting. Public agencies must keep written minutes of all meetings, and must make them available to the public within a reasonable time after the meeting. These minutes must include all measures proposed and the results of all votes taken. Chair Heywood concluded his presentation by informing the group that the Open Meetings Act provides that any person who is a member of a public or governmental body required to conduct open meetings and who willfully and knowingly violates the Act is guilty of a misdemeanor and, upon conviction thereof, can be fined not more than \$500. Persons convicted of a second or subsequent offense are guilty of a misdemeanor and, upon conviction thereof, can be fined not less than \$100 nor more than \$1,000.

5. President's Report

- 5.1 On October 11, 2016, President Gunter, Allyn Sue Barker, Steven Hall, and Carol Howerton participated in an Economic Development Roundtable at Welch, West Virginia, hosted by Congressman Evan Jenkins. Following the roundtable discussion, the group met privately with Congressman Jenkins to discuss and solicit his support for three (3) large U. S. Department of Labor grant proposals which Southern has written and submitted. Funding of these grants would have a tremendous economic impact on this region and provide capacity building in new and expanded programs for our communities.
- 5.2 In August 2015, the Partnerships for Opportunity and Workforce and Economic Revitalization (POWER) Initiative awarded an ARC grant to the Hatfield McCoy Regional Recreation Authority in Man, WV for the Southern Coalfields Sustainable Tourism and Entrepreneurship Program. As a partner with the Hatfield McCoy Regional Recreation Authority, Southern will receive \$750,000 to provide small business training, technical assistance, and entrepreneurial coaching services.
- 5.3 The Southern West Virginia Community College Foundation held its fourth annual Michael J. McGraw Memorial Scholarship Golf Classic on October 6, 2016 at Twin Falls State Park. There has been a 30% increase in funds raised at this event. To date, approximately \$10,000 has been raised for student scholarships. 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.

6. Financial Report

Vice President for Finance and Administration, Samuel Litteral, provided the financial report dated September 30, 2016 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. Mr. Litteral informed Board members that revenues are above 25% and he has no concerns on the expenditure side due to the increased PEIA insurance premium. Twenty percent of state appropriations are received within the first three months of the fiscal year which began July 1, 2016. Restricted revenue on page two of the handout shows an increase due to the College receiving most of the PELL funds upfront. Vice President Litteral informed the group that his office has completed the field work for the financial audit and he should receive some figures within a couple of weeks.

7. Workforce and Community Development Office Report

Ms. Allyn Sue Barker, Vice President for Workforce and Community Development, presented a PowerPoint presentation to Board members highlighting the Unit. The Community and Workforce Development Unit consists of three departments – Academy for Mine Training and Energy Technologies; Community and Leadership Development; and Workforce and Continuing Education. The Unit is committed to supporting the needs of employees and employers. It serves as a mechanism for economic development in the region by offering continuing education, non-academic credit courses, customized training programs to expand and upgrade workplace skills, and to provide community interest programs and activities which promote personal growth and cultural enrichment. Vice President Barker informed Board members that training data for the Academy for Mine Training and Energy Technologies has been up and down due to the declining coal economy.

8. Action Items:

8.1 Request for Approval of August 16, 2016 Board Meeting Minutes

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

ACTION: Wilma Zigmond seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and the minutes approved.

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

MOTION: Russell Saunders moved the adoption of the following 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.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

8.3 Request for Final Approval by Board of Governors and Submission to Chancellor

8.3.1 SCP-1010, *Use of Alcoholic Beverages on Campus*

MOTION: Kevin Zachary moved the adoption of the following 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.

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

8.3.2 SCP-3200, *Awarding College Credit for Prior Learning*

MOTION: Glenn Yost moved the adoption of the following 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.

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

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*

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 the proposed rescission 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.

8.4.2 SCP-2218, *Evaluation of 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- 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.

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

8.4.3 SCP-3000, *Distance Learning*

MOTION: Glenn Yost 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-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.

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

8.4.4 SCP-4000, *Basic Guidelines and Standards for Admission*

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-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.

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

9. Informational Items:

9.1 Board of Governors Training and Development Hours

Chair Heywood reviewed the Board of Governors Training Hours Report for the period of July 1, 2015 - June 30, 2016 which was provided by Chancellor Tucker's office. This report was submitted to the Legislative Oversight Commission on Education Accountability (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. The training and development hours' requirement was reviewed in Chair Heywood's Open Governmental Proceedings Act presentation at today's meeting. If new Board members have not completed the initial three hours of training, the West Virginia Higher Education Policy Commission has online training opportunities available. Chair Heywood asked members to contact Emma Baisden should they need to complete online training. Additionally, it is acceptable to count training hours for informational items presented at Board

meetings with prior approval from Chancellor Tucker's office.

