

## **PROGRAM REVIEW**

**For Occupational Programs  
Implemented Under the Provisions of Series 37 of the  
West Virginia Council for Community and Technical College Education**

**Institution:** Southern West Virginia Community and Technical College  
**Program:** Information Technology, Associate in Applied Science

March 2017

**PROGRAM REVIEW**  
**Southern West Virginia Community and Technical College**  
**Programs Without Specialized Accreditation**

**Summary of Findings**  
**2016-2017**

**Program Name:** Information Technology, Associate in Applied Science  
**Hours Required for Graduation:** 60

**I. Synopses of significant findings, including findings of external reviewer(s)**

**A. Adequacy**

1. The curriculum has adequate requirements that meet the needs of business and industry.
2. The program has established goals and objectives.
3. The program provides a variety of skilled job pathways.
4. Entrance abilities for the students are within community college standards.
5. The program has appropriately trained faculty.
6. The program maintains appropriate assessment tools.

Conclusion: The program meets minimum adequacy requirements.

**B. Viability**

1. The program has sufficient and increasing enrollment.
2. Graduates are within expectations for the program.
3. Number of students seeking the degree is likely to remain steady or increase.

Conclusion: The program meets minimum viability requirements.

**C. Necessity**

1. The program meets a validated industry demand.
2. The graduates find successful gainful employment.
3. The program has input from an advisory committee.

Conclusion: The program meets minimum necessity requirements.

#### **D. Consistency with Mission**

1. The program supports the mission and vision of the institution.
2. The program and core courses support the compact.
3. There is limited impact on other programs.

Conclusion: The program is consistent with the mission of the college.

### **II. Plans for Program Improvement, Including Timeline**

New skill sets and restricted elective courses are being developed to expand offerings and stay current with changing technology. More courses are being developed in hybrid and/or online formats to expand offerings beyond a local audience. Plans are being made to add an Unmanned Aerial Vehicle (UAV) component to the program. This UAV aspect will provide students an opportunity to learn additional skills with graphics and mapping as well as video editing. These skills can lead to emerging jobs. Additional efforts are being made to track and advise students to assist with completion of courses in sequence. Math requirements have been adjusted to better fit the needs of the program. Results are being monitored. Additional efforts are being made to track students beyond graduation. Activities are ongoing.

### **III. Identification of Weaknesses or Deficiencies from the Previous Review and the Status of Improvements Implemented or Accomplished**

The previous program review identified student math skills and lack of motivation and drive as weaknesses. The math department has introduced a co-curricular model for delivery of remediation. Early indications are that this is increasing the number of individuals who successfully complete the program math requirements. Additionally, a review of math skills needed by program students led the program to select a different math course to meet program needs.

Motivation and drive have been addressed by reviewing current course offerings and making sure they are as relevant to today's work needs as possible. New courses are being offered as well in areas such as unmanned aerial vehicle flight. These courses are so popular additional sections have been created to meet demand.

### **IV. Five Year Trend Data on Graduates and Majors Enrolled**

The program has grown requiring additional sections of many courses. The trend for number of graduates is up over the course of the review period. It is anticipated the number of majors enrolled will remain steady or even increase if additional capacity can be created.

**V. Summary of Assessment Model and How Results Are Used for Program Improvement**

The assessment model contains a variety of measurements for classroom performance. Student advising and progress toward graduation is monitored by the division head along with regular consultation with the program faculty. Outcomes are discussed at each department meeting and changes in delivery and content are made accordingly. Formal curriculum changes are presented in accordance with the established institutional policy and procedures for curriculum and instruction.

**VI. Data on Student Placement**

Graduates who actively seek computer industry jobs have obtained high quality jobs that pay good wages and have reasonable benefits. They range from computer repair to network assistants.

**VII. Final Recommendation Approved by the Governing Board**

See the attached resolution for Board of Governors final recommendation and signatures.

**PROGRAM REVIEW**  
**Southern West Virginia Community and Technical College**  
**Programs Without Specialized Accreditation**  
**2016-2017**

**Program Name:** Information Technology, Associate in Applied Science  
**Date of Last Review:** 2011-2012

**I. Program Description**

The Information Technology Associate in Applied Science degree program directly supports Southern's mission to provide programs of study in career and technical fields that lead to skill set certifications, certificate degrees and/or the Associate in Applied Science degree for entry into the workforce. The program provides a flexible curriculum that can adapt quickly to provide the ultimate in technical training. It is designed to provide a thorough and integrated study of technology with a focus on nationally-recognized vendor certifications and hands-on learning. The program continues to grow and to add to the possible industry recognized certifications that a student may earn. It is designed as a non-transfer career and technical program.

The complete program is offered at the Logan Campus. Support courses for this program may be taken at any of Southern's campuses.

**II. Specialized Accreditation Information**

This program does not have specialized accreditation.

**III. Program Statement on Adequacy, Viability, Necessity, and Consistency with College Mission**

**A. Adequacy**

**1. Curriculum (Appendix I)**

The curriculum for the Information Technology Associate in Applied Science degree program consists of a total of 60 credit hours. 20 of those hours are in general education. The remaining 40 being Information Technology specific courses. There are 25 required hours of Information Technology courses that gives students a good background in the field. The remaining 15 technical hours are restricted electives.

The technical electives are offered according to industry need and also allow a student some leeway to focus on areas that interest him or her. These focus areas may include security, graphics, networking, web design, or programming.

