



Agenda Book
August 18, 2020

Members

Lisa Haddox-Heston, Chair
Mason 'Ed' White, Vice Chair
Eddie J. Canterbury, Secretary
Stephanie Abraham
J. Chris Adkins
Janice Olive

Samuel A. Stewart
Pat J. White
William H. Alderman
Casara Spry
Dianna Toler

Pamela L. Alderman
President

Southern West Virginia Community and Technical College Board of Governors
Expectations of Board Members 2018 - 2020

Responsibility / Authority

The affairs of Southern West Virginia Community and Technical College will be managed by its Board of Governors, which shall have full authority to take such actions as it deems necessary or appropriate to accomplish the purpose for which the Board has been formed.

Expectations of All Board Members:

1. To prepare for and attend at least five (5) Board meetings each year.
2. To attend at least 75% of the meetings of assigned committees.
3. To develop and ensure fulfillment of the mission of Southern West Virginia Community and Technical College.
4. To establish needed policy and plans for guidance of Southern West Virginia Community and Technical College.
5. To ensure compliance with federal, state, and local laws.
6. To establish and ensure compliance with a code of ethics and standards of conduct governing the actions of the Board and staff.
7. To protect against conflict of interest in the business affairs of Southern West Virginia Community and Technical College.
8. To review and approve annual budgets, monitor performance, and dictate changes required to operate within the approved budget.
9. To accept responsibility for assuring that Southern West Virginia Community and Technical College has sufficient financial resources to accomplish its mission, including but not limited to personal financial support of the *Vision 2020* Major Gifts Campaign.
10. To serve as an advocate, champion and representative of Southern West Virginia Community and Technical College in the community.
11. To provide feedback and input to the Southern West Virginia Community and Technical College as to community attitudes, comments, questions, and suggestions.
12. [for Board members that reside within the College service district] To attend at least one Southern event or activity each year.
13. [for Board members who reside outside of the College service district] To identify or establish at least one opportunity each year for staff and representatives of the College to make presentations to or otherwise interact with members of the community where the board member resides, thereby promoting the mission of the College.
14. As overseers of a public trust, each board member has an obligation to remain open to input from external stakeholders to help ensure that Southern West Virginia Community and Technical College is responsive to state and community needs. However, as members of a board consisting of independent men and women acting together to be fully informed and impartial in their policy determinations, each must recognize that in the end, his/her decision must rise above any external pressures being applied to the Board's work.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 18, 2020
VIA Zoom/Teleconference - 6:00 p.m.**

Zoom Meeting Access: <https://zoom.us/j/97565436548>

Meeting ID: 975 6543 6548

Dial-in Only: 1-646-876-9923

AGENDA

1. Roll Call, Verification of Quorum and Call to Order Dr. Lisa Haddox-Heston
Board Chair
2. Introduction of New Board Member Chair Heston
3. Oath of Office Mr. Joe Linville
Director of Facilities and Campus Operations
4. Introduction of Directors of Accreditation and Assessment and
Institutional Research Dr. Pamela Alderman
President
5. Call for Public Comments to the Board of Governors Chair Heston
6. Fall 2020 Enrollment Update Dr. Charles Lopez
Executive Director for Student Services
7. Student Services Unit Report Dr. Lopez
8. HLC Institutional Response Update Mr. Bill Alderman
Accreditation Liaison Officer
9. President’s Report President Alderman
10. Financial Report Mr. Samuel Litteral
Chief Finance Officer
11. Faculty Senate Report Mr. Chuck Puckett, Chair
12. Classified Staff Council Report Ms. Patricia Miller, Chair
13. Action Items:
 - 13.1 Appointment of Replacement Lay Member to the
2020-2021 Board of Governors Agenda Committee Chair Heston
 - 13.2 Request for Approval of June 16, 2020 Board Meeting Minutes 6
 - 13.3 Request for Approval of July 16, 2020 Board Meeting Minutes 21
 - 13.4 Request for Approval of Appointment to the Boone County
Joint Administrative Board 23
 - 13.5 Request for Approval of Appointment to the Lincoln County
Joint Administrative Board 25

13.6	Request for Approval to Release for 30-day Comment Period	
13.6.1	SCP-1160, <i>Diversity Philosophy</i>	27
13.6.2	SCP-1375, <i>Reports of Incidents/Accidents and forms</i>	32
13.6.3	SCP-1400, <i>Guest Speakers, Lecturers, Performers, and Organized Groups</i>	40
13.6.4	SCP-4233, <i>The Dean's List of Students; Graduation with Honors</i>	48
13.6.5	SCP-4398, <i>Student Grades and Grade Point Average Requirements for Graduation</i>	51
13.6.6	SCP-4800, <i>Service Animals on Campus</i>	57
13.6.7	SCP-5050, <i>Assessment, Payment, and Refund of Tuition and Fees</i>	63
13.6.8	SCP-5066, <i>Third-Party Tuition and Fee Waivers</i>	68
13.6.9	SCP-5074, <i>Selection, Adoption, Use, and Sale of Textbooks and Other Course Materials</i>	73
14.	Discussion Items	Chair Heston
14.1	Organizational Restructure	81
14.2	Board of Governors Self Assessment Form*	93
14.3	HLC Recommendations to the Board of Governors*	97
14.4	Additional Board Meetings Discussion*	Chair Heston
15.	Informational Items	President Alderman
15.1	Institutional Rule Making Report	101
16.	Possible Executive Session Under Authority of WV Code §6-9A Regarding Personnel**	
16.1	Personnel Matters*	Chair Heston
16.2	2020-2021 President's Goals*	Chair Heston
17.	Adjournment	Chair Heston

*Denotes an item requiring action/approval.

**Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.

ACTION ITEMS

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 16, 2020
6:00 p.m.
Via Zoom Meeting ID: 977 1753 4503
Dial-in Only: 1-646-876-9923**

DRAFT MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Mason 'Ed' White, Vice Chair; Stephanie Abraham, J. Chris Adkins, Bill Alderman, Jacob Frye, Janice Olive, Howard Seufer, Samuel Stewart, Dianna Toler, Pat J. White

Board Members Absent: Eddie Joe Canterbury, Secretary

College Staff Present: Emma Baisden, Recorder; Samuel Litteral, Chris Gray, David Kommer, Darrell Taylor, Rita Roberson, Guy Lowes, William Alderman, Adrian May, Tom Cook, Jackie Whitley, Patricia Miller, Beverly McDonald, Tim Ooten, Janice Bowens, Russell Saunders, Charles Lopez, Chuck Puckett, Allyn Sue Barker, Chris Ward

Others: Linda Vinson, Carol Howerton, Alyssa Golub

1. Call to Order

Board of Governors Chair, Dr. Lisa Haddox-Heston, declared a quorum present and convened the meeting at 6:09 p.m.

2. Special Presentations

Chairwoman Heston honored outgoing Board of Governors member, Jacob Frye, with a resolution applauding his leadership, service, and dedication to the Southern West Virginia Community and Technical College Board of Governors. The resolution will become part of the official meeting minutes (Addendum 1). Mr. Frye is a 2020 Nursing graduate of Southern and Dr. Heston congratulated him on his new job in the Charleston Area Medical Center Cardiac Cath Lab.

3. Call for Public Comments to the Board of Governors

Chair Heston asked for public sign ups for comments to the Board. No requests for public comment were received.

4. Classified Staff Council Annual Presentation

The Classified Staff Council held its annual meeting with the Board of Governors to discuss matters which affect classified employees as prescribed in West Virginia Code §18B-6-6(g). Mr. Chris Gray, Advisory Council of Classified Employees Representative, presented an overview of the Council's purpose, its composition, and how House Bill 2542 which passed in the 2017 Legislative Session affected classified staff. As of July 1, 2017, all new hires holding exempt status would be hired as non-classified and "at will and pleasure" employees which means that two employees holding exact positions could hold a different classification status. Ms. Patricia Miller, Classified Staff Council Chair, presented the classified staff concerns to the Board. She conveyed that the passage of HB 2542 in 2017 was a detriment to classified staff personnel because it affected their rights and benefits in

**Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 2 of 14**

many ways. To name a few, seniority rights, bumping rights, and preferred recall was lost in the event of a reduction-in-force; new exempt employees would be hired as non-classified, and current exempt employees will remain as classified unless the position goes through a classification review. Ms. Miller explained why the classified status is important to staff. As a classified employee, there is a progressive discipline that Southern follows as stated in the Employee Handbook. It is required for a classified employee to be made aware of an undesirable behavior and be given an opportunity correct that behavior. If the behavior is not corrected, or the employee demonstrates additional unacceptable related or unrelated behavior, a letter of warning will be issued to the employee. Failure of the employee to modify behaviors to an acceptable level will result in further disciplinary action, up to suspension and/or termination of employment. Non-classified staff are considered "at will and pleasure" employees. They do not have that guaranteed job security of being informed of an undesirable behavior or action and being provided an opportunity to correct that behavior. Ms. Miller conveyed the main concerns of staff are the COVID pandemic and the safety of students and employees; the findings of the HLC Focused Report; and the Classified Staff Salary Schedule. She informed Board members that SCP-2825, *Salary Administration*, has not been revised to reflect the legislative changes of 2017. However, the policy is scheduled for review during the upcoming academic year. In 2018, Southern brought its employees up to the minimum on the salary schedule by providing a 5% salary increase, with a minimum increase of \$2,160, whichever was greatest. Currently, staff have no guidelines to progress through the salary schedule quartiles to receive an increase in salary and would like for guidelines to be established. Following the presentation, Chair Heston called for questions. Hearing none, she thanked and commended both Ms. Miller and Mr. Gray for their service and dedication to Southern, and for their leadership of the Classified Staff Council.

5. HLC Institutional Response Update

Mr. Bill Alderman, Accreditation Liaison Officer, and Ms. Linda Vinson, Higher Education Consultant, provided Board members with a status report on the Institutional Response to the HLC. Mr. Alderman acknowledged as a Board, they were excited to bring a new President aboard to delve straight into the Focused Report addressing the HLC recommendations and rationale. President Alderman immediately began arranging meetings and working with Dr. Corley Dennison, Vice Chancellor for Academic Affairs at the West Virginia Higher Education Policy Commission, and also secured Ms. Vinson as a consultant. Mr. Alderman informed Board members that he has been in contact with Southern's HLC Liaison, Dr. Karen Solomon, multiple times since mid-April discussing plans on constructing the Institutional Response Report. Discussions during the meetings with Dr. Solomon included specific rationale on the Team's recommendations for Criterion 1-5 and all criterion components listed specifically to A or B or C and B, but also addressed Criterion 5C and D expectations for improvement. Throughout the past two months, Mr. Alderman has consistently referenced pages 17-21 of the Team's final report, and Dr. Solomon confirmed those pages needs to be our focus.

In referencing Core Component 2A, Mr. Alderman stated that Southern has developed a systematic and consistent process for documenting conventional and tested experience for faculty credentials. Plans are to monitor this process as new faculty, both full time and adjunct, come on board. The Human Resource's Director, Doug Kennedy, will work collaboratively with the two School Deans as well as with the Interim Vice President for

**Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 3 of 14**

Academic Affairs. Mr. Alderman acknowledged that past Interim President, Sam Litteral, had worked extensively on this process. Beginning with Fall 2020, SIP-2171.A will be completed on new faculty members before they will be permitted to teach the first class. Close attention and documentation of justification are being noted as two examples of evidence for this will be included in the report.

Southern has been cited for inconsistent general education outcomes (Core Component 4B). Common syllabi and curriculum mapping of each program have been developed. Southern has an established course syllabus procedure (SIP-3160) and a master template for all syllabi (SIP-3160.A). Numerous examples will be provided as evidence. Each syllabus contains consistent general education outcomes that will imagine the mapping process for assessment which will also be provided as evidence. For the August HLC meeting, evidence will be used from Blackboard mapping and assessment using the model developed by President Alderman. This provides the beginning of the robust assessment culture recommended by Peer Review Team in March.

The Strategic Enrollment Management Plan (SEMP) provides definitions for retention, persistence, and completion (Core Component 4C). Employees described a collaborative process by which these terms are defined. However, the meeting minutes of teams and related governance committees do not substantiate the claims of collaboration in defining terms. Dr. Chuck Lopez and his team have worked extensively on this component. They also had additional co-curricular models and examples for consideration, and provided them to be included as evidence as well as numerous other files.

A review of shared governance since the previous HLC team visit, determined that the institution has made minimal changes to the shared governance process. Core Component 5B calls for a revised and streamlined governance committee process, and many individuals have been working on this structure. The Classified Staff Council and Faculty Senate have submitted governance structure proposals as well as a Task Force appointed by Interim President Litteral and chaired by Dr. Lopez. While other input will be included when employees return this fall, we do have a plan in place to present as evidence. Mr. Alderman thanked members of the Task Force and the input of administration, faculty, and staff.

The visiting team also found evidence that Southern could not provide documentation of articulated and publicly available policies and procedures addressing conflict resolution and dispute mediation. Just today, Mr. Doug Kennedy, Director of Human Resources, submitted to Mr. Alderman the employee dispute resolution procedure. This procedure, along with the most recent *Great Colleges to Work For Survey* results, will be included as evidence for this component.

Mr. Alderman ended his presentation by informing Board members that Southern's Institutional Response report will specifically address all recommendations and a draft will be assembled by the end of next week. The target date for submission of the report to the HLC is July 2, 2020. The deadline for submission is July 11, 2020.

Ms. Linda Vision, Higher Education Consultant, introduced herself to Board members and gave a brief background. She is a retired employee of Mountwest Community and

**Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 4 of 14**

Technical College in Huntington, WV, and has a demonstrated history of working in the higher education industry. She holds a Master of Arts degree focused in Public Relations, Advertising, and Applied Communication from the University of Alabama, and is skilled in Instructional Design, Leadership, Training, Research, and Community Outreach.

Ms. Vinson was employed at Mountwest CTC for 17 years as a Professor of Communications and Chair for Human Services and Transfer Studies. She was responsible for three programs and taught community communication classes as well. She was particularly involved and interested in assessment, not necessarily because it leads to accreditation, but because it's just a good practice. We want to have quality services first, and we want it to be based on best practices. The faculty are constantly looking at what they do, what works and what doesn't work. Ms. Vinson has found that West Virginians take pride in doing a good job, but do not document those things well. She described to Board members how she was able to assist Mountwest CTC with a similar assessment situation. Ms. Vision discussed the importance of keeping good notes and doing assessment based on curriculum mapping. She pointed out that assessment is not done for the purpose of accreditation, but because we want to have a quality college and we're constantly asking ourselves, how can we better serve our community. We should do everything we can to make sure that we are involved in the community and that we're giving them the educational opportunities that they deserve. Each class that is offered and every service that is provided, should be the best. We should constantly try to learn how to do things better to meet the needs of our public. It is through continuous improvement that we find out what people need. We show continuous improvement by continuing professional development, participating in conferences, and reviewing everyday practices.