9.2 Institutional Policies Granted Final Approval by Chancellor Tucker

President Gunter informed members that the following institutional policies had been granted final approval by Chancellor Tucker:

9.2.1 SCP-1230, *Firearms, Weapons, and Explosives Policy*

9.2.2 SCP-1750, *Tobacco and Smoke-free Campus Policy*

9.2.3 SCP-2171, *Professional and Educational Requirements for Faculty*, and
SCP-2171.A, *Faculty Credentials Certification Form*

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

Other - President Gunter invited Board members to attend Southern's Harvest Half Marathon and 5K race scheduled for Saturday, November 18, 2016, at the Williamson Campus. Dr. Gunter anticipates approximately 200 runners will participate in the event which will begin at 9:00am. A web link is provided on Southern's website which connects to the Road Runners' website for on-line registration which is ongoing. The race has several corporate sponsors.

10. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 8:40 p.m. The next Board meeting is scheduled for 6:00 p.m. on December 13, 2016 and will be held in Building C, Room 428, at Southern's Logan Campus.

Wilma J. Zigmond, 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 DECEMBER 13, 2016**

ITEM: Request for Approval of 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 of SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public 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*. 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.

The policy was reviewed and approved by Executive Council with changes at its September 7, 2016 meeting, and reviewed and approved as presented by the President's Cabinet on September 13, 2016. Revisions reflect minor changes to the Purpose Statement (Section 1.1) and includes education as a preferred consideration, along with training and experience, for faculty being reassigned (Section 6.3.1).

At its October 13, 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 November 18, 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-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following 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:** West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, 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*
SCP-2701, *Reduction in Work Force Due to Financial Exigency: Faculty Personnel*;
SCP-3625, *University Transfer Program Evaluation Model*;
SCP-3620, *Policy Regarding Program Review*;
SCP-5260, *Meeting Financial Exigencies*
- ORIGINATION:** September 1, 1985
- EFFECTIVE:** January 13, 2017
- REVIEWED:** 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 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 members' 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 the Purpose Statement (Section 1.1), and includes 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 DECEMBER 13, 2016**

ITEM: Request for Approval of SCP-2218, *Evaluation of Full-time Faculty*, and SCP-2218.A, *Faculty Evaluation Forms*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-2218, *Evaluation of Full-time Faculty*, and SCP-2218.A, *Faculty Evaluation Forms*, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public 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* and its forms. The purpose of the policy is 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.

The policy and forms were reviewed, modified, and approved by the Executive Council at its September 7, 2016 meeting, and reviewed and approved as presented by the President's Cabinet on September 13, 2016. Revisions made to the policy and evaluation forms reflect changes in titles.

At its October 13, 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 November 18, 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-2218, *Evaluation of Full-time Faculty*, and SCP-2218.A, *Faculty Evaluation Forms*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following 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: West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 8, *Personnel Administration*; Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*

ORIGINATION: August 17, 1984

EFFECTIVE: January 13, 2017

REVIEWED: 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 Full-time Faculty – An individual employed on a full-time year-to-year basis designated as faculty 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 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 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 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 Division Head and/or Program Coordinator.
- 6.1.2 March 15 – Faculty members will submit the Faculty Self-Evaluation portion of Form SCP-2218.A to the Division Head and/or Program Coordinator.
- 6.1.3 March 15 through April 30 – 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.
- 6.1.5 May 15 – Division Heads submit completed Faculty Evaluation Forms to the Vice President for Academic Affairs.
- 6.1.6 June 30 – 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 division head and/or program coordinator to schedule planning meetings, classroom visits and evaluation conferences consistent with the prescribed time line.
- 7.2 Division Heads shall be evaluated by the Vice President for Academic Affairs in a manner consistent with faculty evaluation by the division heads and/or program coordinators. This evaluation shall be for the division head's faculty responsibilities and shall not include the administrative responsibilities.
- 7.3 The division head's administrative responsibilities will be evaluated annually by the 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: _____

Division Head Signature: _____

Date: _____

Faculty Self-Evaluation Form

(Due by March 15)

Name: _____

The purpose of this form is to provide 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 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)

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 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 Faculty Member

Date

Signature of Program Coordinator

Date

Signature of Division Head

Date

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

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

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-3000, *Distance Learning*, for submission to the Chancellor for Community and Technical College Education for final approval following 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 its August 24, 2016 meeting, and by the 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.