**2. Faculty (Appendix II)**

The Information Technology program uses both full-time and part-time faculty to teach the general education courses. Two full-time faculty (Matthew Payne and Rick Thompson) teach information technology courses full-time. Another full-time faculty member (Erica Farley) teaches both information technology courses and computer support courses for other programs. Carol Howerton, full-time faculty at Southern, with years of investment and responsibility for the Information Technology program, continues to teach the capstone course to ensure continuity and quality. Tim Weaver continued to teach information technology courses until he left full-time employment at Southern at the end of 2014. Jason Riffle is a network security specialist and was hired as an adjunct one semester to teach security classes. Will Smith is a networking specialist and was hired one semester to teach our Network + class. Both Jason and Will continue to have an impact on the program. Jason is working with a technical recruiter to find jobs for our students. Will, as a member of Southern's IT unit, has regular interaction with program faculty. See Appendix II for faculty data sheets.

**3. Students (Appendix III)**

**a. Entrance Abilities**

Southern has an open-door admission policy. Any person with a high school diploma or GED may take classes at Southern. All entering students will use ACT scores or take a placement test to be placed in the proper math and English courses. Southern utilizes a co-curricular model for delivery of remedial math and English. Southern has had good success in helping students elevate their abilities to be a success in college-level math and English. Use of the co-curricular model helps students to graduate on time (four semesters).

Southern assumes that students entering the Information Technology program will possess basic computer skills. Those students who do not yet have the necessary skills may take CS 102, Computer Literacy, to gain the necessary skills. Taking this class may delay a student's graduation by a semester.

**b. Exit Abilities**

Upon completing the degree requirements, student will have the necessary knowledge and skills to be successful in most entry-level positions in the information technology industry that require a two year degree.

The skills will be documented by numerous certifications that a student may earn during his or her time in the program. Some of the certifications that may be earned include: Comp TIA A+, Comp TIA Net+, IPv6, Linux+, Network Pro, Security+, and

TestOUT PC Pro, as well as certifications in Photoshop and Adobe Premier, Flash, and Microsoft MTA.

**c. Graduate Follow-up Data**

Graduate follow-up data is collected in a variety of methods. While informal information is available, formal results remain limited. The program faculty and staff maintain positive relationships with most students beyond graduation that provides informal feedback and job statistics. These results continue to provide overall satisfaction with the program and jobs obtained after graduation. Students are currently working with hospitals, private consulting, tech companies, and graphic design companies.

Formal surveys are conducted each year which tend to yield a low response. The last graduating class (2016) had one return that indicated they were continuing on to pursue a baccalaureate degree and one currently working as a graphic designer.

**4. Resources**

**a. Financial**

This program is supported by an institutional budget. That budget has been supplemented by purchases made using grant funds. The Information Technology program was one of the programs targeted by the TAACCCT 3, (Bridging the Gap), federal grant to assist displaced workers. The grant funds were used to support collaboration between Southern and other state community and technical colleges. In addition, some of the Bridging the Gap funds were used to purchase equipment to enhance the lab experience and to increase the range of options in the program.

**b. Facilities**

This program maintains one dedicated lab on the Logan Campus that has interactive media capabilities to enhance student learning. A second lab is used for PC Maintenance classes. In addition, some classes have been able to make use of a computer information systems lab when CS classes are not being taught.

**5. Graduate and Employer Satisfaction**

Graduate surveys have been sent to all graduates. In addition, students are telephoned to gather Perkins data. Many students are reluctant to share job placement and salary information. The bulk of the information we have regarding employer satisfaction has come from our advisory committee meetings described below.

**6. Assessment Information**

This program is assessed in a variety of ways. The capstone course recapitulates the program. There are also many certifications to be

earned throughout the program, which speaks to the value of the courses and the program. In addition to these course-level and program-level assessments, students participate in the overall assessment of students at Southern. In recent years this has involved an "Assessment Showcase" each spring during which student work is displayed for all constituents to see what happens in classes. The artwork produced in the Adobe Photoshop class is a perennial hit.

**7. Previous Program Reviews**

The last program review was completed in 2012. The recommendation was continuation of the program at the current level of activity without corrective action. Enrollment was near capacity, graduates were within acceptable ranges, and the program met a need in the community. All those points are still valid today. The program has grown requiring additional sections of many courses. The trend for number of graduates is up, and the program still meets a need(s) in the community.

**8. Advisory Committees**

One of the significant findings from the advisory committee is that local businesses tend not to maintain a large IT staff. Instead they hire outside companies to install and maintain equipment and networks. Many of the companies hired in this manner are owned and operated by Southern graduates.

Industry representatives expressed approval of Southern's IT program. Some of them stated that there remains an ongoing need for people with the skills taught in the program. Some of those skills included network security, basic computer repair and troubleshooting, and setting up video conferencing and VOIP phone systems, as well as using the Microsoft Office suite of software.

Other individuals stated that they need graduates with a strong database background, such as that of a SQL Database Administrator. They also hire people with content management system applications experience and/or certifications in WordPress, Express Engine, or a Systems Administrator Certificate.

**9. Strengths/Weaknesses**

**a. Strengths**

- (1) The faculty remain passionate about teaching. They are inquisitive and enjoy learning new things. This keeps them abreast of developments in the field. Their energy and enthusiasm in sharing new things helps generate interest in the program with a resultant increase in enrollment.
- (2) The faculty continually add Creative Commons-based material and are always looking for ways to cut student costs using open source software.