Southern's policy shows four (4) general education outcomes that are embedded within the curriculum. Ms. Vinson stressed these must be woven throughout the programs and continuously reinforced. For accreditation purposes, Southern must show that it meets those four (4) general education outcomes which makes it a college instead of a trade school. She believes the Watermark system is too much for what Southern needs. It is for a much larger institution. She suggested using Blackboard as it is more manageable. Ms. Vinson recommended for the college to review the Watermark system to see if there is a less expensive program which is more manageable.

Ms. Vinson discussed the importance of shared governance. The governance system needs to allow input from all employees. As a college, Southern should have its own definition of shared governance, but generally speaking, colleges are not a top-down business. She used an example of faculty having the expertise to make recommendations regarding the curriculum, new courses, new programs, etc. Likewise with the classified staff operations and matters which pertain to that group. One of the problems that Southern ran into with the HLC was having too many committees and being too hierarchical. By having a tall organizational chart of committees, it was diluting the shared governance that was coming from faculty and staff. By making the structure more horizontal and less vertical allows input from the lower level and amplifies a shared governance that's expected in a college environment. Ms. Vinson ended her presentation by stating that she is impressed with the dedication of the staff, faculty and administrators that she has met, and is pleased to be able to work with Southern.

**Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 5 of 14**

6. President's Report

- 6.1 President Alderman reported that the Summer 2020 headcount enrollment has declined 26.37% from 2019, and FTE has declined 21.28%. Fall 2020 statistics currently show a decline in the headcount of 12.27% and 13.85% in FTE from Fall 2019. Summer terms are a direct comparison based on the same date in the prior year. The fall semester statistics are calculated based on 63 days prior to the start of classes.
- 6.2 Dr. Alderman had hoped to be able to provide a reopening date for the college to Board members. She has been working with the Campus Directors to create a plan for reopening in a safe and effective way as our first priority is the safety of our faculty, staff, and students. They had established a date for reopening in phases, then late Friday evening on June 12, she received an e-mail from Chancellor Tucker requesting for all college presidents to hold off on announcing reopening of campuses until further notice. President Alderman's goal is having all staff back on campuses by August 1. Each employee and student will receive five masks upon returning to the college, and possibly hand sanitizer and wipes. Ms. Rita Roberson, Vice President for Institutional Advancement, plans to purchase masks containing the Southern logo for all college employees and students. Plans are to distance as much as possible and install plexiglass between the areas that are accessible by students and within close proximity. Classes will be delivered in a hybrid format for the fall semester. This delivery will be in place until students leave for Thanksgiving break with the final two weeks of the fall semester being delivered online. This is the course of action being taken by other college presidents. All employees and students must wear a face mask or covering while on campus. There will be an exemption for employees with private offices except when occupied by more than one person.
- 6.3 Southern received its annual reauthorization to confer degrees within West Virginia from the West Virginia Council for Community and Technical College Education.
- 6.4 President Alderman has been appointed to the Logan County Chamber of Commerce Board of Directors and the Logan Recreational Center Board of Directors. She plans to attend the Tug Valley Chamber of Commerce meeting scheduled for June 17, 2020 in Williamson.
- 6.5 The Classified Staff Council, Faculty Senate, and the Institutional Effectiveness Task Force have submitted recommendations on restructuring the college's governance system. Dr. Alderman plans to have a new governance system in place by Fall 2021.
- 6.6 Applications have been completed and submitted for Southern to participate in the Higher Learning Commission's Assessment and Student Success Academies. The HLC has the applications under consideration and it is Dr. Alderman's hope that Southern will be selected to participate beginning in the fall.
- 6.7 The WV Higher Education Policy Commission awarded a \$17,000 grant to Southern

**Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 6 of 14**

to assist it with the additional HLC expenses. This grant funding allowed for the hiring of the consultant, Linda Vinson, who was recommended by Dr. Corley Dennison, Vice Chancellor for the WV Higher Education Policy Commission. Ms. Vinson will assist with the Institutional Response to the HLC, specifically with the assessment piece. As Ms. Vinson stated earlier, she recently assisted Mountwest CTC in the same area.

- 6.8 The HLC identified that Southern needed to revise its institutional definitions. Dr. Lopez and his team have developed new definitions.
- 6.9 President Alderman has met with various groups over the last month: Faculty Senate, Classified Staff Council, Campus Directors, Jake Hunt of Workforce WV Region 2, and the Logan County Board of Education to finalize the 2020-2021 Early College Academy.
- 6.10 The institution received the results from its 2020 *Great Colleges to Work For Survey* administered by ModernThink to Southern's employees in April. The results increased significantly over 2019, and the majority of the comments were positive. Southern's overall survey response rate of 76% (137/181) is considered to be a strong response rate which helps ensure an accurate representation of the college community. We will continue to participate in the annual survey.
- 6.11 Advertisements have been posted for the positions of the Vice President for Academic Affairs, the Director of Accreditation and Assessment, Director of Institutional Research, and the Director of Distance Education. Review of applications for two of those positions begin Thursday, June 18, with the goal to have those positions filled by the end of July.
- 6.12 Wifi access points have been installed in the parking lots at the Boone, Logan, Williamson, and Wyoming campuses for students. Installation is planned for the Lincoln Location when the equipment arrives.
- 6.13 The Information Technology department is converting our Interactive Classrooms (ICR) to Zoom Classrooms to accommodate in-home and in-seat students. Plans are to push the classrooms out for the Fall semester to be prepared to deliver hybrid courses.
- 6.14 The Health and Wellness and Online Course fees were waived for students during the Summer term. The Watermark assessment fee has been waived for the Fall semester. The Watermark assessment tool has been placed on hold until the HLC Institutional Response Report is complete. Overdue library book fines have also been waived for the Summer and Fall terms due to COVID-19.
- 6.15 One hundred sixteen (116) employees participated in President Alderman's inaugural Employee Town Hall meeting held on June 2, 2020.
- 6.16 Southern will host a Virtual Commencement for its graduates on Saturday, June 20 beginning at 12:00 noon. The video will be viewable on Southern's website and its

**Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 7 of 14**

Facebook page. The ceremony will feature greetings from Governor Jim Justice and Senators Joe Manchin and Shelley Moore Capito. The keynote speaker will be Chancellor Sarah Tucker. Two hundred ninety-three (293) students applied for graduation with 407 degrees and/or certificates.

- 6.17 A total of 398 students earned the distinction of being named to the Spring 2020 Dean's List. Students carrying a minimum of 12 credit hours and earning a grade point average (GPA) of 3.25 or higher are eligible to be placed on the Dean's List.
- 6.18 Recruitment efforts include 1,048 letters being mailed to students who were not registered for the Fall 2020 semester. As of this morning, 27 of those students had registered. Student Services held a recruiting campaign the week of June 15-18, 2020 for students who had not registered for the Fall semester. They placed telephone calls to students having a 2.0 GPA or better and who were in good standing with financial aid. The Office of Institutional Advancement also held a recruitment campaign by mailing postcards to 27,000 potential traditional and non-traditional students that live within a 25-mile radius of Southern's campuses (24,000 traditional; 3,000 non-traditional). They are launching a social media campaign through Bulldog Creative Services, placing "over the top" (unskippable) ads on the social media sites of Facebook, Instagram, and Twitter, and running recruitment ads on Metro News, WVOW and WXCC. Banner recruitment ads will also begin running on Southern's website.
- 6.19 Once the HLC Institutional Response Report is complete, President Alderman plans to begin work on succession planning.

Following the President's report, Mr. Howard Seufer complimented and thanked Dr. Alderman for the work she has completed to date. So many of the things that she is working on and devoting time to are things that have needed attention for a long time, he commented. His hope is that she doesn't get overwhelmed. He said this was very impressive and it appeared that she was off to a good start. Ms. Janice Olive echoed Mr. Seufer's praise by expressing her thanks and gratitude for all of the work that President Alderman has done thus far. She commented that the Board was fortunate that Dr. Alderman was able to jump in and bring the College to this point.

7. Financial Report

Mr. Samuel Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2020 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. He informed the Board that expenditures have decreased due to employees working from home and not doing things that normally would have occurred. Mr. Litteral assured Board members that Southern has no financial concerns except for what may occur in 2022 with reduced state revenues. The institution is in good standing with operating revenue. Grants are about the same as normal except we were not able to spend Perkins funds due to the pandemic. The audit is scheduled for next week and the auditors will visit in September to finish their work.

**Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 8 of 14**

8. Action Items:

8.1 Approval of Minutes:

8.1.1 Presidential Search Committee Meeting of October 15, 2019

MOTION: Samuel Stewart moved to accept the meeting minutes as presented.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously.
Chair Heston declared the motion adopted and the minutes approved.

8.1.2 Presidential Search Committee Meeting of November 6, 2019

MOTION: Mason 'Ed' White moved to accept the meeting minutes as presented.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously.
Chair Heston declared the motion adopted and the minutes approved.

8.1.3 Presidential Search Committee Meeting of March 5, 2020

MOTION: Dianna Toler moved to accept the meeting minutes as presented.

ACTION: Chris Adkins seconded the motion. The motion carried unanimously.
Chair Heston declared the motion adopted and the minutes approved.

8.1.4 Presidential Search Committee Meeting of March 30, 2020

MOTION: Samuel Stewart moved to accept the meeting minutes as presented.

ACTION: Bill Alderman seconded the motion. The motion carried unanimously.
Chair Heston declared the motion adopted and the minutes approved.

8.1.5 Board of Governors Special Meeting of April 22, 2020

MOTION: Dianna Toler moved to accept the meeting minutes as presented.

ACTION: Pat Joe White seconded the motion. The motion carried unanimously.
Chair Heston declared the motion adopted and the minutes approved.

8.1.6 Board of Governors Meeting of April 29, 2020

MOTION: Mason 'Ed' White moved to accept the meeting minutes as presented.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously.
Chair Heston declared the motion adopted and the minutes approved.

8.1.7 BOG Nomination Committee Meeting of June 4, 2020

MOTION: Chris Adkins moved to accept the meeting minutes as presented.

ACTION: Mason 'Ed' White seconded the motion. The motion carried unanimously.
Chair Heston declared the motion adopted and the minutes approved.

**Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 9 of 14**

8.2 BOG Nomination Committee Report and Election of 2020-2021 Board Officers

Ms. Stephanie Abraham, Nomination Committee Chair, reported that the committee convened on June 4, 2020 to discuss and bring forth a recommendation for the 2020-2021 officers to the full Board at its June meeting. The Committee was pleased with the leadership of the present officers and recommended the following individuals continue to serve: Chair: Lisa Haddox-Heston; Vice Chair: Mason 'Ed' White; Secretary: Eddie Joe Canterbury. Upon a motion by Bill Alderman and second by Dianna Toler, the Board unanimously approved the Nomination Committee's recommendation.

8.3 Appointment of 2020-2021 Lay Members (2) to the Board of Governors Agenda Committee

Chair Heston appointed Pat Joe White and reappointed Howard Seufer to serve as the Past Chair on the Board of Governors Agenda Committee.

MOTION: Dianna Toler moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect lay members' Pat Joe White and Howard Seufer to its 2020-2021 Board of Governors Agenda Committee.

ACTION: Samuel Stewart seconded the motion. The motion carried unanimously and Chair Heston declared the motion adopted.

The 2020-2021 Board of Governors Agenda Committee members are Lisa Haddox-Heston, Mason 'Ed' White, Eddie Joe Canterbury, Howard Seufer, Pat Joe White and Pamela Alderman.

8.4 Approval of Fiscal Year 2020-2021 Institutional Budget

Vice President Litteral presented the proposed budget for fiscal year 2020-2021 to the Board of Governors. He based the proposed budget on 1,100 FTE per semester. Following review and discussion, he requested the Board's approval of the proposed operating budget for Southern West Virginia Community and Technical College for fiscal year 2020-2021 as presented.

MOTION: Samuel Stewart moved the adoption of the following resolution:

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors approve a final institutional operating budget for Southern West Virginia Community and Technical College the fiscal year 2020-2021.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously and Chair Heston declared the motion adopted and budget approved.

Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 10 of 14

8.5 Approval of FY 2021-2022 Capital Projects and Expenditures

MOTION: Dianna Toler moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2021-2022 capital projects for Southern West Virginia Community and Technical College.

ACTION: Janice Olive seconded the motion. The motion carried unanimously and Chair Heston declared the motion adopted.

8.6 Approval of FY 2022-2026 Capital Projects and Expenditures

MOTION: Dianna Toler moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2022-2026 capital projects for Southern West Virginia Community and Technical College.

ACTION: Janice Olive seconded the motion. The motion carried unanimously and Chair Heston declared the motion adopted.

8.7 Post-Audit Review for Community and Technical College System

8.7.1 PowerSports Technology, Associate in Applied Science

Based upon the findings of the post-audit review, viability for the program could not be established. The Powersports Program has struggled to recruit students since its inception despite several marketing campaigns which included campus visits, television, social media, posters, flyers, and events in the community. While program enrollment has increased over the past two years, the A.A.S. degree completion is minimal. Over the life of the program there have been only two graduates. Therefore, it is recommended that the Powersports Technology A.A.S. degree program be discontinued. However, the institution will retain the proprietary Polaris certifications and continue to offer these skill sets under the direction of the Workforce Development Unit. A teach-out plan has been developed and is in place for the three students currently enrolled in the program. The students are on track to graduate by May 2021.

MOTION: Bill Alderman moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the Post-Audit Review report for the PowerSports Technology, Associate in Applied Science degree program in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

FURTHER RESOLVED, That the Southern West Virginia Community and Technical

**Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 11 of 14**

College Board of Governors grant approval of the discontinuance of the PowerSports Technology, Associate in Applied Science degree program in accordance with the West Virginia Council for Community and Technical College Education, Series 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

ACTION: Dianna Toler seconded the motion. The motion carried with Board members Abraham, Alderman, Olive, Seufer, Stewart, Toler and Pat White voting in favor, and Board members Adkins, Frye and Mason White voting against. Chair Heston declared the motion adopted and the report approved for submission to the Council for Community and Technical College Education for final approval.

9. Discussion Items

9.1 2020-2021 Board of Governors Meeting Schedule*

Chair Heston presented the proposed 2020-2021 schedule of meetings for discussion and consideration. It is patterned after the schedule used by the Board of Governors in recent years, with meetings occurring on Tuesday evening of the third week. West Virginia Code §18B-2A-2(a) requires Boards of Governors to hold at least six meetings in every fiscal year, including an annual meeting each June for the purpose of electing officers.

MOTION: Mason 'Ed' White moved to adopt the recommended schedule of meetings for fiscal year 2020-2021 as presented with the understanding that additional meetings may be necessary for emergency or time-sensitive issues. Due to the COVID-19 pandemic, the Board could not select meeting locations at this time.

ACTION: Dianna Toler seconded the motion. The motion carried unanimously and Chair Heston declared the motion adopted and the schedule approved as presented.