At its October 13, 2016, meeting the Southern West Virginia Community and Technical College Board of Governors authorized release of the policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The public comment period ended November 18, 2016, and no comments were received. Therefore, the staff member recommends that the Board of Governors grant approval of SCP-3000, *Distance 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.

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

SUBJECT: Distance Learning

REFERENCE: Higher Learning Commission, 2011 Guidelines for the Evaluation of Distance Education (On-Line Learning)¹; Higher Learning Commission *Background Information on Distance and Correspondence Education* (www.hlcommission.org/Monitoring/distance-delivery.html)

ORIGINATION: February 7, 2012

EFFECTIVE: April 17, 2012

REVIEWED: 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 (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 Distance-delivered Courses – 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 other¹.
- 3.2 Distance-delivered Programs – Those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses¹.
- 3.3 Hybrid or Blended – 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.
- 3.4 Interactive – A method of course delivery in which all or part of the instruction and interaction with students occurs via closed circuit, interactive classrooms (ICR).
- 3.5 Online – A method of course delivery in which all or part of the instruction and interaction occurs via internet technologies either synchronous or asynchronous.

- 3.6 Quality Matters – A faculty-centered, peer review process designed to certify the quality of online and blended courses.
- 3.7 Traditional – 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.
- 3.8 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 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 hybrid,
 - 4.2.3 web-enhanced, and
 - 4.2.4 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.

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 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

Revision Notes: February 7, 2012 – Policy originated.

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 DECEMBER 13, 2016**

ITEM: Request for Approval of 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 of SCP-4000, *Basic Guidelines and Standards for Admissions*, for submission to the Chancellor for Community and Technical College Education for final approval following 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 their September 7, 2016 meeting. The President's Cabinet reviewed and approved several changes to the policy at their 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.

The policy was presented on October 13, 2016 to the Board of Governors and approved for advancement to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended on November 18, 2016. No comments were receive. Therefore the staff recommends that the Board of Governors grant approval of SCP-4000, *Basic Guidelines and Standards for Admissions*, as presented for submission to the Chancellor for Community and Technical College Education for final approval following 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 Council for Community and Technical College Education, Title 135, Procedural Rule, Series 19, *Guidelines for Offering Early Enrollment Courses for High School Students*; 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 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.
- 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) 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 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.
- 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 AND PROCEDURES

- 7.1 Re-entry students are required to re-submit an 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 are receiving federal financial assistance and fails to acknowledge attendance at any college or university in which 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 Students receiving financial aid 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 Students must have a 3.0 (B) grade point average unless they 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 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 Vice President for Academic Affairs or 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 term.
- 7.6 Conditionally admitted students must 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.

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.

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

ITEM: Request for Approval of Revisions to SCP-1735, *Solicitation Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1735, *Solicitation Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Robert Gunter

BACKGROUND:

This policy applies to solicitation activities conducted on the grounds or within the buildings under the control of Southern West Virginia Community and Technical College, including solicitation using Southern's electronic mail network ("e-mail"). On September 9, 2016, President Gunter met with the Directors of Campus Operations to consider revision of SCP-1735, *Solicitation Policy*. Responsibility for the approval of events held on Southern's campuses and the posting of materials on its buildings and grounds were delegated to the Director of Campus Operations.

The modified policy was reviewed and approved as presented by members of the Executive Council on July 5, 2016, and by the President's Cabinet on October 17, 2016. The staff requests 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-1735**

SUBJECT: Solicitation Policy

REFERENCE: West Virginia Code §18B-14-10; §18B-1-6

ORIGINATION: June 2004

EFFECTIVE: ~~June 15, 2004~~

REVIEWED: ~~July 2011~~ September 28, 2016

SECTION 1. PURPOSE

1.1 Southern West Virginia Community and Technical College (“Southern” or the “College”) has the duty and responsibility to maintain a safe and healthy work and learning environment conducive to its principal mission of education while respecting the constitutional protection of free speech as well as the individuals right to privacy. Accordingly, the College hereby adopts this solicitation policy for the purposes of: (1) preserving the College’s right to permit or prohibit sales and solicitation activities on college property, and (2) to protect the campus community from sales and solicitation activities that are intrusive, unrelated to our educational purpose, or incompatible with normal operations. This policy is not intended to constrain solicitation of the College, which may be directed to appropriate employees solely in their capacities as employees or agents of the College, in the normal operation of College purchasing or contracting.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to solicitation activities conducted on the grounds or within buildings under the control of Southern West Virginia Community and Technical College, including solicitation using Southern’s electronic mail network (“e-mail”).