- (3) The faculty have actively proposed changes to keep the program current and relevant so graduates will be well-prepared to enter the workforce.
- (4) The college has added a new course within the program in UAV flight emphasizing graphics and video editing. We envision expanded capabilities in this area as a result of a recent grant award.
- (5) New certifications have been added since the last program review. Courses have been updated and improved.
- (6) New equipment has been installed in the IT lab.
- (7) Online courses have been Quality Matters (QM) approved.
- (8) TestOUT exam fees have been incorporated into course fees in order to save money for students. Financial aid can now assist. This will lead to a higher number of certifications earned.

**b. Weaknesses**

- (1) Program assessment needs to be better integrated with the overall assessment of academic programs at the college.
- (2) The return rate of graduate surveys remains low.
- (3) Major milestones in a student's academic career need to be celebrated. When students earn certifications, and certificate degrees on the way to earning an associate degree, Southern needs to celebrate the achievement. This will lead to greater persistence on the part of students and increase the graduation rate.
- (4) Regular updates of hardware are required.

**B. Viability**

**1. Program Enrollment and Graduates**

When comparing fall-to-fall or spring-to-spring enrollment, the non-duplicate student headcount has generally risen from fall of 2014 through spring 2017. Likewise, the number of Southern students who have declared Information Technology Associate in Science as their major has shown a similar upward trend over the same time period.

| Information Technology Program Enrollment |                            |                               |                 |
|---|----------------------------|-------------------------------|-----------------|
| Semester                                  | Total Duplicated Headcount | Total Nonduplicated Headcount | AAS Major Count |
| Fall 2014                                 | 96                         | 34                            | 36              |
| Spring 2015                               | 64                         | 20                            | 30              |
| Summer 2015                               | 0                          | 0                             | 4               |
| Fall 2015                                 | 88                         | 34                            | 39              |
| Spring 2016                               | 108                        | 37                            | 41              |
| Summer 2016                               | 0                          | 0                             | 8               |
| Fall 2016                                 | 179                        | 48                            | 45              |
| Spring 2017                               | 170                        | 47                            | 43              |
| Total                                     | 705                        | 220                           | 246             |

The number of graduates over the last five years has remained fairly constant with a significant uptick near the end. Based on number of students currently in the program and their academic progress, the upward trend should continue. Three students completed the program at the end of the fall 2016 semester. Therefore, it is predicted the total number of graduates for the 2016-2017 academic year will be greater than several of the previous years. This upward trend in persistence and completion reflects changes to course sequencing within the program and other changes initiated by the faculty.

| Number of Graduates for Previous Five Years |    |
|---|----|
| 2012  | 1  |
| 2013  | 6  |
| 2014  | 2  |
| 2015  | 3  |
| 2016  | 11 |
| Total                                       | 23 |

**2. Program Course Enrollment**

The Information Technology program does not require formal admission to the program. Many of the lower level or special interest courses have no prerequisites. Although these courses would be open to anyone who wishes to take them, most people who enroll in these courses seek either the Information Technology certificate and/or associate degree. As can be seen from the appendix, there has been a general upward trend in IT course enrollment along with credit hour production over the last few years. It is expected that program enrollment will remain at the current level or even increase in the next few years. A potential challenge to expansion is space and equipment for new computer labs that would be required to support additional sections of courses.

**3. Service Courses**

This program does not have courses that are required in other programs, but the classes can be used to satisfy program requirements in program such as the Associate in Arts and the Associate in Science.

**4. Off-Campus/Distance Delivery Classes**

This program has several courses that are currently offered by distance delivery. Of the IT courses, IT 104, Using Internet Technology for Research and Development, may be taken fully online. Of the support courses, EN 101, English Composition, and SP 103, Speech Fundamentals, may be taken online. The majority of IT courses have an online component. The program has one course Quality Matters (QM) certified. An additional course has undergone internal review and is in process of external review.

**5. Articulation Agreements**

There are no formal articulation agreements for the program. However, representatives from Excelsior College have reviewed Southern's curriculum and will work with students on an individual basis to help them earn a baccalaureate degree.

**C. Necessity**

There continues to be a need for IT professionals in the state and surrounding regions. This need is evidenced by individuals coming from as far as Charleston to recruit Southern's students. It is anticipated that Information Technology will play a crucial role in the regrowth of the region's economy.

**D. Consistency with Mission**

Southern's mission is to provide accessible, affordable, quality education and training that promote success for those we serve. Southern's open door admission policy and low tuition help make education and training, affordable and accessible for people in the region. Southern employs full-time and part-time faculty that are highly qualified and highly motivated to help people learn. The Information Technology program continues to evolve to remain current, to meet students where they are, and train them for future jobs.

**IV. Recommendation**

It is recommended that the Information Technology Associate in Applied Science program at Southern West Virginia Community and Technical College be continued without corrective action.

## **Appendix I Curriculum**

Information Technology  
Associate in Applied Science Degree

**Support Courses:**

|                     |   |                |
|---------------------|---|----------------|
| BU 205 or<br>EN 115 | Communications in Business<br>Technical Writing | 3 Credit Hours |
| EN 101 or EN 101A   | English Composition I                           | 3 Credit Hours |
| MT 121 or MT 121A   | College Math for General<br>Education           | 3 Credit Hours |
| OR 105              | Orientation to Technical<br>Programs            | 1 Credit Hour  |
| PY 201 or<br>SO 200 | General Psychology<br>Introduction to Sociology | 3 Credit Hours |
| SO 215              | Human Relations                                 |                |
| SP 103              | Speech Fundamentals                             | 3 Credit Hours |
| Restricted Elective | <sup>1</sup> Laboratory Science elective        | 4 Credit Hours |