9.2 Annual Board of Governors Retreat*

Upon a motion by Samuel Stewart and second by Bill Alderman, the Board of Governors unanimously approved to table this item because it is not possible to determine the particulars at the time due to the current climate caused by the pandemic. The Board will reconsider this item at a later date. Chair Heston declared the motion adopted.

9.3 Governance System Restructure*

Chair Heston called upon President Alderman to present this item. Dr. Alderman informed Board members that she is looking at restructuring the institutional governance system due to the findings in the Higher Learning Commission's final report about the heaviness of the number of committees and the number of

**Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 12 of 14**

administrators on each committee. President Alderman is reviewing the recommendations submitted and would like to move forward with changing the governance structure by moving it through the current governance structure system in FY 2021 with implementation of a new governance structure in Fall 2021. Upon a motion by Bill Alderman and second by Samuel Stewart, the Board of Governors unanimously approved the request to restructure.

9.4 Faculty Senate Chair and Classified Staff Council Chair Reports to the Board of Governors at each meeting*

Dr. Alderman was approached by Faculty Senate Chair, Chuck Puckett, who suggested allowing the Faculty Senate and Classified Staff Council Chairs to spend a small amount of time at each Board meeting giving an update instead of their annual reports. Upon a motion by Bill Alderman and second by Mason 'Ed' White, the Board of Governors approved the request for the Senate and Council Chairs to give a brief update of no more than five (5) minutes at each Board meeting.

Ms. Baisden reminded the Board members that West Virginia Code requires for the governing board of the institution to hold an annual meeting with the Faculty Senate and the Classified Staff Council.

9.5 Possible Executive Session Under Authority of WV Code §6-9A Regarding Personnel**

Chair Heston invited a motion for the Board to enter into Executive Session. Samuel Stewart moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to discuss personnel. Mason 'Ed' White seconded the motion that carried unanimously. Chair Heston declared the motion adopted and Board then met in an Executive Session at 8:25 p.m. Following deliberations, Pat White moved the Board rise from Executive Session and reconvene in open session. Chris Adkins seconded the motion which carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

Actions Emanating from Executive Session:

Based upon discussions in the Executive Session, the Board reconvened in open session at 9:09 p.m. and took the following action:

Howard Seufer moved that the Chair of the Board instruct the college's legal counsel to investigate and make a report to the Chair, with appropriate recommendations, concerning three matters considered in Executive Session, and that the Chair then use her discretion as to whether to inform the Board about the report and any recommendations. Samuel Stewart seconded the motion. The motion carried unanimously and Chair Heston declared the motion adopted.

10. Informational Items:

10.1 Awarding of Undergraduate Tuition and Fee Waivers Report

In compliance with Southern College Policy (SCP) 5065, *Awarding of*

**Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 13 of 14**

Undergraduate Tuition and Fee Waivers, Section 7.2, the Vice President for Finance and Administration presented the 2019-2020 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. During the 2019-2020 fiscal year, Southern awarded a total of \$224,948.00 in undergraduate waivers to a total of 55 students. In compliance with West Virginia Code § 18B-10-5 and the Southern West Virginia Community and Technical College Board of Governors Policy SCP-5065, the Report on the Awarding of Undergraduate Tuition and Fee Waivers for fiscal year 2019-2020 to be entered into the minutes of the Board of Governors meeting of June 16, 2020.

10.2 Report on 2019-2020 Faculty Promotion Decisions

The faculty promotion-in-rank and tenure review process at Southern West Virginia Community and Technical College runs annually from October 1 through February 28. The process involves faculty file preparation, reviews and recommendations by the Promotion Committee Chair, School Chair, Vice President for Academic Affairs, and final approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of the review process. A list of the faculty who received promotion-in-rank effective Fall 2020 was provided to the Board.

10.3 2020-2021 Academic Calendar

The 2020-2021 Academic Calendar has been established and approved for Southern West Virginia Community and Technical College, a copy of which is attached for informational purposes. The calendar was developed by a subgroup of the Management Council for Academic Affairs and Students Services with representation from student services, finance, and administration. The academic calendar balances the needs of the units and of the institution, and all users will be able to plan for the processes necessary to drive the academic and support activities of the College. The 2020-2021 Academic Calendar has been announced college-wide, is posted to the college's website, and printed in the 2020-2021 Academic Catalog.

10.4 2020-2021 Holiday Calendar

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2020-2021 has been established and approved for Southern West Virginia Community and Technical College, a copy of which is attached. The holiday schedule has been aligned with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, *Holidays*, Southern's 2020-2021 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2020-2021 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.

10.5 Chancellor's Approval of Institutional Policies: The following policies have received final approval by Chancellor Tucker: SCP-1004, *Copyright Policy and Laws*, and SCP-5780, *Travel Regulations*

**Southern West Virginia Community and Technical College
Board of Governors DRAFT Minutes
Meeting of June 16, 2020
Page 14 of 14**

11. Adjournment

There being no further business, upon a motion by Samuel Stewart and second by Chris Adkins, Chair Heston declared the meeting adjourned at 9:16 p.m. The next Board meeting is scheduled for 6:00 p.m. on August 18, 2020.

Lisa Haddox-Heston, D.D.S., Chair

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

DRAFT

*Denotes an item requiring action/approval.

**Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.

ADDENDUM 1

**Southern West Virginia Community and Technical College
Board of Governors Resolution Honoring
Jacob B. Frye**

WHEREAS, Jacob B. Frye has served with dedication as the Student Representative to the Southern West Virginia Community and Technical College Board of Governors from July 1, 2019 to June 30, 2020; and

WHEREAS, During this period, he has represented the interests and concerns of the students to the Southern West Virginia Community and Technical College Board of Governors with enthusiasm and commitment;

THEREFORE BE IT RESOLVED:

That the Board of Governors of Southern West Virginia Community and Technical College hereby expresses its sincere gratitude and appreciation to Jacob Frye for his record of leadership, service, and dedication to this Board; and, be it

FURTHER RESOLVED, That this resolution is inscribed upon the meeting minutes of the Board of Governors of Southern West Virginia Community and Technical College this 16th day of June 2020.

**Southern West Virginia Community and Technical College
Board of Governors
Special Meeting of July 16, 2020
5:00 p.m.
Via Zoom Meeting ID: 929 0266 6014
Dial-in Only: 1-646-876-9923**

DRAFT MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Mason 'Ed' White, Vice Chair; Eddie Joe Canterbury, Secretary; Stephanie Abraham, J. Chris Adkins, Bill Alderman, Janice Olive, Samuel Stewart, Dianna Toler, Pat J. White

Board Members Absent: None

College Staff Present: Pamela Alderman, President; Emma Baisden, Recorder; Tom Cook, Rita Roberson, Samuel Litteral, David Lord, Sharon Davis, Stephanie Mounts, Tamara Browning, Kathy Deskins, Regina Bias, Tim Ooten, Cheryl Elliott, Will Alderman, Joe Linville, Guy Lowes, Lillie Teeters, David Kommer, Cynthia Workman, Tom Dotson, Chad Elkins, Adrian May, Jackie Whitley, Russell Saunders, Charles Lopez, Chris Gray, Susan Ross, Allyn Sue Barker, Rhonda Collins

Community: Dylan Vidovich, Logan Banner

1. Verification of Quorum and Call to Order

Dr. Lisa Haddox-Heston, Board of Governors Chair, asked for a roll call, declared a quorum present, and convened the meeting at 5:01 p.m.

2. Discuss and act upon matters relating to Southern West Virginia Community and Technical College's ongoing response to the COVID-19 pandemic

2.1 Return to Campus Operations Guidelines

Chair Heston called for President Alderman to present the *Return to Campus Operations Guidelines* and explain the action which needs to be taken by the Board of Governors. Dr. Alderman informed the group that Chancellor Tucker has requested for Southern to develop a reopening plan for its employees and students. Once the plan is approved by Southern's Board of Governors it will be submitted to Chancellor Tucker's office and then forwarded to Governor Justice's office for review and final approval.

President Alderman had initially intended to start reopening the campuses on Monday, July 20th with a staggered number of employees working two days a week in the office and two days a week remotely until August 3, 2020. On August 3rd, all employees would report full-time back to their offices. Since the daily positive COVID rate in Southern's service district increased significantly, the President's Cabinet determined at its meeting on July 15th that the soft reopening should be pushed back and employees should continue to work remotely. At this point, a definitive date has not been set for reopening with all employees.

President Alderman worked with Mr. Joe Linville, Director of Facilities and Campus Operations, and the Campus Directors to develop the draft *Return to Campus Operations*

**Southern West Virginia Community and Technical College
Board of Governors Minutes
Special Meeting of July 16, 2020
Page 2 of 2**

Guidelines. She called upon Mr. Linville to address the plan, explain the forms which are to be completed by each employee prior to returning to campus, and to answer questions from the group. Mr. Linville led the review of the document. Following the discussion and answer session, President Alderman reiterated that the safety of students and employees is her number one priority, and she will not put people in jeopardy.

Chair Heston called for further comments or discussion. Hearing none, Chair Heston called for a motion to approve Southern's *Return to Campus Operations Guidelines* and subsequent submission to Chancellor Sarah Tucker.

MOTION: Dianna Toler moved to accept the *Return to Campus Operations Guidelines* document as presented and its submission to the Chancellor for Community and Technical College Education.

ACTION: Bill Alderman seconded the motion. The motion carried unanimously. Chair Haddox-Heston declared the motion approved and the *Return to Campus Operations Guidelines* adopted.

3. Adjournment

There being no further business, upon a motion by Bill Alderman and a second by Eddie Joe Canterbury, Chair Heston declared the meeting adjourned at 5:29 p.m. The next regular Board of Governors meeting is scheduled for August 18, 2020 beginning at 6:00 p.m.

Lisa Haddox-Heston, D.D.S., 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 AUGUST 18, 2020**

ITEM: Request for Approval of Appointments to the Boone County Joint Administrative Board

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Pamela L. Alderman and Tracey A. Human to represent the Board of Governors on the Boone County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Boone County Board of Education; and

FURTHER RESOLVED, Pamela L. Alderman will serve a two-year term beginning July 1, 2020 and ending June 30, 2022, and Tracey A. Human will serve a one-year term beginning September 14, 2020 and ending June 30, 2021. By mutual consent of the Board of Governors and the Boone County Board of Education, Kevin Hill will serve as the at-large member and Chair of the Joint Administrative Board.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

Pursuant to West Virginia Code §18B-3C-11(c), *Shared facilities and resources; memoranda of agreements; and joint administrative boards*, to facilitate the administration, operation, and financing of joint programs in shared facilities of any institution of public higher education and a county board or boards of education, the affected governing boards and county board or boards of education may appoint a joint administrative board consisting of such membership and possessing such delegated authorities as the respective boards consider necessary and prudent for the operation of such shared facilities. Such joint administrative board shall consist of five members to be appointed as follows: The county board of education shall appoint two members; the appropriate governing board shall appoint two members; and one shall be an at-large member, who shall chair the joint administrative board, and shall be appointed by mutual agreement of the respective boards.

According to statute, although original appointments by the Board are for staggered term lengths, subsequent appointments are for three-year terms. Members are eligible to succeed themselves for one additional consecutive term.

On March 5, 2018, Southern's Board of Governors appointed Dr. Robert E. Gunter to serve a one-year term ending June 30, 2019, and Dr. Deanna Romano to serve a two-year term ending June 30, 2020, on the Boone County Joint Administrative Board. Since then, both Drs. Gunter and Romano left their positions at Southern.

It is recommended for the Board to approve Dr. Pamela Alderman to serve a two-year term

beginning July 1, 2020 and ending June 30, 2022, and approve Dr. Tracey Human to serve a one-year term beginning September 14, 2020 and ending June 30, 2021. By mutual consent of the Board of Governors and the Boone County Board of Education, Kevin Hill will serve as the at-large member and Chair of the Joint Administrative Board.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 18, 2020**

ITEM: Request for Approval of Appointments to the Lincoln County Joint Administrative Board

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of Pamela L. Alderman and Tracey A. Human to represent the Board of Governors on the Lincoln County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Lincoln County Board of Education; and

FURTHER RESOLVED, Pamela L. Alderman will serve a two-year term beginning July 1, 2020 and ending June 30, 2022, and Tracey A. Human will serve a one-year term beginning September 14, 2020 and ending June 30, 2021. By mutual consent of the Board of Governors and the Lincoln County Board of Education, David Roberts will serve as the at-large member and Chair of the Joint Administrative Board.

STAFF: Pamela L. Alderman

BACKGROUND:

Pursuant to West Virginia Code §18B-3C-11(c), *Shared facilities and resources; memoranda of agreements; and joint administrative boards (attached)*, to facilitate the administration, operation, and financing of joint programs in shared facilities of any institution of public higher education and a county board or boards of education, the affected governing boards and county board or boards of education may appoint a joint administrative board consisting of such membership and possessing such delegated authorities as the respective boards consider necessary and prudent for the operation of such shared facilities. Such joint administrative board shall consist of five members to be appointed as follows: The county board of education shall appoint two members; the appropriate governing board shall appoint two members; and one shall be an at-large member, who shall chair the joint administrative board, and shall be appointed by mutual agreement of the respective boards.

According to the statute, initial appointments by the Board are to be one and two-year staggered term lengths, subsequent appointments are for three-year terms. Members are eligible to succeed themselves for one additional consecutive term.

At its March 5, 2018 meeting, the Southern West Virginia Community and Technical College Board of Governors appointed Dr. Robert Gunter to serve a one-year term and Dr. Deanna Romano to serve a two-year term to represent the Board of Governors on the Lincoln County Joint Administrative Board. Since then, both Drs. Gunter and Romano left their positions at Southern.

It is recommended for the Board to approve Dr. Pamela Alderman to serve a two-year term beginning July 1, 2020 and ending June 30, 2022, and approve Dr. Tracey Human to serve a one-year term beginning September 14, 2020 and ending June 30, 2021. By mutual consent of the Board of Governors and the Lincoln County Board of Education, David Roberts will serve as the at-large member and Chair of the Joint Administrative Board.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 18, 2020**

ITEM: Request for Approval of Revisions to SCP-1160, *Diversity Philosophy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1160, *Diversity Philosophy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

SCP-1160, *Diversity Philosophy*, applies to all programs, processes, employees, departments, units, committees, councils, and boards associated with Southern West Virginia Community and Technical College.

This policy was reviewed for accuracy as scheduled on the Southern College Policy Review Schedule established by the Board of Governors. It was revised to include the American Association of Community Colleges' (AACC) and Association of Community College Trustees' (ACCT) Joint Statement of Commitment to Equity, Diversity, and Excellence in Student Success and Leadership Development.