SECTION 3. DEFINITIONS

3.1 The term “solicitation” as used here means the sale, lease, rental or offer for sale, of any property, product, merchandise, publication, or service, whether for immediate or future delivery; the distribution or display of printed material, merchandise, or products that are designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; or the oral written appeal or request to support or join an organization other than a registered student, faculty, or staff organization. Solicitation further means the activity or process of seeking to obtain the support of an individual for a cause, movement, doctrine, or commercial product through persuasion or formal application.

SECTION 4. POLICY

4.1 Solicitation of employees and students and/or distribution of literature for solicitation purposes is prohibited unless approved and conducted in accordance with the content, requirements and restrictions of this policy. Proper Approval from the Director of Campus Operations must be obtained prior to the ~~an~~ event being scheduled. To receive approval, the *On Campus Solicitation Request Form* (SCP-1735.A) will be submitted at least two weeks prior to the event. The College reserves the right to withhold approval for any solicitation activities on property under its jurisdiction, and to regulate the time, place, manner and duration of approved

solicitation. The College makes no warranty regarding the truth of any representation made in any written materials posted or distributed or other information provided as part of any solicitation activity engaged in pursuant to this policy.

- 4.1.1 Sales and Solicitation by Non-college Organizations – There shall be no sales and/or solicitation conducted on college property except by vendors with whom the college has contracted for the sale, lease, rental, or offer of said goods and services. Specifically prohibited by this policy is the solicitation of students of Southern West Virginia Community and Technical College by financial institutions, organizations, businesses, companies, establishments, or individuals for credit cards and/or credit services.
- 4.1.2 Sales and Solicitation by Official College Organizations Including Student Organizations – Solicitation for the sale, lease, rental, or offer of goods, services, and /or products on college property shall be conducted by Student organizations, faculty, or staff officially recognized and authorized by Southern West Virginia Community and Technical College or by legally authorized representatives of companies with whom the college has signed an official contract for the sale, lease, rental, or offer of said goods and services.
- 4.1.3 Sales Limitations – Sales may not be conducted in competition with the products and services normally provided by the college.
- 4.1.4 Solicitation by Employees – Solicitation by employees for purposes other than direct college related business during regularly scheduled work hours is prohibited. Solicitation during non-work hours (lunch or other break times) by employees is subject to other applicable sections of this policy.
- 4.1.5 Solicitation by Students – Solicitation and/or sales by students or student organizations on college property are prohibited without the express written consent of the Vice President for Student Services.
- 4.1.6 Use of College Mail, E-mail or Other Electronic Media – Use of the college mail, e-mail or other electronic media systems for solicitation or sales is limited to official college business only. No other use of college mail or e-mail services and/or equipment is permitted.
- 4.1.7 Posting Material – Posting of all material referenced in this policy must be approved and posted by the Director of Campus Operations.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 ~~Any organization or person who posts or distributes any tangible materials as any part of a solicitation activity shall be responsible for removing and properly disposing of all such materials at the conclusion of the solicitation period.~~ Students and employees violating the terms and conditions of this policy shall be subject to disciplinary action deemed appropriate by the President and the Vice President for Student Services. Any individual, organization, or entity found in violation of this policy will be subject to available sanctions and/or civil action.

SECTION 7. RESPONSIBILITIES

7.1 The solicitation policy falls under the responsibility of the President or President’s designee.

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-1735.A, *On Campus Solicitation Request Form*

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

Revision Notes: July 2011 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

September 2016 – Responsibility for the approval of events held on Southern’s campuses and the posting of materials on its buildings and grounds were delegated to the Director of Campus Operations.

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

ITEM: Request for Approval of Revisions to SCP-2375, *Home Campus Assignment and Campus Requirements for Faculty*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2375, *Home Campus Assignment and Campus Requirements for Faculty*, 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-2375, *Home Campus Assignment and Campus Requirements for Faculty*. The purpose of this policy is to establish and communicate policy regarding assignments to teaching locations.