**Major Courses:**

|                      |   |                 |
|----------------------|---|-----------------|
| IT 102               | Cyber Law, Ethics, and Culture                  | 3 Credit Hours  |
| IT 104               | Using Internet for Research and<br>Productivity | 3 Credit Hours  |
| IT 114               | Operating System & Networking<br>Fundamentals   | 3 Credit Hours  |
| IT 180               | PC Maintenance                                  | 3 Credit Hours  |
| IT 181               | Advanced PC Maintenance                         | 3 Credit Hours  |
| IT 182               | A+ Lab  | 2 Credit Hours  |
| IT 183               | Network+  | 4 Credit Hour   |
| IT 274               | Capstone  | 1 Credit Hour   |
| Restricted Elective  | Programming Elective                            | 3 Credit Hours  |
|                      | IT 188, IT 190, IT 192, IT 194                  |                 |
| Restricted Electives | <sup>2</sup> Specialization Courses             | 15 Credit Hours |

<sup>1</sup>Choose from: BS 101, BS 102, BS 118, BS 124, BS 125, BS 199, BS 216, CH 203, CH 204, CH 213, CH 223 w/CH 224, CH 225 w/Ch 226, PH 200, PH 210, PH 212, PH 220, SC 109, or SC 110.

<sup>2</sup>Specialization Courses (15 hours): Student must complete a series of restricted electives. Courses offered to fulfill the electives will be structured around current business and industry demands. Courses are limited to Information Technology courses not already required by the program and other related courses as approved by the Division Head for Applied and Industrial Technology.

## **Appendix II Faculty Data**

## FACULTY DATA SHEET

(No more than **TWO** pages per faculty member)

Name Erica Farley Rank Instructor

Check one: Full-time X Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_

Highest Degree Earned: Bachelors

Date Degree Received: December 2015

Conferred by: Marshall University

Area of Specialization: Computer Science/Information Technology

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: 11

Years of employment in higher education: 11

Years of related experience outside higher education: 3.5

Non-teaching experience: Yes

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

| Year/Semester | Course Number & Title               | Enrollment |
|---------------|-------------------------------------|------------|
| Fall 2012     | CS 102 Computer Literacy            | 63         |
| Fall 2012     | CS 103 Introduction to Applications | 31         |
| Fall 2012     | CS 116 Word Processing Concepts     | 11         |
| Fall 2012     | CS 118 Spreadsheet Concepts         | 12         |
| Spring 2013   | CS 102 Computer Literacy            | 52         |
| Spring 2013   | CS 103 Introduction to Applications | 51         |
| Spring 2013   | CS 116 Word Processing Concepts     | 14         |
| Spring 2013   | CS 118 Spreadsheet Concepts         | 12         |
| Fall 2013     | CS 102 Computer Literacy            | 115        |
| Fall 2013     | CS 103 Introduction to Applications | 18         |
| Fall 2013     | CS 116 Word Processing Concepts     | 4          |
| Fall 2013     | CS 118 Spreadsheet Concepts         | 4          |
| Spring 2014   | CS 102 Computer Literacy            | 116        |
| Spring 2014   | CS 103 Introduction to Applications | 49         |
| Spring 2014   | CS 118 Spreadsheet Concepts         | 6          |
| Summer 2014   | CS 102 Computer Literacy            | 10         |
| Fall 2014     | CS 102 Computer Literacy            | 34         |
| Fall 2014     | CS 103 Introduction to Applications | 17         |
| Spring 2015   | CS 102 Computer Literacy            | 70         |
| Summer 2015   | CS 102 Computer Literacy            | 25         |
| Fall 2015     | CS 102 Computer Literacy            | 134        |

| <b>Year/Semester</b> | <b>Course Number &amp; Title</b>                | <b>Enrollment</b> |
|----------------------|---|-------------------|
| Spring 2016          | CS 102 Computer Literacy                        | 140               |
| Spring 2016          | IT 114 Operating Systems & Network Fundamentals | 20                |
| Summer 2016          | CS 102 Computer Literacy                        | 25                |
| Fall 2016            | CS 102 Computer Literacy                        | 146               |
| Spring 2017          | CS 102 Computer Literacy                        | 71                |
| Spring 2017          | IT 114 Operating Systems & Network Fundamentals | 22                |

- (b). If degree is not in area of current assignment, explain.  
Degree is in area of current assignment.
- (c). Identify your professional development activities during the past five years.



## FACULTY DATA SHEET

(No more than **TWO** pages per faculty member)

Name Carol Howerton Rank Professor

Check one: Full-time X Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_

Highest Degree Earned: MS

Date Degree Received: 1993

Conferred by: WV College of Graduate Studies

Area of Specialization: Information Systems

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: 29

Years of employment in higher education: 29

Years of related experience outside higher education: 1

Non-teaching experience: \_\_\_\_\_

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

| Year/Semester | Course Number & Title                             | Enrollment |
|---------------|---|------------|
| Fall 2012     | CS 102 Computer Literacy                          | 79         |
| Fall 2012     | IT 274 Information Technology Capstone            | 1          |
| Fall 2012     | OR 105 Orientation to Technical Programs          | 29         |
| Spring 2013   | EG 298 Electrical Engineering Technology Capstone | 6          |
| Spring 2013   | CS 102 Computer Literacy                          | 86         |
| Spring 2013   | IT 274 Information Technology Capstone            | 5          |
| Summer 2013   | CS 102 Computer Literacy                          | 14         |
| Fall 2013     | EG 298 Electrical Engineering Technology Capstone | 9          |
| Fall 2013     | IT 274 Information Technology Capstone            | 5          |
| Fall 2013     | OR 105 Orientation to Technical Programs          | 18         |
| Spring 2014   | EG 298 Electrical Engineering Technology Capstone | 3          |
| Spring 2014   | IT 274 Information Technology Capstone            | 1          |
| Spring 2014   | OR 105 Orientation to Technical Programs          | 24         |
| Fall 2014     | EG 298 Electrical Engineering Technology Capstone | 2          |
| Fall 2014     | IT 274 Information Technology Capstone            | 4          |
| Fall 2014     | OR 105 Orientation to Technical Programs          | 62         |
| Spring 2015   | EG 298 Electrical Engineering Technology Capstone | 7          |