The policy was reviewed and approved by Executive Council at its August 4, 2020 meeting, and by the President's Cabinet at its August 12, 2020 meeting.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors advance SCP-1160, *Diversity Philosophy*, as presented 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-1160**

SUBJECT: Diversity Philosophy

REFERENCE: The American Association of Community Colleges (AACC), Position Statement on Inclusion (<http://www.aacc.nche.edu>); AACC and ACCT (Association of Community College Trustees) Joint Statement of Commitment to Equity, Diversity, and Excellence in Student Success and Leadership Development (<http://www.aacc.nche.edu>)

ORIGINATION: August 20, 1998

EFFECTIVE: ~~November 8, 2015~~

REVIEWED: July 14, 2020

SECTION 1. PURPOSE

- 1.1 To communicate support for, and adoption of, the American Association of Community Colleges’ (AACC) “Position Statement on Inclusion,” and the AACC and ACCT (Association of Community College Trustees) Joint Statement of Commitment to Equity, Diversity, and Excellence in Student Success and Leadership Development.

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

- 4.1 The Association of Community Colleges (AACC) believes that community colleges provide access to a broad spectrum of quality educational opportunities and life experiences. The colleges value diversity as an enhancement of those experiences in their classrooms, administrative offices, and board rooms. They are

committed to policies that promote fairness and inclusion for all in the life of the college. ~~As a reflection of the AACC commitment, Southern West Virginia Community and Technical College strives to promote fairness and inclusion in its own policies and practices.~~ (Statement revised and moved to 4.3)

- 4.2 The AACC and ACCT represent more than 1,100 community, junior, and technical colleges throughout the United States. Both the AACC and ACCT are committed to fostering the advancement of community colleges, in part, by applying principles of equity and diversity within their organizations and promoting these values within member colleges. Community colleges provide the most diverse and inclusive segment of higher education in the United States. These colleges serve a larger proportion of women, African Americans, Asian/Pacific Islanders, Hispanic/Latino, Native Americans, LGBTQ students and students with disabilities than any other segment of higher education. Therefore, Community Colleges are positioned uniquely to foster an environment that honors, respects, and embraces the variety of students attending the Nation's colleges and universities. And as such, has been entrusted with creating educational environments that are safe, respectful, and responsive; and, where the potential of students can be attained at the highest level possible.
- 4.3 As a reflection of the AACC and ACCT commitment to equity, diversity, and excellence in student success and leadership development, Southern West Virginia Community and Technical College strives to promote fairness and inclusion in its own policies and practices.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None

SECTION 6. GENERAL PROVISIONS

- 6.1 Southern West Virginia Community and Technical College strongly endorses the continued use of admissions guidelines and employment practices that promote broad diversity in community colleges.
- 6.1.1 The AACC, ACCT, and Southern believe that colleges should be free to pursue standards and guidelines which allow them to fulfill their diversity missions and visions. The students they educate will help provide tomorrow's leaders, and their college experience must demonstrate the richness and substance of our diverse, multi-cultural and global environment. The college environment should promote understanding and appreciation of others, while encouraging students to grow as individuals.
- 6.2 Southern West Virginia Community and Technical College reaffirms its commitment to diversity.
- 6.2.1 In accordance with this philosophy, Southern strives to continually evaluate its hiring, admissions, and financial aid policies to ensure diversity and equal access within the institution. The College strives to ensure that the results of these evaluations conform to the concept of open access - the cornerstone of the community college mission.
- 6.3 Southern West Virginia Community and Technical College believes that diversity is crucial to a democratic society.
- 6.3.1 The AACC, ACCT, and Southern believe that community colleges are, in effect, microcosms of our greater society. As such, they should encourage and enhance the fullest understanding of human rights and responsibilities and should teach the skills that allow their students to effectively participate in a democratic society. The colleges should be responsible for shaping an environment that mirrors the general culture and creates opportunities for all within the college community to

interact with understanding, tolerance, and respect for others. In this way, diversity in education not only serves as a model for the world at large, but it also helps perpetuate social harmony for the future.

- 6.4 The AACC, ACCT, and Southern strongly endorse the adoption of policies and procedures designed to counteract and prevent hate crimes.
- 6.4.1 Hate crimes, are defined herein as crimes that manifest evidence of prejudice based on race, religion, sexual orientation, gender, or ethnicity, including where appropriate, the crimes of murder, non-negligent manslaughter, forcible rape, aggravated assault, simple assault, intimidation, arson, and destruction, damage or vandalism of property. The AACC, ACCT, and Southern, furthermore, endorse the systematic reporting of hate crimes by institutions, in order to encourage the implementation of effective intervention measures that will serve to address these challenges on college campuses. Community awareness and education strategies are additional byproducts of all these efforts.
- 6.5 Many colleges and universities share a common belief, born of experience, that diversity in their student bodies, faculties, and staff is important for them to fulfill their primary mission: providing a quality education. The reasons include:
- 6.5.1 Diversity in the institution's student body and workforce enriches the educational experience. We learn from those whose experiences, beliefs, and perspectives are different from our own, and these lessons can be taught best in a richly diverse intellectual and social environment.
- 6.5.2 Diversity in the institution's student body and workforce promotes personal growth and a healthy society. Diversity challenges stereotyped preconceptions; it encourages critical thinking; and it helps students and employees learn to communicate effectively with people of varied backgrounds.
- 6.5.3 Diversity in the student body and workforce strengthens communities and the workplace. Education within a diverse setting prepares students to become good citizens in an increasingly complex, pluralistic society; it fosters mutual respect and teamwork; and it helps build communities whose members are judged by the quality of their character and their contributions.
- 6.5.4 Diversity in the student body and workforce enhances America's economic competitiveness. Sustaining the Nation's prosperity in the 21st century will require us to make effective use of the talents and abilities of all our citizens, in work settings that bring together individuals from diverse backgrounds and cultures.
- 6.6 Achieving diversity on college campuses does not require quotas. Nor does diversity warrant admission of unqualified applicants. However, the diversity we seek, and the future of the nation, does require that colleges and universities continue to be able to reach out and make a conscious effort to build healthy and diverse learning environments appropriate for their missions. The success of higher education and the strength of our democracy depend on it.

SECTION 7. RESPONSIBILITIES

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

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: September 2000 - Reformatted policy to the MAP system.

August 2010 - Revised to reflect current AACC Position Statement on Inclusion.

July 2015 - Policy reviewed for accuracy and no modifications are needed.

July 2020 - Revised to include the AACC and ACCT Joint Statement of Commitment to Equity, Diversity, and Excellence in Student Success and Leadership Development.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 18, 2020**

ITEM: Request for Approval of Revisions to SCP-1375, *Reports of Accidents/Incidents*, and attachments 1375.A, 1375.B, and 1375.C

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1375, *Reports of Accidents/Incidents* and attachments 1375.A, 1375.B, and 1375.C to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

STAFF MEMBER: Joe Linville

BACKGROUND:

SCP-1375, *Reports of Accidents/Incidents*, establishes a system for reporting all accidents/incidents occurring on any campus or off-campus location of Southern West Virginia Community and Technical College.

Minor policy revisions were made to include the addition of the Clery/Safety Report Form which replaced the existing attachment (1375.A, *Accident/Incident Report Form*). The *Accident/Incident Report Form* and *Monthly Report of Accidents/Incidents* were revised and renumbered consecutively. The policy and its attachments were reviewed and approved by the Executive Council on June 4, and by the President's Cabinet on June 9, 2020.

Based on the deliberations and recommendations of these groups, the staff requests for the Board of Governors to grant approval for the distribution of SCP-1375, *Reports of Accidents/Incidents* and attachments 1375.A, 1375.B, and 1375.C to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375**

SUBJECT: Reports of Accidents/Incidents

REFERENCE: Clery Act (20 USC § 1092(f))

ORIGINATION: January 28, 1991

EFFECTIVE: March 16, 2016

REVIEWED: ~~November 4, 2015~~ June 4, 2020

SECTION 1. PURPOSE

1.1 To establish a system for reporting all accidents /incidents occurring on any college campus or off-campus location of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to all operational units of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 An Accident is defined as any unforeseen, unplanned event, or circumstance resulting in personal injury and /or property damage.
- 3.2 An Incident is defined as any direct or indirect action taken by an individual or group that results in a violation of a law or college policy.

SECTION 4. POLICY

4.1 Security and safety at Southern West Virginia Community and Technical College are everyone's responsibility. Security and safety measures will be monitored to ensure that all employees and visitors are in a safe environment. College management will update/upgrade processes as required to ensure maximum protection within available resources.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The Administration of Southern West Virginia Community and Technical College is aware of the need for, and continually strives to provide, a safe and secure environment for its employees, students, and property. This requires the cooperation of all employees in accurately reporting all accidents/incidents. The timeliness of reporting this information is essential to meaningful investigations and maximum recovery of lost or stolen property.
- 5.2 To better assess the status of security and assignment of personnel to achieve maximum security on each location, a report of all accidents /incidents will be made monthly by the Director of Campus Operations with the original report going to the ~~Vice President for Finance and Administration~~ Director of Facilities and Campus Operations.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Any employee or operating unit of the College involved in or witnessing an accident/incident at any Southern location will immediately contact and provide all pertinent information to the Director of Campus Operations and/or ~~Vice President for Finance and Administration~~ Director of Facilities and Campus Operations.
- 7.2 The Director of Campus Operations or the appropriate employee will investigate and make required reports on the reported accident/incident.
- 7.3 The Director of Campus Operations will prepare and submit daily to the ~~Vice President for Finance and Administration~~ Director of Facilities and Campus Operations, and/or the Title IX Coordinator, and/or the Clery Coordinator, and/or Human Resources Administrator, as appropriate, Clery/Safety report (Form 1375.A) or a report of any accidents/incidents (Form 1375.A B) as appropriate. For any major accidents/incidents, the Director of Campus Operations will notify the President.
- 7.4 By the 15th of each month, the Director of Campus Operations will prepare and submit to the ~~Vice President for Finance and Administration~~ Director of Facilities and Campus Operations, a *Monthly Report of Accidents/Incidents* (Form SCP-1375.B C), covering all accidents/incidents occurring on campus during the prior month.
- 7.5 The ~~Vice President for Finance and Administration~~ Director of Facilities and Campus Operations will utilize the Monthly Reports of Accidents/Incidents to:
- 7.5.1 Advise the President.
 - 7.5.2 Make recommendations for assignment to high risk areas.
 - 7.5.3 Develop and implement security techniques to avoid potential problems.
 - 7.5.4 Prepare security statistics for Southern West Virginia Community and Technical College for the U.S. Department of Education.

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-1375.A, Accident/Incident Report Form <u>Clery/Safety Report Form</u> SCP-1375.B, Monthly Report of Accidents/Incidents <u>Accident/Incident Report Form</u> SCP-1375.C, Monthly Report of Accidents/Incidents	
Distribution:	Board of Governors (12 members) www.southernwv.edu	
Revision Notes:	November 2008 - Revisions reflect changes in procedure requirements. Revisions provide clarity and reflect changes in management responsibilities. This policy was reformatted using the latest policy template. November 2015 - Revisions reflect changes in titles and management responsibilities. Form 1375.A, <i>Accident/Incident Report Form</i> , was revised to comply with Clery Act requirements. <u>June 2020 - Revisions were made to the forms and the forms were renumbered. The Clery Report form was added as attachment SCP-1375 A. This addition changed the Accident/Incident Report Form to SCP-1375.B and moved the Monthly Report of Accidents/Incidents to SCP-1375.C.</u> <u>July 2020 - Revisions were made to reflect changes in titles and management responsibilities due to reorganization.</u>	

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375.A

Accident/Incident Report Form

Date of Accident/Incident/Complaint

Date: _____ Day of Week: _____ Time: _____ AM or PM

Location of Accident/Incident/Complaint

Campus: _____ Building: _____ Room: _____ Other: _____

Event Type:

Criminal Offenses:

Murder Non-negligent Manslaughter Robbery
 Aggravated Assault Burglary Motor Vehicle Theft
 Arson

Sex Offenses: Forcible Non-forcible
 Forcible Sodomy Incest
 Sexual Assault With an Object Statutory Rape
 Forcible Fondling

Other: _____

Narrative (attach additional sheets if necessary)

Victim/Compliant Information

Name: _____ College ID Number: _____
Home Address: _____
Phone Number: _____ Email: _____
Date of Birth: _____ Student Visitor Faculty Staff Other: _____

Respondent/Person in Potential Violation

Name: _____ College ID Number: _____
Home Address: _____
Phone Number: _____ Email: _____
Date of Birth: _____ Student Visitor Faculty Staff Other

Additional Information

Emergency Personnel Called? Yes No If yes, who? _____
Treated by Physician? Yes No If yes, name of Physician: _____
Police Report #: _____ Arrest Made: Yes No
Date of Report _____ Print Name: _____
Signature: _____ Title: _____

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375.A**

Accident/Incident Clery/Safety Report Form

Date of Accident/Incident/Complaint

Date: _____ Day of Week: _____ Time: _____ AM or PM

Location of Accident/Incident/Complaint

Campus: _____ Building: _____ Room: _____ Other: _____

Event Type:

Criminal Offenses:

<input type="checkbox"/> Murder	<input type="checkbox"/> Non-negligent Manslaughter	<input type="checkbox"/> Robbery
<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Burglary	<input type="checkbox"/> Motor Vehicle Theft
<input type="checkbox"/> Arson		

Sex Offenses:

<u>Forcible</u>	<u>Non-forcible</u>
<input type="checkbox"/> Forcible Sodomy	<input type="checkbox"/> Incest
<input type="checkbox"/> Sexual Assault With an Object	<input type="checkbox"/> Statutory Rape
<input type="checkbox"/> Forcible Fondling	

Other: _____

Narrative (attach additional sheets if necessary)

Victim/Compliant Information

Name: _____ College ID Number: _____
 Home Address: _____
 Phone Number: _____ Email: _____
 Date of Birth: _____ Student Visitor Faculty Staff Other: _____

Respondent/Person in Potential Violation

Name: _____ College ID Number: _____
 Home Address: _____
 Phone Number: _____ Email: _____
 Date of Birth: _____ Student Visitor Faculty Staff Other

Additional Information

Emergency Personnel Called? Yes No If yes, who? _____

Transported to Medical Facility? Yes No If yes, By Whom: _____

Did they refuse treatment? Yes No

Police Report #: _____ Arrest Made: Yes No

Date of Report _____ Print Name: _____

Signature: _____ Title: _____

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375.A-B

Accident/Incident Report Form

Date of Accident/Incident/Complaint

Date: _____ Day of Week: _____ Time: _____ AM or PM

Location of Accident/Incident/Complaint

Campus: _____ Building: _____ Room: _____ Other: _____

Interior / Exterior Hallway/Sidewalk/Parking Lot

Event Type: ___ Accident ___ Incident ___ Health Issue ___ Other

Other: (explain) _____

Narrative: _____

(attach additional sheets if necessary)

Victim/Complaint

Name: _____ College ID Number: _____

Home Address: _____

Phone Number: _____ Email: _____

Date of Birth: _____ ___ Student ___ Visitor ___ Faculty ___ Staff ___ Other: _____

Respondent/Defendant

Name: _____ College ID Number: _____

Home Address: _____

Phone Number: _____ Email: _____

Date of Birth: _____ ___ Student ___ Visitor ___ Faculty ___ Staff ___ Other

Additional Information

Emergency Personnel Called? ___ Yes ___ No If yes, who? _____

Transported to Medical Facility? ___ Yes ___ No If yes, by whom?: _____

Did they refuse treatment? ___ Yes ___ No

Report completed by:

Signature: _____ Print Name: _____

Date of Report: _____ Title: _____

Note: Employees injured on job contact Encova within 24 hours at (304) 941-1000

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 BOARD OF GOVERNORS
 SCP-1375.B-C

Monthly Report of Accidents/Incidents

Campus: _____ Report for Month Ending: _____ Submitted: _____ Date: _____

Event Type	Number between 7AM - 3 PM	Number between 3 PM - 11 PM	Number between 11 PM - 7 AM	Total Incidents
Accidents (Requires Form RMI-2)				
Murder				
Aggravated Assault				
Sexual Offense (<input type="checkbox"/> Forcible <input type="checkbox"/> Non-Forcible)				
Robbery				
Negligent Manslaughter				
Burglary				
Motor Vehicle Theft				
Hate Crime				
Drug Law (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Liquor Law (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Weapons Possession (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Injury				
Incident				
Other: _____				
Grand Total				

Estimated value of Destroyed Property
 Personal Property \$ _____
 State Property \$ _____
 Total \$ _____

Area with HIGHEST Incident Rate

Original: ~~Vice President for Finance and Administration~~ Director of Facilities and Campus Operations

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 18, 2020**

ITEM: SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, and its form SCP-1400.A

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, and its form SCP-1400.A, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Pamela L. Alderman

BACKGROUND:

SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, applies to the College's classrooms, meeting rooms, lunch areas, and student common's areas which are non-public forums.