Modifications to this policy were reviewed and approved by Executive Council on November 2, 2016, and the President's Cabinet on November 8, 2016. Revisions reflect changes in management titles and the addition of faculty member definition. 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-2375**

SUBJECT: Home Campus Assignment and Campus Requirements for Faculty

REFERENCE: ~~None~~ West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 8, *Personnel Administration*; Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*; SCP-5780, *Travel Regulations*

ORIGINATION: July 1, 1985

EFFECTIVE: ~~July 1, 1985~~

REVIEWED: ~~November 21, 2011~~ November 2, 2016

SECTION 1. PURPOSE

1.1 To establish and communicate policy regarding assignments to teaching locations.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All faculty and instructional specialist employees.

SECTION 3. DEFINITIONS

3.1 ~~None~~ Faculty – Those individuals employed on a full-time or part-time basis whose major responsibility is the delivery of courses of instruction.

SECTION 4. POLICY

4.1 Faculty members will have a home campus designated for purposes of regular office space, mail delivery, payroll, etc. However, faculty members may be assigned teaching responsibilities at one or more locations where courses are offered. The home campus assignment will be based upon institutional needs for the position.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None

SECTION 6. GENERAL PROVISIONS

6.1 A faculty member shall be assigned to one campus as the home campus.

6.2 A faculty member shall not be reimbursed for travel between his/her home campus and place of residence.

6.3 A faculty member may be required to teach on one or more campus locations.

6.4 A faculty member with a multi campus teaching assignment will be reimbursed for travel in his/her personal car when the state vehicle is unavailable. Reimbursement will be in compliance with travel regulations.

- 6.5 A faculty member with a multi campus teaching assignment may deduct the travel time between campuses each week from his/her weekly office hours up to a maximum of three hours per week.
- 6.6 Consideration shall be given to traveling faculty when committee assignments are being made.
- 6.7 A faculty member may be required to travel between campuses when a full-time load does not exist on one campus and multi-location responsibilities are necessary.
- 6.8 Whenever possible, a faculty member shall be made aware of the probability of multi-location responsibilities prior to the beginning of the contract year. However, when lack of enrollment for a particular term is the cause for the multi campus assignment, prior notice will not be possible.

SECTION 7. RESPONSIBILITIES

- 7.1 The Chief Academic Officer in consultation with the ~~Department Chairs~~ Division Heads will make all faculty home campus determinations in accordance with this policy and the academic needs 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: None.

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

Revision Notes: December 8, 2005 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in the language of this policy.

 November 2011 – Policy reviewed for accuracy with minor changes made.

November 2016 – Revisions reflect addition of a definition and change of a management title.

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

ITEM: Request for Approval of Additional 30-day Comment Period for Revisions to SCP-2875, *Workload Requirements for 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-2875, *Workload Requirements for Full-time Faculty*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

At its August 2016 meeting, the Board authorized release of SCP-2875, *Workload Requirements for Full-time Faculty*, 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 at the end of the comment period and the recommendation of the President's Cabinet, at its October 13, 2016 meeting, the Board postponed action on the proposed revisions to SCP-2875, *Workload Requirements for Full-time Faculty*, to provide ample time for additional work needed on the proposal and further review of constituent comments.

An Ad Hoc Committee met on November 15, 2016, to discuss the issues brought forward and review the proposal. Based upon the outcome of this review, language in the draft proposal has been modified to provide further clarification. Due to these changes, staff requests for the Board of Governors to grant approval for the distribution of SCP-2875, *Workload Requirements for Full-time Faculty*, for an additional 30-day public comment period to allow sufficient time for review of the policy by all constituents.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2875**

SUBJECT: Workload Requirements for Full-time Faculty and Instructional Specialists

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 45, *Community and Technical College Faculty Instructional Load*; Title 135, Procedural Rule, Series 8, *Personnel Administration*; Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*; SCP-2171, *Professional and Educational Requirements for Faculty*; SCP-2375, *Home Campus Assignment and Campus Requirements for Faculty*; and SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*

ORIGINATION: April 15, 1985

EFFECTIVE: ~~May 21, 2015~~

REVIEWED: ~~December 2014~~ November 2016

SECTION 1. PURPOSE

- 1.1 To establish class sizes, the work week and class loads for full-time faculty members and instructional specialists of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 The issuance applies to all full-time faculty members and instructional specialists of Southern West Virginia Community and Technical College who are classroom instructors.

SECTION 3. DEFINITIONS

- 3.1 ~~None.~~ Faculty – Those individuals employed on a full-time or part-time basis whose major responsibility is the delivery of courses of instruction.
- 3.2 Full-time Faculty – An individual employed on a full-time year-to-year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.
- 3.3 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.
- 3.4 Fully Online Faculty – A full-time faculty member whose full load is considered fully online.