| <b>Year/Semester</b> | <b>Course Number &amp; Title</b>                     | <b>Enrollment</b> |
|----------------------|--|-------------------|
| Fall 2015            | EG 298 Electrical Engineering Technology<br>Capstone | 4                 |
| Fall 2015            | IT 274 Information Technology Capstone               | 5                 |
| Spring 2016          | EG 298 Electrical Engineering Technology<br>Capstone | 15                |
| Spring 2016          | IT 274 Information Technology Capstone               | 20                |
| Fall 2016            | IT 274 Information Technology Capstone               | 3                 |
| Spring 2017          | EG 298 Electrical Engineering Technology<br>Capstone | 7                 |
| Spring 2017          | IT 274 Information Technology Capstone               | 8                 |

- (b). If degree is not in area of current assignment, explain.  
Degree is in area of current assignment.
- (c). Identify your professional development activities during the past five years.

## FACULTY DATA SHEET

(No more than **TWO** pages per faculty member)

Name Matthew Payne Rank Assoc. Professor

Check one: Full-time X Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_

Highest Degree Earned: Bachelors

Date Degree Received: December 2001

Conferred by: Marshall University

Area of Specialization: Management Information Science

Professional registration/licensure: Yes

Years of employment at present institution: 15

Years of employment in higher education: 15

Years of related experience outside higher education: 17

Non-teaching experience: National Weather Service Certif.

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

| Year/Semester | Course Number & Title                                    | Enrollment |
|---------------|--|------------|
| Fall 2012     | CS 102 Computer Literacy                                 | 16         |
| Fall 2012     | IT 104 Using Internet Tech for Research and Productivity | 16         |
| Fall 2012     | IT 145 Adobe Photoshop                                   | 8          |
| Fall 2012     | IT 146 Digital Editing                                   | 10         |
| Fall 2012     | IT 180 PC Maintenance                                    | 15         |
| Fall 2012     | IT 181 Advanced PC Maintenance                           | 1          |
| Fall 2012     | IT 182 A+ Lab  | 15         |
| Spring 2013   | IT 104 Using Internet Tech for Research and Productivity | 3          |
| Spring 2013   | IT 181 Advanced PC Maintenance                           | 3          |
| Spring 2013   | IT 183 Network+  | 4          |
| Spring 2013   | IT 184 Security+   | 3          |
| Spring 2013   | IT 192 Intro. to Programming in Visual Basic             | 3          |
| Fall 2013     | CS 102 Computer Literacy                                 | 9          |
| Fall 2013     | IT 104 Using Internet Tech for Research and Productivity | 15         |
| Fall 2013     | IT 180 PC Maintenance                                    | 6          |
| Fall 2013     | IT 182 A+ Lab  | 7          |
| Fall 2013     | IT 145 Adobe Photoshop                                   | 13         |
| Fall 2013     | IT 275 Cyber Security I                                  | 2          |

| <b>Year/Semester</b> | <b>Course Number &amp; Title</b>                         | <b>Enrollment</b> |
|----------------------|--|-------------------|
| Spring 2014          | CS 102 Computer Literacy                                 | 14                |
| Spring 2014          | IT 102 Cyber Law, Ethics, Culture                        | 12                |
| Spring 2014          | IT 145 Adobe Photoshop                                   | 7                 |
| Spring 2014          | IT 147 Digital Editing                                   | 11                |
| Spring 2014          | IT 192 Intro. to Programming in Visual Basic             | 8                 |
| Spring 2014          | IT 275 Cyber Security                                    | 8                 |
| Fall 2014            | IT 104 Using Internet Tech for Research and Productivity | 20                |
| Fall 2014            | IT 145 Adobe Photoshop                                   | 7                 |
| Fall 2014            | IT 147 Digital Editing                                   | 8                 |
| Spring 2015          | IT 145 Adobe Photoshop                                   | 7                 |
| Spring 2015          | IT 147 Digital Editing                                   | 8                 |
| Fall 2015            | IT 170 Fund. Of Info. Sys. Security                      | 15                |
| Fall 2015            | IT 147 Digital Editing                                   | 8                 |
| Spring 2016          | CS 102 Computer Literacy                                 | 17                |
| Spring 2016          | IT 145 Adobe Photoshop                                   | 18                |
| Spring 2016          | IT 171 Managing Risks in Info. Systems                   | 7                 |
| Spring 2016          | IT 172 Security Policies & Implementation                | 5                 |
| Spring 2016          | IT 192 Intro. to Programming in Visual Basic             | 11                |
| Summer 2016          | OR 105 Orientation to Technical Programs                 | 2                 |
| Fall 2016            | IT 104 Using Internet Tech for Research and Productivity | 32                |
| Fall 2016            | IT 146 Adobe Flash                                       | 16                |
| Fall 2016            | IT 147 Digital Editing                                   | 30                |
| Fall 2016            | IT 192 Intro. to Programming in Visual Basic             | 1                 |
| Spring 2017          | CS 102 Computer Literacy                                 | 7                 |
| Spring 2017          | IT 102 Cyber Law, Ethics, Culture                        | 25                |
| Spring 2017          | IT 145 Adobe Photoshop                                   | 27                |
| Spring 2017          | IT 192 Intro. to Programming in Visual Basic             | 19                |
| Spring 2017          | IT 275 UAV Basic Flight Instruction                      | 10                |

- (b). If degree is not in area of current assignment, explain.  
Degree is in area of current assignment.
- (c). Identify your professional development activities during the past five years.