This policy was reviewed for accuracy as scheduled on the Southern College Policy Review Schedule established by the Board of Governors. Revisions to SCP-1400, *Guest Speakers, Lecturers, Performers and Organized Groups*, reflect changes in the procedural and approval process, the notification and documentation requirements, inclusion of the definition of academic freedom, inclusion of the Community and Technical College System's Legislative Rule, Series 9, regarding academic freedom, and the Academic Association of University Professors *1940 Statement of Principles on Academic Freedom and Tenure* in the policy's reference section.

The policy was reviewed and approved by Executive Council at its August 4, 2020 meeting, and by the President's Cabinet at its August 12, 2020 meeting.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors advance SCP-1400, *Guest Speakers, Lecturers, Performers and Organized Groups* and its form (SCP-1400.A), as presented 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-1400**

SUBJECT: Guest Speakers, Lecturers, Performers, and Organized Groups

REFERENCE: SCP-1215, *Use of Institutional Facilities*, SCP-1215.A, *College Facility Use Agreement*; SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*; Title 135, Procedural Rule, WV Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*; *Academic Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure*

ORIGINATION: May 28, 2014

EFFECTIVE: ~~July 24, 2015~~

REVIEWED: July 21, 2020

SECTION 1. PURPOSE

- 1.1 The mission of Southern West Virginia Community and Technical College (“the College”) is to provide accessible, affordable, quality education and training while promoting lifelong learning that promote success for those we serve. To support the mission, facilities of the College should be used, first and foremost, for educational activities. The purpose of this policy is to ensure that the classrooms and meeting rooms of the College are used in a manner that supports the College’s mission. To that end, officially recognized students, student organizations, faculty, and ~~classified~~ staff must follow the protocols contained in this policy before inviting guest speakers, lecturers, performers, or organized groups to present or perform in the College’s classrooms, meeting rooms, and lunch areas.
- 1.2 The College supports the academic freedom of faculty to engage in intellectual debate and expression of views without fear of censorship, retaliation, or sanctions both on and off campus. Academic freedom provides a faculty member the right to freely express their pedagogical philosophy and intellectual commitments. It is the intent of this policy to preserve the intellectual integrity of higher education. Administration, faculty, and staff must at all times encourage and promote intellectual and personal development of the students as this is the rights of citizenship. The College is encouraged to foster intelligent and rational discussion regardless of the topic.
- 1.3 The education of students at the College encourages study, the pursuit of knowledge, and discussion of all points of view on various topics. To that end, students and student organizations have the right to freely and openly express opinions publicly and privately. Students have the right to support causes by orderly means which do not disrupt the regular and essential operations of the College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to the College’s classrooms, meeting rooms, ~~and~~ lunch areas, and student common’s areas which are non-public forums. As non-public forums, the College shall limit the use of those rooms/areas to presentations and performances by Guest Speakers, Lecturers, Performers, and Organized Groups (collectively, “Guest Speakers”) who support the College’s educational mission.

- 2.2 This policy does not apply to traditional public forums at the College, such as outdoor lawns on College property and College sidewalks adjoining public property. This policy also does not apply to the College's designated public forums, such as the auditoriums and indoor common areas. The College does, however, reserve the right to ensure the orderly use of public forum areas by applying reasonable time and manner restrictions in the future.
- 2.3 It is the emphatic intent of this policy that all persons authorized to approve or deny an otherwise appropriate request for a Guest Speaker shall observe strict neutrality as to the opinion or opinions that the Guest Speaker may express on the topic of the speech, lecture, presentation or performance. In other words, all approvals and denials of Guest Speaker requests shall be viewpoint-neutral, neither favoring nor disfavoring a particular point of view.

SECTION 3. DEFINITIONS

- 3.1 Academic Freedom – The College supports the Academic Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure, "institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition."
- 3.2 Guest Speakers, Lecturers, Performers, and Organized Groups (collectively, "Guest Speakers") A person or group neither attending Southern, nor otherwise employed by the College, who is invited by an officially recognized student, student organization, a faculty member, or a staff member, to present or perform in a College classroom, meeting room, ~~or~~ lunch area, or student commons area.
- 3.3 Indoor Common Areas – Indoor common areas include hallways, restrooms, and other indoor areas accessible to students in general.

SECTION 4. POLICY

- 4.1 Only an officially recognized student, student organization, a faculty member, or a staff member may invite a Guest Speaker to perform or present in a College classroom, meeting room, or lunch area. Prior to inviting a Guest Speaker to present or perform in a College classroom, meeting room, ~~or~~ lunch area, or student commons area an officially recognized student, student organization, a faculty member, or a staff member must submit a *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group* (SCP-1400.A) to her/his immediate supervisor or appropriate organization advisor.
- 4.2 An officially recognized student, student organization, a faculty member, or a staff member hosting a Guest Speaker in a College classroom, meeting room, ~~or~~ lunch area, or student commons area may not open the Guest Speaker's presentation or performance to individuals unaffiliated with the College without obtaining prior approval from the ~~President of the College or the President's authorized designee~~ immediate supervisor or organization advisor.
- 4.3 Students, student organizations, faculty, and staff have a right to invite individuals to campus. Policies required by the College before a Guest Speaker is invited to appear on campus have been designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event. A request to invite a Guest Speaker to present or perform in a College classroom, meeting room, ~~or~~ lunch area, or student commons area shall be made in writing to the immediate supervisor or appropriate organization advisor at least seven (7) days (excluding holidays and weekends) prior to the date of the proposed presentation or performance. Exceptions to the minimum notice requirements may be authorized by the immediate supervisor or appropriate organization advisor in appropriate cases.

- 4.4 Any request to invite a Guest Speaker to present or perform in a College classroom, meeting room, ~~or lunch area, or student commons area~~ shall contain the following (as in Section 3 of SCP-1400.A):
- 4.4.1 the name of the sponsoring individual or organization,
 - 4.4.2 the proposed date, time and location of the meeting, lecture, or performance,
 - 4.4.3 the expected size of the audience,
 - 4.4.4 the name and address of the proposed Guest Speaker, and
 - 4.4.5 the topic.
- 4.5 Any external guest speaker, lecturer, performer, or organized group request is subject to the availability of the requested space for the meeting time and date requested. In the event that space is unavailable for the requested time and date of the meeting, or otherwise inappropriate for the request, or the request would impose substantial interference with normal activities of the institution, alternative space which is available may be offered by the institution, or the sponsoring organization is free to request a more suitable date and location. The individual or group inviting the external guest speaker, lecturer, performer, or organized group is responsible for confirming the availability of space with the appropriate Director of Campus Operations. The College will not withhold use of institutional facilities as a means of censorship.
- 4.6 A request to invite a Guest Speaker to present or perform to whom payment would have to be from the College funds is subject to the availability of funds. In order to receive payment for services, the Guest Speaker must be a registered vendor with the State of West Virginia. An electronic vendor application is available at <https://www.wvoasis.gov/>.
- 4.7 A request for a Guest Speaker may be denied if the ~~President of the College, or the President's authorized designee~~, immediate supervisor, unit supervisor, or organization advisor determines that the proposed presentation or performance will:
- 4.7.1 Damage or destroy College property; or
 - 4.7.2 Disrupt, impair, or interfere with the College's regularly scheduled classes; or
 - 4.7.3 Physically harm, coerce, intimidate, or invade the lawful rights of students and College personnel; or
 - 4.7.4 Incite violence; or
 - 4.7.5 Constitute criminal activity.
 - 4.7.6 Additionally, the ~~President or the President's authorized designee~~ supervisor or organization advisor, may deny a request to invite a Guest Speaker if ~~the President or the President's authorized designee~~ it is reasonably determined the presentation or performance presents a clear and imminent threat to the College's orderly operations or is obscene (i.e., that which appeals to the obscene interest in sex; is patently offensive; and lacks serious literary, artistic, political, or scientific value).
- 4.8 ~~The individual or group inviting a Guest Speaker shall provide the Guest Speaker with a copy of this policy. By acceptance of the invitation, a Guest Speaker shall assume full responsibility for any violation of the law or College policies while on the College's campuses. (Formerly 4.9)~~ Any meeting, assembly, or activity to which a Guest Speaker may be invited is subject to all requirements, conditions, and approvals set forth in

any policy or regulation of the Board of Governors and/or the institution concerning the use of campus property and facilities.

- 4.9 The views expressed by a Guest Speaker are his or her own and do not necessarily represent the views of ~~the Southern West Virginia Community and Technical College~~. Guest Speakers shall be held solely responsible for the views they express. The presence of a Guest Speaker on campus does not imply approval or endorsement by the College of the views expressed by the Guest Speaker, or by anyone else present at the event.
- 4.10 The individual or group inviting a Guest Speaker shall notify the Public Relations Specialist when appropriate.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Individual or Group Making a Request:
- 7.1.1 Must complete SCP-1400.A, *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group* and provide other required documentation as needed.
- 7.1.2 Individual or Group must submit one copy of SCP-1400.A and required documentation to the immediate supervisor ~~and/or appropriate Vice President or organization advisor~~.
- 7.1.3 Individual faculty and ~~classified~~ staff submits requests directly to the immediate supervisor.
- 7.1.4 ~~Faculty Senate Chair submits requests directly to the Vice President for Academic Affairs and Students Services.~~
- 7.1.5 ~~Classified Staff Council Chair submits requests directly to the Vice President for Finance and Administration.~~
- 7.1.6 Student Government Association Presidents submit requests directly to the appropriate campus Student Government Association Advisor.
- 7.1.7 Request a conference at any step to discuss recommendations, if desired.
- 7.1.8 A recommendation for denial at any step does not preclude an individual's or group's opportunity to be approved at the remaining phases.
- 7.2 The Immediate Supervisor or Student Government Association Advisor Will:
- 7.2.1 Accept and review requests and appropriate documentation to determine that the required materials are included.
- 7.2.2 Approve or deny the request and notify in writing the individual or group making a request within

two (2) working days of the decision.

7.2.3 Forward requests and appropriate documentation to the appropriate ~~Vice President~~ unit supervisor or organizational advisor for review and/or approval or denial.

7.2.4 ~~If the immediate supervisor is the Vice President for Development or the Vice President for Workforce and Community Development, he/she submits requests to the Vice President for Finance and Administration for review and/or approval or denial. Cabinet-level positions will submit requests directly to the President or President’s authorized designee for review and/or approval or denial.~~

7.3 The Appropriate ~~Vice President~~ Unit Supervisor or Organization Advisor Will:

7.3.1 Accept and review requests and appropriate documentation to determine that the required materials are included.

7.3.2 Approve or deny the request and notify in writing the individual or group making a request within two (2) working days of the final decision.

7.3.3 Forward a copy of requests and appropriate documentation to the President’s Office for maintaining a file with the names of individuals or groups that have been approved or denied as a Guest Speaker.

7.4 The Appeal Process:

7.4.1 In the event of a recommendation of denial, the individual or group making the request may appeal the final decision to the President.

7.4.2 The President shall review the request, documentation, and reason(s) for denial and render a written decision for approval or denial within two (2) working days of receiving the request for appeal.

7.5 The President of Southern West Virginia Community and Technical College or the President’s authorized designee is responsible for the implementation 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: SCP-1400.A, *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group*

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

Revision Notes: May 28, 2014 – Originated
June 17, 2014 – Initial Release
July 21, 2020 – Revisions reflect changes in the procedural and approval process, changes in the notification and documentation requirements, inclusion of the definition of academic freedom, inclusion of the West Virginia Council for Community and Technical College Education, Legislative Rule, Series 9, regarding academic freedom, and the Academic Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure in the policy’s reference section.

Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group

Potential Guest Speakers (as defined in SCP-1400) are not to be contacted until official approval has been received. Any Guest Speaker request must be made to the immediate supervisor or appropriate organization advisor seven (7) days prior to the date of the proposed speaking engagement, performance, or lecture. Exceptions to the minimum notice requirements may be authorized by the immediate supervisor or appropriate organization advisor in appropriate cases. Upon completion of this form, please submit it to the appropriate supervisor or organization advisor.

Section 1. General Information *(To be completed by the individual/group making the request.)*

Name of Sponsoring Individual or Organization, if any:	
Name of Person Completing this Form:	
Your Contact Information (Phone Number and E-mail):	

Section 2. Guest Speaker Information

Full Name of Guest Speaker:	
Mailing Address:	
Telephone Number:	
E-mail Address:	
Guest Speaker's Corporate Affiliation, if any:	

Section 3. Event Information

Proposed Date(s) of Event/Class/Meeting:	
Proposed Time(s) of Event/Class/Meeting:	
Proposed Location of Event/Class/Meeting:	
Expected Attendance for Event/Class/Meeting:	
Title/Topic/Performance being Presented:	

Section 4. Signature and Date

Individual or Organization's Representative Signature:	Date:
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Section 5. Signature of Immediate Supervisor or Organization Advisor, Appropriate Vice President Unit Supervisor, and Date

<input type="checkbox"/> Approved <input type="checkbox"/> Denied <u>Immediate Supervisor or Organization Advisor's Signature:</u> <i>If denied, state the reason for denial (use additional sheet if necessary):</i>	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <u>Vice President's Unit Supervisor's Signature:</u> <i>If denied, state the reason for denial (use additional sheet if necessary):</i>	Date:

OFFICE USE ONLY
Copy to:
<input type="checkbox"/> Individual or Organization's Representative
<input type="checkbox"/> Appropriate Director of Campus Operations
<input type="checkbox"/> President's Office

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 18, 2020**

ITEM: Request for Approval of Revisions to SCP-4233, *The Dean's List of Students; Graduation with Honors Status*

RECOMMENDED RESOLUTION: That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4233, *The Dean's List of Students; Graduation with Honors Status*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day comment period.