SECTION 4. POLICY

- 4.1 Class Load – Full-time faculty course load shall be fifteen (15) credit hours or their equivalent per semester, a maximum of thirty (30) credits per academic year. Full-time instructional specialist course loads shall be eighteen (18) credit hours or their equivalent per fall and spring semesters, and six (6) credit hours or their equivalent per summer semester. Faculty overload teaching opportunities are addressed in Section 6.6.2 of this policy.
- 4.2 Full-time Faculty Workweek – Full-time faculty shall post a minimum of twenty-two and one-half (22 ½) hours per week indicating lecture, clinical, lab and office hours. Additional time will be required to fulfill committee and other college responsibilities as identified in this policy. Workweek may include a combination of any of the following: weekdays, evenings, and weekends.
- 4.2.1 Faculty assigned fully online courses shall indicate course contact hours as TBA on their schedule and provide specific contact guidelines for online students under a Feedback Time Frames and Communication Methods page within each course in Blackboard. These guidelines should include a variety of methods of contact and contact hours including day and evening time frames as well as feedback guidelines which have a maximum forty-eight (48) hour response time.
- 4.2.2 Faculty assigned hybrid courses (courses with fifty (50) percent or more online) shall indicate the on-campus portion of the class on their schedule and provide specific guidelines for additional online contact under a Feedback Time Frames and Communication Methods page within each course in Blackboard. These guidelines should include a variety of methods of contact and contact hours including day and evening time frames as well as feedback guidelines which have a maximum forty-eight (48) hour response time. Faculty office hours are addressed in Section 6.6.1 of this policy.
- 4.3 Instructional Specialist Workweek – Full-time instructional specialists shall post a minimum of thirty-seven and one-half (37 ½) hours per week indicating lecture, clinical, lab, and office hours. Workweek may include a combination of any of the following: weekdays, evenings, and weekends.
- 4.4 (4.3 moved to 4.4) Class Size – Classes will have a minimum of ten (10) students. The following consideration may be justification for approving classes with less than minimum enrollments:
- 4.4.1 Room size,
- 4.4.2 Availability of equipment,
- 4.4.3 Upper level courses required for graduation,
- 4.4.4 Faculty/student ratios as mandated by accreditation standards,
- 4.4.5 Any reason deemed necessary by the Vice President for Academic Affairs ~~and Student Services.~~

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 Office Hours – Each full-time faculty member shall maintain posted office hours of not less than seven and one-half (7 ½) hours per week on campus. Office hours shall have a minimum block of thirty (30) minutes. Fully online faculty may utilize one of the following methods to fulfill office hour obligations:

- 6.1.1 Traditional office hours scheduled on campus.
 - 6.1.2 Online hours in the Virtual Advising Center available for access by all students.
 - 6.1.3 Additional three (3) hour credit course counted as base course load, and
 - 6.1.4 Faculty teaching a combination of in-class and online courses may post up to three (3) hours of the seven and one-half (7½) office hours in the Virtual Advising Center.
- 6.2 Overload – Full-time faculty members and instructional specialists may be offered the opportunity to assume additional teaching workloads for extra compensation under a contractual agreement. In making such an agreement, the ~~Division Head~~ faculty supervisor shall consider the employee’s ability to perform both his or her regular and supplemental duties. All faculty shall be limited to a maximum of eight (8) unique preparations during any semester.

SECTION 7. RESPONSIBILITIES

- 7.1 Full-time faculty members are expected to participate in College non-teaching functions as part of their faculty duties. These activities include, but are not limited to, the following:
- 7.1.1 Registration and student advisement,
 - 7.1.2 Committee assignments,
 - 7.1.3 Faculty meetings,
 - 7.1.4 Commencement exercises (absence requires the approval of the President).
 - 7.1.5 Governance Day activities (absence requires the approval of the President).
- 7.2 ~~Division Heads~~ The Vice President for Academic Affairs or assigned department/division leadership designee will ensure:
- 7.2.1 Each full-time faculty member is assigned a full class load or equivalent.
 - 7.2.2 Criteria for minimum class sizes are adhered to or justifications for exceptions are submitted.
 - 7.2.3 Non-teaching College responsibilities are equitably assigned to faculty members.

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: November 2009 – Revisions provide clarity and reflect changes in management responsibilities.
The policy was placed into the new format.

December 2014 – Revisions reflect changes in management responsibilities and job titles.

November 2016 – Revisions include definitions for Faculty, Full-time Faculty, Fully Online Faculty and Instructional Specialist. Clarification for expanded office hours and online faculty information.