## FACULTY DATA SHEET

(No more than **TWO** pages per faculty member)

Name Rick Thompson Rank Assoc. Professor

Check one: Full-time X Part-time \_\_\_\_\_ Adjunct \_\_\_\_\_

Highest Degree Earned: Masters

Date Degree Received: May 2004

Conferred by: Marshall University

Area of Specialization: Information Systems

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: 17

Years of employment in higher education: 17

Years of related experience outside higher education: 0

Non-teaching experience: 0

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

| Year/Semester | Course Number & Title                        | Enrollment |
|---------------|--|------------|
| Fall 2012     | CS 102 Computer Literacy                     | 147        |
| Fall 2012     | IT 155 Web Design I                          | 12         |
| Spring 2013   | IT 156 Web Page Design II                    | 12         |
| Spring 2013   | IT 186 Linux+                                | 16         |
| Fall 2013     | CS 102 Computer Literacy                     | 58         |
| Fall 2013     | IT 155 Web Design I                          | 8          |
| Spring 2014   | CS 102 Computer Literacy                     | 46         |
| Spring 2014   | IT 180 PC Maintenance                        | 7          |
| Spring 2014   | IT 182 A+ Lab                                | 7          |
| Spring 2014   | IT 183 Network+                              | 5          |
| Fall 2014     | IT 102 Cyber Law, Ethics, and Culture        | 17         |
| Fall 2014     | IT 180 PC Maintenance                        | 13         |
| Fall 2014     | IT 182 A+ Lab                                | 13         |
| Fall 2014     | IT 181 Advanced PC Maintenance               | 5          |
| Fall 2014     | IT 186 Linux+                                | 10         |
| Fall 2014     | IT 275 Special Topics: Mobil Apps            | 8          |
| Spring 2015   | IT 112 System Architecture                   | 10         |
| Spring 2015   | IT 184 Security I                            | 7          |
| Spring 2015   | IT 183 Network+                              | 11         |
| Spring 2015   | IT 192 Intro. to Programming in Visual Basic | 8          |
| Spring 2015   | IT 181 Advanced PC Maintenance               | 10         |

| <b>Year/Semester</b> | <b>Course Number &amp; Title</b>                         | <b>Enrollment</b> |
|----------------------|--|-------------------|
| Fall 2015            | CS 102 Computer Literacy                                 | 16                |
| Fall 2015            | IT 104 Using Internet Tech for Research and Productivity | 16                |
| Fall 2015            | IT 155 Web Design I                                      | 3                 |
| Fall 2015            | IT 180 PC Maintenance                                    | 14                |
| Fall 2015            | IT 182 A+ Lab  | 14                |
| Fall 2015            | IT 183 Network+  | 17                |
| Spring 2016          | CS 102 Computer Literacy                                 | 18                |
| Spring 2016          | IT 102 Cyber Law, Ethics, and Culture                    | 18                |
| Spring 2016          | IT 156 Web Page Design II                                | 7                 |
| Spring 2016          | IT 161 Cross-Platform Mobil Applications                 | 8                 |
| Spring 2016          | IT 181 Advanced PC Maintenance                           | 13                |
| Fall 2016            | IT 155 Web Design I                                      | 33                |
| Fall 2016            | IT 180 PC Maintenance                                    | 32                |
| Fall 2016            | IT 182 A+ Lab  | 32                |
| Spring 2017          | OR 105 Orientation to Technical Programs                 | 11                |
| Spring 2017          | IT 156 Web Page Design II                                | 17                |
| Spring 2017          | IT 161 Cross-Platform Mobil Applications                 | 15                |
| Spring 2017          | IT 181 Advanced PC Maintenance                           | 23                |
| Spring 2017          | IT 183 Network+  | 2                 |

- (b). If degree is not in area of current assignment, explain.  
Degree is in area of current assignment.
- (c). Identify your professional development activities during the past five years.

## FACULTY DATA SHEET

(No more than **TWO** pages per faculty member)

Name Jason Riffle Rank N/A

Check one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: Masters

Date Degree Received: \_\_\_\_\_

Conferred by: Norwich University

Area of Specialization: Information Security

Professional registration/licensure: \_\_\_\_\_

Years of employment at present institution: \_\_\_\_\_

Years of employment in higher education: \_\_\_\_\_

Years of related experience outside higher education: \_\_\_\_\_

Non-teaching experience: \_\_\_\_\_

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

| Year/Semester | Course Number & Title                       | Enrollment |
|---------------|---|------------|
| Spring 2016   | IT 171 Managing Risk in Information Systems | 7          |
| Spring 2016   | IT 172 Security Policies and Implementation | 5          |

- (b). If degree is not in area of current assignment, explain.  
Degree is in area of current assignment.
- (c). Identify your professional development activities during the past five years.