STAFF MEMBER: Charles Lopez

BACKGROUND:

The purpose of this policy is to establish and communicate grade point average criteria for recognition of student achievement and placement on the Dean's List and/or graduation with honors.

This policy was reviewed for accuracy as scheduled on the Southern College Policy Review Schedule established by the Board of Governors. Revisions provide clarity and a change to the title of academic leadership. The policy was reviewed and approved by Executive Council at its June 4, 2020 meeting, and by the President's Cabinet on June 9, 2020.

Based on the deliberations and recommendations of the aforementioned groups, the staff requests that SCP-4233, *The Dean's List of Students; Graduation with Honors Status*, be approved for advancement 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-4233**

SUBJECT: The Dean’s List of Students; Graduation with Honors Status

REFERENCE: None

ORIGINATION: July 1, 1985

EFFECTIVE: March 16, 2016

REVIEWED: ~~September 2015~~ May 12, 2020

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish and communicate grade point average criteria for recognition of student achievement and placement on the Dean’s List and/or graduation with honors.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All students registered for academic credit-based courses.

SECTION 3. DEFINITIONS

3.1 Dean’s List – a formal recognition of student academic achievement at the conclusion of the Fall and Spring academic term.

3.2 Honors – a formal recognition of student academic achievement at the time of graduation.

SECTION 4. POLICY

4.1 A student who earns a minimum grade point average of 3.25 while ~~attempting and~~ completing twelve (12) or more credit hours during the Fall ~~and or~~ Spring academic term shall be placed on the Dean’s List for that academic term and shall be recognized in writing by the ~~Vice President for Academic Affairs and Student Services~~ Chief Academic Officer.

4.2 Students completing requirements for an associate degree or certificate degree program with a minimum of 3.40 cumulative grade point average, which include transfer credit, are eligible to graduate with honors and shall be recognized during the commencement ceremony.

4.3 Courses in the less than 100 level series are not used in the calculation of the graduation grade point average.

~~4.4 Students graduating with honors shall be recognized during the commencement ceremony.~~

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 At the conclusion of the Fall and Spring academic term, the Registrar updates the student's academic standing which identifies the Dean's List recipients.

7.2 The ~~Office of the Vice President for Academic Affairs and Student Services~~ Chief Academic Officer is responsible for the dissemination of the Dean's List.

7.3 The Registrar's office shall prepare a list of eligible honor graduates.

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 2010 - Policy was reformatted to new SCP format. Revisions provide clarity and changes in responsibilities and procedures.

September 2015 - Revisions reflect the addition of definitions, clarification in the language, as well as updates regarding the responsibilities and procedures of the policy.

May 2020 - Revisions provide clarity and a change to the title of academic leadership.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 18, 2020**

ITEM: Request for Approval of Revisions to SCP-4398, Student Grades and Grade Point Average Requirements for Graduation

RECOMMENDED RESOLUTION: That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4398, Student Grades and Grade Point Average Requirements for Graduation, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

STAFF MEMBER: Charles Lopez

BACKGROUND:

The purpose of this policy is to establish and communicate grade point average criteria for recognition of student achievement and placement on the Dean's List and/or graduation with honors.

On April 22, 2020, SCP-4398, Student Grades and Grade Point Average Requirements for Graduation, was reviewed by the Management Council for Academic Affairs and Student Services as advised by the Southern Policy Review Schedule. Revisions made to the policy reflect technical changes in accordance with Procedural Rule 135, Series 22 of the West Virginia Council for Community and Technical College Education. This policy was taken before the Executive Council for review on May 7, 2020, with a recommendation for approval. At its meeting on May 12, 2020, the President's Cabinet concurred with the Executive Council's recommendation.

Based on the deliberations and recommendations of the aforementioned groups, the staff requests that SCP-4398, Student Grades and Grade Point Average Requirements for Graduation, be approved for advancement 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-4398**

SUBJECT: Student Grades and Grade Point Average Requirements for Graduation

REFERENCE: Title 135, Procedural Rule, Series 22, West Virginia Council for Community and Technical College Education, Grade Point Average for ~~Associate~~ Certificate and ~~Certificate~~ Associate Degrees

ORIGINATION: November 20, 2002

EFFECTIVE: January 11, 2019

REVIEWED: ~~May 2, 2018~~ April 29, 2020

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish and communicate the grading system used by Southern West Virginia Community and Technical College (College), as well as the grade point average (GPA) required for graduation with an ~~associate certificate or associate degree~~ or certificate.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is applicable to all students and employees of the college.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 All faculty will assign and submit grades in accordance with this policy. All students must meet the minimum grade point average requirements as stated in section 6.3.5 ~~4~~ in order to earn a certificate and /or an associate degree.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Further information pertaining to grades, degrees and graduation is provided in the college catalog. To the extent that information in the catalog may conflict with this policy, this policy supersedes that information.

SECTION 6. GENERAL PROVISIONS

6.1 The following grades are used by the College:

<u>Letter Grade</u>	<u>Description</u>	<u>Quality Points Per Credit Hour</u>
A	Superior	4.0
B	Good	3.0
C	Average	2.0

D	Below Average	1.0
F	Failing	0.0
<u>F*</u>	<u>Failing due to nonattendance</u>	<u>0.0</u>
W	Withdrawal	Not calculated in GPA
<u>I</u>	<u>Incomplete Grade</u>	<u>Not calculated in GPA</u>
CR	Credit	Not calculated in GPA
NC	No Credit	Not calculated in GPA
AU	Audit	Not calculated in GPA

- 6.1.1 Withdrawal: A student withdrawing from a course by the established deadline for withdrawal will receive a grade of “W.” After the last day to withdraw, a student will not be permitted to withdraw from the course and will receive the final grade the student earned.
- 6.1.2 Incomplete Grade: A student may receive an incomplete “I” grade for a course if that student has successfully completed the majority of the academic requirements and is unable to complete the course due to unforeseen or uncontrollable circumstances. The instructor for the course must submit an Incomplete Grade Form to the appropriate Dean for approval before an “I” grade may be recorded by the Registrar. The student does not re-register for the course in which the “I” grade was received but must complete the requirements for the course within the next full academic term or the “I” grade will automatically be changed to a grade of “F.” The final grade for the course will be assigned by the instructor and the grade change must be approved by the appropriate Dean and Chief Academic Officer, then forwarded to the Registrar.
- 6.1.3 Credit/No Credit Grade: Some courses may be graded on a pass/fail basis. In these instances, a student may receive a grade of credit (CR) to indicate that the student has met the course requirements. On the other hand, a student may receive a grade of no credit (NC) to indicate that the student has not met the course requirements.
- 6.1.4 Audit Grade: A student interested in enrolling for a course and not receiving a grade may audit the course. In auditing a course, the student pays the regular tuition and fees for the course, receives instruction, and participates in classroom activities, but does not receive a grade. The final grade of “AU” will be recorded on the student’s transcript.
- 6.2 The grades earned by a student are determined by the instructor of the course and can be changed only upon the latter’s recommendation with final approval by the Chief Academic Officer, except as follows:
- 6.2.1 As set forth above, the appropriate Dean must approve a grade of “I” and must approve the final grade once the work missed is satisfactorily completed.
- 6.2.2 The Chief Academic Officer may, upon recommendation of the Grievance Committee or Exceptions Committee, request to change a grade.
- 6.3 At the close of each semester, the instructor shall evaluate each student enrolled in his or her assigned class.
- 6.3.1 The Registrar shall provide notice to each faculty member regarding deadlines when final grades must be submitted. Deadlines must be met to facilitate decisions with regard to registration, probation, sequence of classes, prerequisites and graduation requirements.
- 6.3.2 Grades shall be submitted as follows:
- 6.3.2.1 Full-time and adjunct faculty shall submit grades through entry in the BANNER System using Faculty Self Service via mySouthern, or as arranged with the Dean.

- 6.3.2.2 Both full-time and adjunct faculty must make available, if requested by the appropriate Dean, or Chief Academic Officer, documented evidence of class attendance and performance records. This is necessary and valuable in the event of student grade appeals. All examinations or other graded assignments not returned to students must be maintained by the faculty member for one succeeding semester.
- 6.3.3 In calculating a student's grade point average, all assigned letter grades "A" through "F" will be used. The grade point average is calculated on all work for which the student has registered with the exception of courses with grades of "W," "I," "CR," "NC," and "AU" and courses repeated (see "D" and "F" Repeat Provisions), and courses forgiven (see Academic Forgiveness Provision). To compute the overall grade point average, add all quality points and divide this number by the total credit hours for courses in which a student earned a letter grade. ~~A g~~ Grades of "F" and "F*" is are included in the hours earned with "0" quality points.
- 6.3.4 Those students who successfully complete the requirements for ~~an associate certificate or associate or certificate~~ degree with a cumulative grade point average of 2.00 or better are eligible to graduate. Some programs require that students earn a minimum grade of a "C" in certain courses taken in order to graduate.
- 6.3.5 The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:
- 6.3.5.1 Courses from which the student has withdrawn.
- 6.3.5.2 Courses in remedial/developmental (transitional studies) education.
- 6.3.5.3 Courses taken on a credit/no credit basis where credit is earned.
- 6.3.5.4 Courses taken on an audit basis.
- 6.3.5.5 Courses which have been repeated under the "D/F Repeat Provision" of this policy.
- 6.3.5.6 Courses which are covered under the "Academic Forgiveness Provision" of this policy.
- 6.3.6 "D" and "F" Repeat Provision: If a student earns a grade of "D" or "F" on any course taken no later than the academic term or summer term during which the student attempts the sixtieth (60th) semester hour, and if that student repeats this course prior to the receipt of a degree ~~or certificate~~, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the student's grade point average. The original grade shall not be deleted from the student's permanent record.
- 6.3.7 Discretionary Academic Forgiveness Provision: This provision is designed to assist students who previously left college with low grades and may be implemented, provided certain conditions are satisfied, where the "D" and "F" repeat provision is not applicable. The conditions for academic forgiveness are as follows:
- 6.3.7.1 The student seeking academic forgiveness must not have been enrolled during any semester or term at any higher education institution for a period of four consecutive years prior to the request for academic forgiveness. Only ~~"D" and "F"~~ grades received prior to the four-year,

non-enrollment period may be disregarded for grade point average calculation.

6.3.7.2 This policy pertains only to the grade point average required for graduation and does not pertain to the grade point average calculated for special academic recognition, graduation with honors, admission requirements for particular programs, ~~or any~~ other academic related standards ,or requirements for professional certifications.

6.3.7.3 To implement this policy, the student must submit a written request to the Chief Academic Officer. The request must identify the non-enrollment period and the specific courses and grades the student wishes to be exempted from grade point average calculation. The Chief Academic Officer may accept, modify or reject the student’s request. Grades disregarded for grade point average computation will remain on the student’s transcript.

6.3.7.4 In instances where a student requests and gains academic forgiveness from another higher education institution and then transfers to Southern, Southern is not bound by the prior institution’s decision to disregard grades for grade point average calculation and vice versa.

6.3.8 The academic forgiveness policy for the Board of Governors Associate in Applied Science Adult Completion Program differs from that specified above. Per the West Virginia Council for Community and Technical College Education Administrative Guidelines for this program, all F’s earned in College courses earned four or more years before admissions to program are disregarded from the computation of the graduation grade point average. The “F” grades will not be deleted from the transcript. The “D”and “F” Repeat Provision shall also apply if applicable.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The Chief Academic Officer shall cause the terms of this policy to be observed.

SECTION 8. CANCELLATION

8.1 SCP-4397, Student Grades and Related Concerns, September 1, 2000; SCP-4520, Submitting Student Grades by the Faculty to the College’s Student Records Office and Authority for Changing Student Grades, September 1, 2000; and SCP-4520.A, Final Grade Report Form, September 1, 2000.

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:** October 2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity.
- May 2018 - Revisions reflect technical changes, additions of definitions and clarity, as well as title changes.
- April 2019 - Revisions reflect technical changes in accordance with Procedural Rule 135, Series 22.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 18, 2020**

ITEM: Request for Approval of Release of SCP-4800, *Service Animals on Campus*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution SCP-4800, *Service Animals on Campus*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Charles Lopez

BACKGROUND:

SCP-4800, *Service Animals on Campus*, is a new policy which was developed to comply with the Americans with Disabilities Act. The purpose of this policy is to define what a service animal is and to establish guidelines and procedures for students, faculty, staff and visitors, to have a service animal on campus or in any of its rented spaces or facilities.

The policy originated in December 2019. It was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) on March 25, 2020, by Executive Council on May 7, 2020, and by the President's Cabinet on May 12, 2020. The proposed policy has been reviewed by the General Counsel for the West Virginia Higher Education Policy Commission.

Based upon the deliberations of the aforementioned bodies, the staff recommends that the Board of Governors advance SCP-4800, *Service Animals on Campus*, as presented 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-4800**

SUBJECT: Service Animals on Campus

REFERENCE: Americans with Disabilities Act (ADA); 504 of the Federal Rehabilitation Act; West Virginia's White Cane Law, W. Va. Code § 5-15-1, et seq.; SIP 4200, *Accessibility and Accommodations for Persons with Disabilities*

ORIGINATION: December 2019

EFFECTIVE:

REVIEWED: New

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to define what a service animal is and to establish guidelines and procedures for students, faculty, staff and visitors, to have a service animal on campus or in any of its rented spaces or facilities.
- 1.2 Southern complies with the Americans with Disabilities Act amendments in allowing the use of service animals for students, staff, and visitors. The College is committed to allowing service animals as necessary to provide individuals with disabilities an equal opportunity to access the programs, services, and physical facilities of the College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 Southern complies with the Americans with Disabilities Act amendments in allowing the use of service animals for students, staff, and visitors. The College is committed to allowing service animals as necessary to provide individuals with disabilities an equal opportunity to access the programs, services, and physical facilities of the College.

SECTION 3. DEFINITIONS

- 3.1 Service Animal - Any dog, or miniature horse, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability including, but not limited to, guiding, alerting, pulling a wheelchair, fetching and/or opening doors. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.
- 3.2 Emotional Support Animal - An animal that provides emotional support or therapeutic benefits that alleviate one or more of the identified symptoms or effect of a person's disability; however, the animal is not required to be individually trained or certified to perform such a task. Emotional support animals may also be referred to as "comfort animals," "companion animals" and "assistance animals" used to support individuals with mental or emotional disabilities. These animals are not service animals.

- 3.3 Recreational Animal - A domestic animal used for sport, companionship or other non-service/assistance functions. Recreational animals are not allowed inside college facilities.
- 3.4 Unauthorized Animal - Any animal not controlled by leash or harness, unless the animal is a service animal and the handler is unable because of disability to use a leash or harness or if the leash or harness restricts the service animal from functioning appropriately as such. Also, any animal that exhibits violent, uncontrollable, aggressive or unhealthy behavior, including service animals.
- 3.5 Handler - The individual with a disability who uses a service animal.

SECTION 4. POLICY

- 4.1 Southern may make two inquiries to determine whether an animal qualifies as a service animal:
 - 4.1.1 If the animal is a service animal required for a disability; and
 - 4.1.2 What work or task the animal has been trained to perform.
- 4.2 Staff may not ask about the person's disability, require medical documentation, require certification of the animal's training or ask that the animal demonstrate its ability to perform the work or task.
- 4.3 Use of miniature horses as a service animal will be reviewed based on the inquiries and exceptions listed below and allowed by law.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Every attempt for accommodations for service animals on Southern's campus will be made at all times. However, a service animal may be banned or denied on campus for reasons including, but not limited to, below:
 - 5.1.1 Disruptive Behavior - This will include, but is not limited to, barking, whining, growling, wandering, sniffing (people, food, tables, others' belongings), initiating contact with someone without owner's permission.
 - 5.1.2 Illness - Any animal that is ill shall not be permitted on any campus grounds.
 - 5.1.3 Hygiene - This includes but is not limited to all animals that are dirty, not groomed, have a strong odor or have fleas and/or ticks.
 - 5.1.4 Aggressive Behavior - Any animal that is aggressive toward another individual on campus shall not be tolerated. This will be determined on a case by case basis by the appropriate campus administrator.
 - 5.1.5 Owner Not Being Responsible - Should the owner break any sections listed in the service animal policy, accommodations may be revoked. This will be determined on a case by case basis by the appropriate campus administrator.
- 5.2 Removal of Service Animal - Southern may require the handler to remove the service animal from its campus if:
 - 5.2.1 The animal poses a direct threat to the health or safety of others or causes substantial property

- damage to the property of others;
- 5.2.2 The animal's presence results in a fundamental alteration of a College program;
 - 5.2.3 The handler does not comply with the handler's responsibilities set forth above; or
 - 5.2.4 The animal or its presence creates an unmanageable disturbance or interference with the College community.
 - 5.2.5 Southern will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Coordinator of Disability Services and may appeal to Southern's ADA Compliance Officer following Southern's complaint procedure set forth in *Accessibility and Accommodations for Persons with Disabilities*, SIP-4200.

SECTION 6. GENERAL PROVISIONS

- 6.1 Persons with conflicting disabilities should contact the appropriate campus administrator and provide verifiable medical documentation to support their claim. All parties involved will be taken into consideration and resolution will be announced as soon as possible.
- 6.2 Concerns regarding a student's service animal should be submitted to the Vice President for Student Services. The Vice President for Student Services or his/her designee will work together with the affected party to discuss and resolve all concerns related to service animals on campus in compliance with this policy.
- 6.3 Concerns regarding a faculty or staff member's service animal should be directed to Human Resources. The Director of Human Resources will work with the affected party to resolve all concerns related to service animals on campus in compliance with this policy.
- 6.4 Service animals are allowed on-campus. Unauthorized animals, recreational animals, and emotional support animals are not allowed on campus.
- 6.5 The use of an emotional support animal as an academic or workplace accommodation must be requested and approved through either the Office of Disability Services or Human Resources. The documentation process is found in SIP-4200, *Accessibility and Accommodations for Persons with Disabilities*.

SECTION 7. RESPONSIBILITIES

- 7.1 College Responsibilities
 - 7.1.1 Allow service animals to accompany the handler to all areas of the facility where the handler is normally allowed to go.
 - 7.1.2 A handler may not be segregated from other similar members of the campus community except where there is real danger to the animal or where the natural organisms carried by the service animal would adversely affect research. Exceptions to the exclusions will be reviewed on a case-by-case basis.
 - 7.1.3 Not to pet, feed or deliberately startle/disturb a service animal.
 - 7.1.4 Not to separate, or attempt to separate, service animals from their handlers.

7.1.5 Southern will not retaliate against any person because that individual has requested or received a reasonable accommodation, including a request for a service animal.

7.2 Handler or Owner's Responsibility

7.2.1 Handlers must abide by all state laws and city ordinances related to animals on campus locations and Southern's guidelines, including but not limited to:

7.2.1.1 Handler is required to obtain a license required by a particular home municipality. The license and/or tag must be reviewed annually.

7.2.1.2 The handler may be required to provide a collar or harness for the license and vaccination tags to be affixed. The handler shall see that the animal wears the collar and tags at all times.

7.2.1.3 The handler is liable for damages caused by the service animal, emotional support animal or recreational animal. Beyond reasonable wear and tear to the same extent that Southern charges other individuals for damages beyond reasonable wear and tear.

7.2.2 The handler is responsible for the care and supervision of a service animal.

7.2.3 The handler must have full control of the service animal at all times. Animals may not run at large; a leash or harness is required unless the handler is unable because of disability to use a leash or harness or it restricts the animal's ability to function properly.

7.2.4 Disturbing animal vocalization must be kept to an absolute minimum.

7.2.5 Handlers are responsible for relieving animals in designated locations and must ensure immediate clean-up and proper disposal of animal waste.

7.2.6 Vaccinations must be current and based on a veterinarian's recommendations, with records made available at time of request.

7.2.7 Southern will not ask for or require an individual with a disability to pay a fee or surcharge for a service animal.

7.2.8 The handler agrees to abide by all equally applicable Southern policies that are unrelated to the individual's disability, such as assuring that the animal does not interfere with the routine activities of Southern's campus or facilities.

7.2.9 Southern personnel shall not be required to provide care or food for any service animal, including but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal, and Southern shall not be held responsible for the care, damage to, or loss of the animal.

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 2019 - Policy Originated.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 18, 2020**

ITEM: Request for Approval of Revisions to SCP-5050,
Assessment, Payment, and Refund of Tuition and Fees

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

STAFF MEMBER: Sam Litteral

BACKGROUND:

The purpose of this policy is to establish policy relating to assessment, payment, and refund of tuition and/or fees.

This policy was reviewed by Executive Council on June 04, 2020 and the President's Cabinet on June 09, 2020. Language was added to provide clarity and to clearly define what the Official Textbook list is. Changes were made to allow charging late fees for all possible types of registration. Additional changes were made to include charging the late fee on the installment plan. 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-5050**

SUBJECT: Assessment, Payment, and Refund of Tuition and Fees

REFERENCE: West Virginia Code §18B- 10-1; West Virginia Higher Education Policy Commission, Title 133 Legislative Rule, Series 32, *Tuition and Fee Policy*; SCP - 4192, *Administrative Withdrawal and Administrative Drop of Students*

ORIGINATION: January 15, 2002

EFFECTIVE: May 19, 2016

REVIEWED: ~~January 6, 2016~~ June 4, 2020

SECTION 1. PURPOSE

1.1 To establish policy relating to the assessment, payment, and refund of tuition and/or fees.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to all students in matters related to payment and refund of tuition and/or fees in credit and non-credit courses, training sessions, or other activities where tuition or fees are assessed.

SECTION 3. DEFINITIONS

- 3.1 Traditional Term – The standard fall, spring, and summer semester/term.
- 3.2 Non-traditional Term – Any term or part of term other than a standard semester/term
- 3.3 Installment Payment Plan Option – A payment plan option provided to assist students in paying tuition and fees over a specified period of time.
- 3.4 Complete Withdrawal – To receive a refund a student must withdraw from all courses, both traditional and non-traditional, leaving zero hours registered for the semester/term.
- 3.5 Administrative Withdrawal – A decision by the college to withdraw a student from an academic credit-based course or courses for emergency reasons, or disciplinary reasons.

SECTION 4. POLICY

4.1 The College shall operate on a strictly cash basis with all payments and obligations being collected prior to the start of classes except as provided in this rule.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.

- 5.2 Exceptions may be granted for late financial assistance disbursements for situations at no fault of the student.
- 5.3 Exceptions may be granted for students who enroll in the College's Installment Payment Plan Option.
- 5.4 All exceptions to this policy must be approved by the Vice President for Finance and Administration or other College Officer that may be designated by the President before a refund may be processed. Any decision to reduce or deny a refund may be appealed through the established process for appeals.

SECTION 6. GENERAL PROVISIONS

6.1 Tuition and Fees

- 6.1.1 Students enrolled for twelve or more credit hours pay the maximum charges in the tuition and fee category.
- 6.1.2 Students enrolled for less than twelve credit hours in a traditional semester/term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.
- 6.1.3 Fees for students enrolled in a traditional summer term or any non-traditional term shall be prorated based upon the number of credit hours for which students enroll.
- 6.1.4 The College reserves the right to establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule. Some of these fees may not be refundable.
- 6.1.5 All regular and special fees charged by the College shall be identified separately and published so they are readily available to all students.
- 6.1.6 Fees shall be established and charged for all non-credit economic, workforce, and community development courses in an amount to ensure that the offering is self-supporting, including indirect cost.

6.2 Refund of Regular Fees

- 6.2.1 The following schedule for calculating refunds shall be adhered to for those students who withdraw from the institution via the official withdrawal process and who are eligible to receive refunds. Students qualify for a full refund (100%) of tuition/fees, if they drop any or all of their courses prior to the start of classes for the semester/term. Once classes begin for the semester/term, there are only two ways a student may qualify for a tuition/fee refund. The first is to completely withdraw from the institution for the semester/term within the refund schedule dates set for the term (this means carrying zero credit hours for the-semester/term). This includes any courses that have not started for the semester/term, including all non-traditional courses. The second way to qualify for a refund is if the institution cancels a course. The student will get a 100 percent (100%) refund for any course that is canceled.
 - 6.2.1.1 Any student who has received an administrative withdrawal due to disciplinary action will not be eligible for a refund at any time during the semester.
 - 6.2.1.2 Refund Schedule – A student who begins a term and withdraws after completing up to (1) week or ten percent (10%) of the term is entitled to a refund of ninety (90%) of the charges;

- 6.2.1.3 A student who withdraws after completing more than ten percent (10%) through twenty-five percent (25%) of the term is entitled to a refund of seventy-five percent (75%) of the charges;
- 6.2.1.4 A student who withdraws after completing more than twenty-five percent (25%) through fifty percent (50%) of the term is entitled to a refund of fifty percent (50%) of the charges;
- 6.2.1.5 A student who withdraws after completing more than fifty percent (50%) of the term is not entitled to a refund.

6.3 Registration Period – Late Fee

- 6.3.1 ~~A formal registration and late registration periods shall be established for registering into non-traditional courses such as evening, weekend, off campus, extension and other special classes. Due to the differing duration of these courses, the registration and late registration periods should be considered and established on a case-by-case basis.~~ all classes. A late fee of not to exceed thirty dollars (\$30) the amount approved by the Board of Governors and listed on the schedule of tuition and fees shall be imposed on all late registrants.

6.4 Installment Payment Plans

- 6.4.1 ~~Installment payment plans will be offered for fall and spring traditional semesters/terms. After all financial aid is applied to the student's account, at least 60 percent (60%) of the student tuition and fees must be paid prior to the start of classes. The remaining balance (40%), including interest, must be paid prior to the end of the sixth week of classes. Failure to do so will prohibit a student from having this payment option in the future. Interest and/or a service fee, on the remaining 40 percent (40%) may be charged at a rate not to exceed the legal limit. The Governing Board permits fee payments to be made in installments over the course of the academic term. All fees shall be paid prior to the awarding of course credit at the end of the academic term. Installment payment plans will be offered in only the fall and spring. The Vice President for Finance and Administration shall develop the installment payment plans and the procedures to implement the plans. A late payment fee may be charged not to exceed the amount approved by the Governing Board and listed on the schedule of tuition and fees.~~

6.5 Use of Credit Cards

- 6.5.1 The use of credit cards for payment of student tuition and fees are authorized under the statewide contract initiated by the State Board of Investments or under an alternate program that may be approved by the Board of Governors. To the extent allowed by a law or policy of the credit card company, the College may impose a surcharge on credit card payments equal to any amount that may be imposed by the credit card company as a service fee.

SECTION 7. RESPONSIBILITIES

- 7.1 The Finance Unit is responsible for 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: January 11, 2011 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

May/June 2011 – Policy revisions provide clarity and reflect changes in management responsibilities.

November 2015 – This policy was revised to comply with *West Virginia Higher Education Policy Commission, Title 133, Legislative Rule, Series 32 Tuition and Fee Policy*.

January 2016 – Policy revisions provide clarity and reflect changes in management titles.

June 2020 - Changes were made to allow charging late fees for all possible types of registration. Changes were also made to include charging the late fee on the instalment plan.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 18, 2020**

ITEM: Request for Approval of Revisions to SCP-5066, *Third-Party Tuition and Fee Waiver and attachments*.

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

STAFF MEMBER: Sam Litteral

BACKGROUND:

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

This policy was reviewed by Executive Council on May 07, 2020 and the President's Cabinet on May 12, 2020. The revisions were made to add attachment SCP-5066.A, Third-Party Tuition And/Or Fee Waiver. 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-5066**

SUBJECT: Third-party Tuition and Fee Waivers

REFERENCE: West Virginia Code §18B-10-9

ORIGINATION: March 2010

EFFECTIVE: ~~January 9, 2015~~

REVIEWED: ~~September 3, 2014~~ May 7, 2020

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

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

SECTION 6. GENERAL PROVISIONS

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

SECTION 7. RESPONSIBILITIES

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

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date
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President	Date
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Attachments: ~~None~~ SCP-5066. A, Third-party Tuition and/or Fee Waiver Agreement

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

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

September 2014 – Revisions made reflect changes in job titles.

May 2020 - The attachment, SCP-5066.A, Third-party Tuition and/or Fee Waiver Agreement, was added to the policy.

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

Third-party Tuition and/or Fee Waiver Agreement

This agreement is made and entered into by and between Southern West Virginia Community and Technical College (College) and _____ (Third-party Sponsor) for the delivery of _____ during the _____ term of the _____ academic year.

Instructional, textbook(s), administrative and other overhead costs to provide the above described course(s), institute, workshop, special course(s), or other academic, credit-based educational offering include the following:

Instruction	\$ _____
Textbooks	\$ _____
Instructional materials	\$ _____
Other	\$ _____
Administrative costs (at ___ percent)	\$ _____
Total	\$ _____

The College and Third-party Sponsor agree as follows:

COLLEGE’S RESPONSIBILITY

(Please describe)

THIRD-PARTY SPONSOR’S RESPONSIBILITY

(Please describe)

By signing this agreement, the parties agree that the costs incurred under this agreement as detailed above will be paid to the College upon presentation of an invoice.