## FACULTY DATA SHEET

(No more than **TWO** pages per faculty member)

Name William Smith Rank N/A

Check one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: Bachelors

Date Degree Received: May 2007

Conferred by: Eastern Kentucky University

Area of Specialization: Computer Electronic Networking

Professional registration/licensure: Comp TIA Network Pro

Years of employment at present institution: 5

Years of employment in higher education: 5

Years of related experience outside higher education: 15

Non-teaching experience: 15

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

| Year/Semester | Course Number & Title    | Enrollment |
|---------------|--------------------------|------------|
| Fall 2016     | CS 102 Computer Literacy | 8          |
| Fall 2016     | IT 183 Network+          | 11         |
| Spring 2017   | CS 102 Computer Literacy | 23         |

- (b). If degree is not in area of current assignment, explain.  
Degree is in area of current assignment.
- (c). Identify your professional development activities during the past five years.



## FACULTY DATA SHEET

(No more than **TWO** pages per faculty member)

Name Tim Weaver Rank N/A

Check one: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Adjunct X

Highest Degree Earned: Masters

Date Degree Received: May 2012

Conferred by: Marshall University

Area of Specialization: Information Systems

Professional registration/licensure: Teaching Certificate – Wyoming  
County Schools

Years of employment at present institution: 16

Years of employment in higher education: 16

Years of related experience outside higher education: 7

Non-teaching experience: 7

To determine compatibility of credentials with assignment:

- (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught). For each course include year and semester taught, course number, course title and enrollment.

| Year/Semester | Course Number & Title                 | Enrollment |
|---------------|---------------------------------------|------------|
| Fall 2012     | IT 102 Cyber Law, Ethics, and Culture | 25         |
| Fall 2012     | IT 112 System Architecture            | 24         |
| Fall 2012     | CS 102 Computer Literacy              | 23         |
| Spring 2013   | CS 102 Computer Literacy              | 11         |
| Spring 2013   | IT 112 System Architecture            | 8          |
| Fall 2013     | CS 102 Computer Literacy              | 16         |
| Fall 2013     | CS 103 Introduction to Applications   | 9          |
| Fall 2013     | IT 112 System Architecture            | 5          |
| Spring 2014   | CS 102 Computer Literacy              | 16         |
| Spring 2014   | CS 103 Introduction to Applications   | 8          |
| Spring 2014   | IT 112 System Architecture            | 8          |
| Fall 2014     | CS 102 Computer Literacy              | 31         |
| Fall 2014     | IT 112 System Architecture            | 8          |
| Fall 2014     | CS 102 Computer Literacy              | 38         |
| Fall 2015     | CS 102 Computer Literacy              | 47         |

- (b). If degree is not in area of current assignment, explain.  
Degree is in area of current assignment.
- (c). Identify your professional development activities during the past five years.

## **Appendix III Student Data**

| <b>Term</b> | <b>Subject</b> | <b>Course</b> | <b>Title</b>                   | <b>Enrolled</b> |
|-------------|----------------|---------------|--------------------------------|-----------------|
| 201301      | IT             | 102           | Cyber Law, Ethics, Culture     | 25              |
| 201301      | IT             | 104           | Using Internet Tech for R&P    | 16              |
| 201301      | IT             | 112           | System Architecture            | 24              |
| 201301      | IT             | 145           | Adobe Photoshop                | 8               |
| 201301      | IT             | 146           | Adobe Flash                    | 10              |
| 201301      | IT             | 155           | Web Design I                   | 12              |
| 201301      | IT             | 180           | PC Maintenance                 | 15              |
| 201301      | IT             | 181           | Advanced PC Maintenance        | 1               |
| 201301      | IT             | 182           | A+ Lab                         | 15              |
| 201301      | IT             | 274           | Capstone                       | 1               |
| 201302      | IT             | 104           | Using Internet Tech for R&P    | 15              |
| 201302      | IT             | 112           | System Architecture            | 8               |
| 201302      | IT             | 155           | Web Design I                   | 0               |
| 201302      | IT             | 156           | Web Page Design II             | 12              |
| 201302      | IT             | 181           | Advanced PC Maintenance        | 12              |
| 201302      | IT             | 183           | Network +                      | 11              |
| 201302      | IT             | 184           | Security I                     | 10              |
| 201302      | IT             | 186           | Linux+                         | 16              |
| 201302      | IT             | 192           | Intro. to Prog in Visual Basic | 14              |
| 201302      | IT             | 274           | Capstone                       | 5               |
| 201401      | IT             | 104           | Using Internet Tech for R&P    | 15              |
| 201401      | IT             | 112           | System Architecture            | 5               |
| 201401      | IT             | 145           | Adobe Photoshop                | 3               |
| 201401      | IT             | 155           | Web Design I                   | 8               |
| 201401      | IT             | 180           | PC Maintenance                 | 6               |
| 201401      | IT             | 182           | A+ Lab                         | 7               |
| 201401      | IT             | 274           | Capstone                       | 1               |
| 201401      | IT             | 275           | Cyber Security I               | 2               |
| 201402      | IT             | 102           | Cyber Law, Ethics, Culture     | 12              |
| 201402      | IT             | 112           | System Architecture            | 8               |
| 201402      | IT             | 145           | Adobe Photoshop                | 7               |
| 201402      | IT             | 147           | Digital Editing                | 11              |
| 201402      | IT             | 180           | PC Maintenance                 | 7               |
| 201402      | IT             | 182           | A+ Lab                         | 7               |
| 201402      | IT             | 183           | Network +                      | 5               |
| 201402      | IT             | 192           | Intro. to Prog in Visual Basic | 8               |
| 201402      | IT             | 274           | Capstone                       | 1               |
| 201402      | IT             | 275           | Sp Topics Cyber Sec. Hackers   | 8               |

| <b>Term</b> | <b>Subject</b> | <b>Course</b> | <b>Title</b>                   | <b>Enrolled</b> |
|-------------|----------------|---------------|--------------------------------|-----------------|
| 201501      | IT             | 102           | Cyber Law, Ethics, Culture     | 17              |
| 201501      | IT             | 104           | Using Internet Tech for R&P    | 20              |
| 201501      | IT             | 112           | System Architecture            | 8               |
| 201501      | IT             | 180           | PC Maintenance                 | 13              |
| 201501      | IT             | 181           | Advanced PC Maintenance        | 5               |
| 201501      | IT             | 182           | A+ Lab                         | 13              |
| 201501      | IT             | 186           | Linux+                         | 10              |
| 201501      | IT             | 274           | Capstone                       | 4               |
| 201501      | IT             | 275           | Sp. Topics Prog. Mobile Apps   | 8               |
| 201502      | IT             | 112           | System Architecture            | 10              |
| 201502      | IT             | 145           | Adobe Photoshop                | 7               |
| 201502      | IT             | 147           | Digital Editing                | 8               |
| 201502      | IT             | 181           | Advanced PC Maintenance        | 10              |
| 201502      | IT             | 183           | Network +                      | 11              |
| 201502      | IT             | 184           | Security I                     | 7               |
| 201502      | IT             | 192           | Intro. to Prog in Visual Basic | 8               |
| 201502      | IT             | 274           | Capstone                       | 3               |
| 201601      | IT             | 104           | Using Internet Tech for R&P    | 16              |
| 201601      | IT             | 146           | Adobe Flash                    | 10              |
| 201601      | IT             | 155           | Web Design I                   | 17              |
| 201601      | IT             | 170           | Fund. of Info Sys Security     | 15              |
| 201601      | IT             | 180           | PC Maintenance                 | 14              |
| 201601      | IT             | 182           | A+ Lab                         | 14              |
| 201601      | IT             | 183           | Network +                      | 3               |
| 201601      | IT             | 274           | Capstone                       | 5               |
| 201602      | IT             | 102           | Cyber Law, Ethics, Culture     | 18              |
| 201602      | IT             | 114           | Oper. Sys & Network Fund.      | 17              |
| 201602      | IT             | 145           | Adobe Photoshop                | 18              |
| 201602      | IT             | 156           | Web Design II                  | 7               |
| 201602      | IT             | 161           | Cross-Platform Mobile App      | 8               |
| 201602      | IT             | 171           | Managing Risk in Info Sys      | 7               |
| 201602      | IT             | 172           | Security Policies & Implement  | 5               |
| 201602      | IT             | 181           | Advanced PC Maintenance        | 13              |
| 201602      | IT             | 192           | Intro. to Prog in Visual Basic | 11              |
| 201602      | IT             | 274           | Capstone                       | 12              |
| 201701      | IT             | 104           | Using Internet Tech for R&P    | 20              |
| 201701      | IT             | 104           | Using Internet Tech for R&P    | 12              |
| 201701      | IT             | 146           | Adobe Flash                    | 16              |

| <b>Term</b> | <b>Subject</b> | <b>Course</b> | <b>Title</b>                   | <b>Enrolled</b> |
|-------------|----------------|---------------|--------------------------------|-----------------|
| 201701      | IT             | 147           | Digital Editing                | 17              |
| 201701      | IT             | 147           | Digital Editing                | 3               |
| 201701      | IT             | 155           | Web Design I                   | 15              |
| 201701      | IT             | 155           | Web Design I                   | 18              |
| 201701      | IT             | 180           | PC Maintenance                 | 15              |
| 201701      | IT             | 180           | PC Maintenance                 | 17              |
| 201701      | IT             | 182           | A+ Lab                         | 15              |
| 201701      | IT             | 182           | A+ Lab                         | 17              |
| 201701      | IT             | 183           | Network +                      | 11              |
| 201701      | IT             | 192           | Intro. to Prog in Visual Basic | 1               |
| 201701      | IT             | 274           | Capstone                       | 3               |
|             |                |               |                                |                 |
| 201702      | IT             | 102           | Cyber Law, Ethics, Culture     | 15              |
| 201702      | IT             | 102           | Cyber Law, Ethics, Culture     | 11              |
| 201702      | IT             | 114           | Oper. Sys & Network Fund.      | 10              |
| 201702      | IT             | 114           | Oper. Sys & Network Fund.      | 14              |
| 201702      | IT             | 145           | Adobe Photoshop                | 15              |
| 201702      | IT             | 145           | Adobe Photoshop                | 12              |
| 201702      | IT             | 156           | Web Design II                  | 11              |
| 201702      | IT             | 156           | Web Design II                  | 6               |
| 201702      | IT             | 161           | Cross-Platform Mobile App      | 15              |
| 201702      | IT             | 181           | Advanced PC Maintenance        | 15              |
| 201702      | IT             | 181           | Advanced PC Maintenance        | 9               |
| 201702      | IT             | 183           | Network +                      | 2               |
| 201702      | IT             | 192           | Intro. to Prog in Visual Basic | 19              |
| 201702      | IT             | 274           | Capstone                       | 8               |
| 201702      | IT             | 275           | ST: UAV Basic Flight Instr.    | 10              |