APPLICABILITY OF COLLEGE POLICIES AND PROCEDURES

With the exception of payment of tuition, fees, and other charges, students enrolled in an academic, credit-based course(s) offered through this agreement shall be treated as regularly enrolled students and subject to all applicable College policies and the general policies of the Community and Technical College System of West Virginia.

Third-party Sponsor Representative

President or Designee

Date

Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 18, 2020**

ITEM: Request for Approval of Revisions to SCP-5074,
*Selection, Adoption, Use and Sale of Textbooks
and Other Course Materials*

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

STAFF MEMBER: Sam Litteral

BACKGROUND:

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

This policy was reviewed by Executive Council on May 07, 2020 and the President's Cabinet on May 12, 2020. Language was added to provide clarity and to clearly define what the Official Textbook list is. Titles were changed to reflect the current organizational structure. 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-5074**

SUBJECT: Selection, Adoption, Use and Sale of Textbooks and Other Course Materials

REFERENCE: West Virginia Code §18B-10-14; West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 51, *Bookstores and Textbooks*; Public Law 110-315, Higher Education Opportunity Act, August 2008

ORIGINATION: June 2010

EFFECTIVE: ~~May 21, 2015~~

REVIEWED: ~~December 3, 2014~~ May 7, 2020

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 ~~None:~~ Official Textbook List - A document used on a college-wide basis for the ordering of course textbooks and supplemental materials. All sections will use the textbooks and supplemental materials listed.

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

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

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

SECTION 6. GENERAL PROVISIONS

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

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

SECTION 7. RESPONSIBILITIES

- 7.1 The Vice President for Academic Affairs ~~and Student Services~~, through a collaborative and inclusive process, shall be responsible for developing academic unit, division, department, and/or program procedures and assigning responsibilities for the implementation of all sections of this policy applicable to faculty and other employees under the direction of the Academic Affairs Unit.
- 7.2 In addition to the requirements set forth in previous sections of this policy, the Vice President for Academic Affairs ~~and Student Services~~ shall:
- 7.2.1 Include training for all faculty on textbook selection and strategies that guarantee high quality course materials at the most affordable cost;
 - 7.2.2 As appointed by the Vice President for Academic Affairs ~~and Student Services~~, an academic ~~Division Head~~ School Dean will serve as a liaison with textbook publishers and be responsible for dissemination of relevant information to the faculty on textbook strategies and education and training opportunities regarding textbook selection; and
 - 7.2.3 Enforce the policies of the Board of Governors concerning textbook selection, adoption, and use.

7.3 The Vice President for Academic Affairs, in conjunction with the School Deans, shall compile and maintain an Official Textbook List. The Official Textbook List will be utilized for all courses on a college-wide basis. The Official Textbook List will be reviewed and updated at least annually. The Official Textbook List will be used to submit textbook information to the Bookstore.

7.4 ~~7.3~~ The Vice President for Finance and Administration, through a collaborative and inclusive process, shall be responsible for developing procedures and assigning responsibilities for the implementation of the sections of this policy applicable to the bookstore and other employees under the direction of the Finance and Administration Unit.

7.5 ~~7.4~~ In addition to the requirements set forth in previous sections of this policy, the Vice President for Finance and Administration shall:

7.5.1 ~~7.4.1~~ Direct an examination of the feasibility of operating a textbook rental program;

7.5.2 ~~7.4.2~~ Establish a permanent Textbook Affordability Committee consisting of a representative from the faculty, students, administration, and bookstore. The Textbook Affordability Committee shall:

7.5.2.1 ~~7.4.2.1~~ Meet periodically, but at least annually;

7.5.2.2 ~~7.4.2.2~~ Advise the Faculty Senate, Student Government Association(s), Administration, and Board of Governors on affordability issues and initiatives, textbook selection guidelines and procedures, and educational opportunities;

7.5.2.3 ~~7.4.2.4~~ Meet annually with the Board of Governors to make recommendations and provide reports it may have generated with copies to be forwarded to the Chancellor.

SECTION 8. CANCELLATION

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

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

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

December 3, 2014 - Revisions made to this policy are grammatical in nature and reflect changes in job titles.

May 2020 - Language was added to provide clarity and to clearly define the Official Textbook List. Titles were changed to reflect the current organizational structure.

DISCUSSION ITEMS

EFFECTIVE
JULY 1, 2020

**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

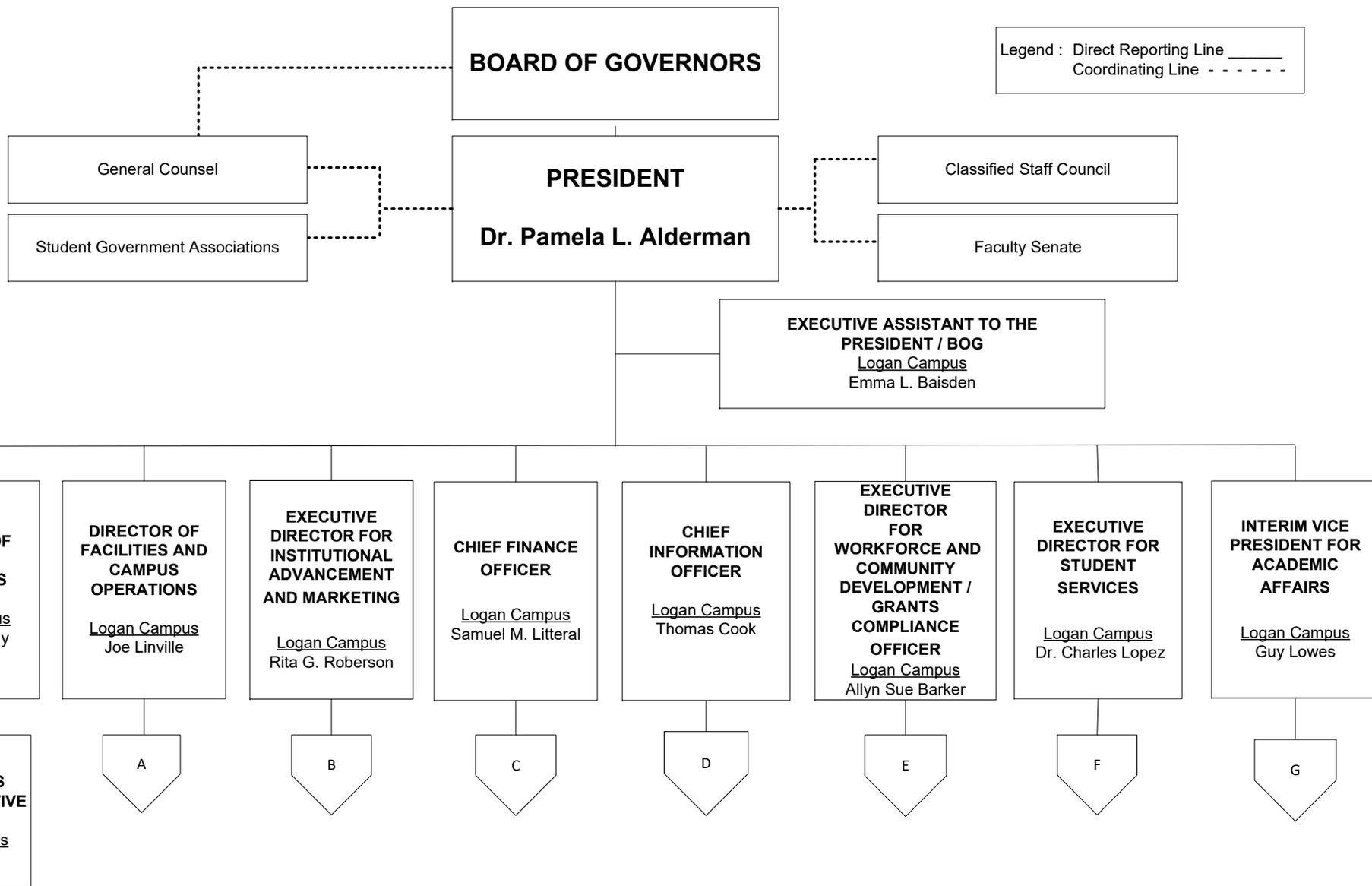
Organizational Chart

Dr. Pamela L. Alderman
07/01/2020

HUMAN RESOURCES DEPARTMENT

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ORGANIZATIONAL CHART
INDEX**

President.....	Page 1
Human Resources	
Facilities and Campus Operations.....	Page 2
Institutional Advancement and Marketing.....	Page 3
Graphic and Web Design	
Media/Television Services	
Public Relations Specialist	
Finance	Page 4
Business and Auxiliary Services	
Controller	
Fleet Management and Purchasing	
Information Technology Services	Page 5
Accreditation and Assessment	
Institutional Research	
Network and User Services	
Workforce and Community Development.....	Page 6
Academy for Mine Training and Energy Technologies	
Entrepreneurship and Business Coaching Center	
Workforce Development	
Student Services.....	Page 7
Admissions and Student Life	
Advising and Retention	
Counseling, Disability and Adult Services	
Financial Assistance	
Recruitment	
Registrar	
Academic Affairs.....	Page 8-10
Distance Education.....	Page 8
Libraries.....	Page 8
School of Arts and Sciences.....	Page 9
School of Career and Technical Studies.....	Page 10



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Coordinating Line - - - - -

PRESIDENT
Dr. Pamela L. Alderman

A

DIRECTOR OF FACILITIES AND CAMPUS OPERATIONS
Logan Campus
Joe Linville

SNACK BAR CONTRACTORS
Logan
Williamson
Wyoming/McDowell

**ASSISTANT DIRECTOR/
PHYSICAL PLANT III**

All Campus
John Vance

**CAMPUS SERVICE
WORKER LEAD**

Logan Campus
Delbert Queen

**DIRECTOR OF SAFETY AND
CAMPUS OPERATIONS**

Wyoming/McDowell Campus
David Lord

**DIRECTOR OF CAMPUS
OPERATIONS**

Boone/Lincoln Campus
Brittany Bartram

**DIRECTOR OF CAMPUS
OPERATIONS**

Williamson Campus
Perry Jobe

**CAMPUS
MAINTENANCE
SPECIALIST/INTERIM
ASST. DIRECTOR**

All Campus
Eric Brumfield

**CAMPUS SERVICE
WORKER**

Logan Campus
Rhonda Vance-
Richards

**PROGRAM
ASSISTANT I**

Wyoming Campus
Donna Lafferty

**SITE
COORDINATOR**

Lincoln County Site
Angela Bell

**PROGRAM
ASSISTANT I /
CASHIER**

Boone Campus
Vacant

**TRADES
SPECIALIST LEAD I**

Williamson Campus
Kenny Bowens

**CAMPUS
MAINTENANCE
SPECIALIST**

Logan Campus
Scott Pritchard

**PROGRAM
ASSISTANT I**

Wyoming Campus
Patricia A. Brooks

**PROGRAM
ASSISTANT I**

Boone Campus
Anna Evans

**CAMPUS SERVICE
WORKER**

Williamson Campus
Garnet Bolen
Jessica Stratton

**MAINTENANCE
WORKER I**

Wyoming Campus
Danny White

**MAINTENANCE
WORKER I**

Boone Campus
James Parker

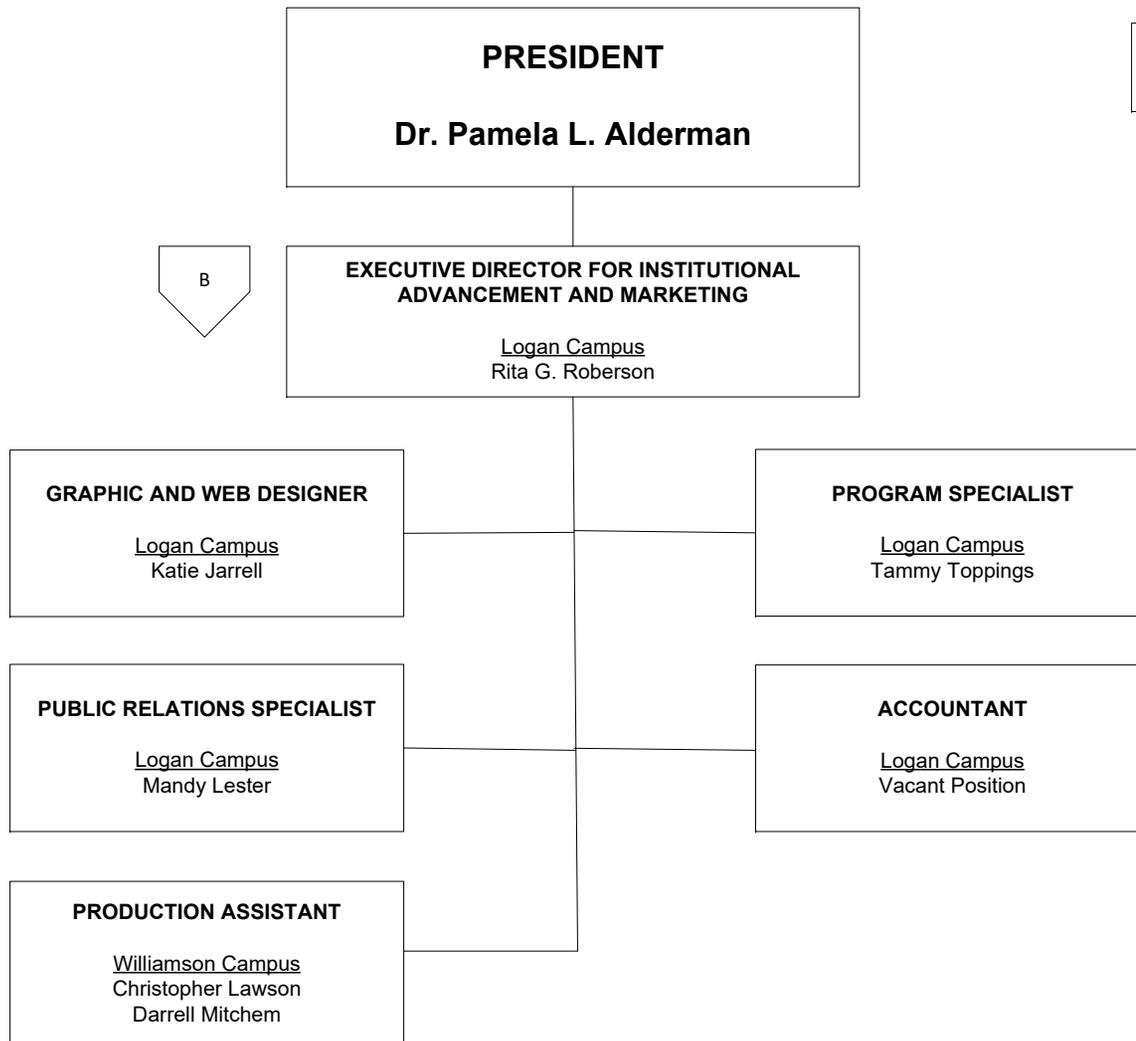
**CAMPUS SERVICE
WORKER
(PART TIME)**

Williamson Campus
Darlene Cooper

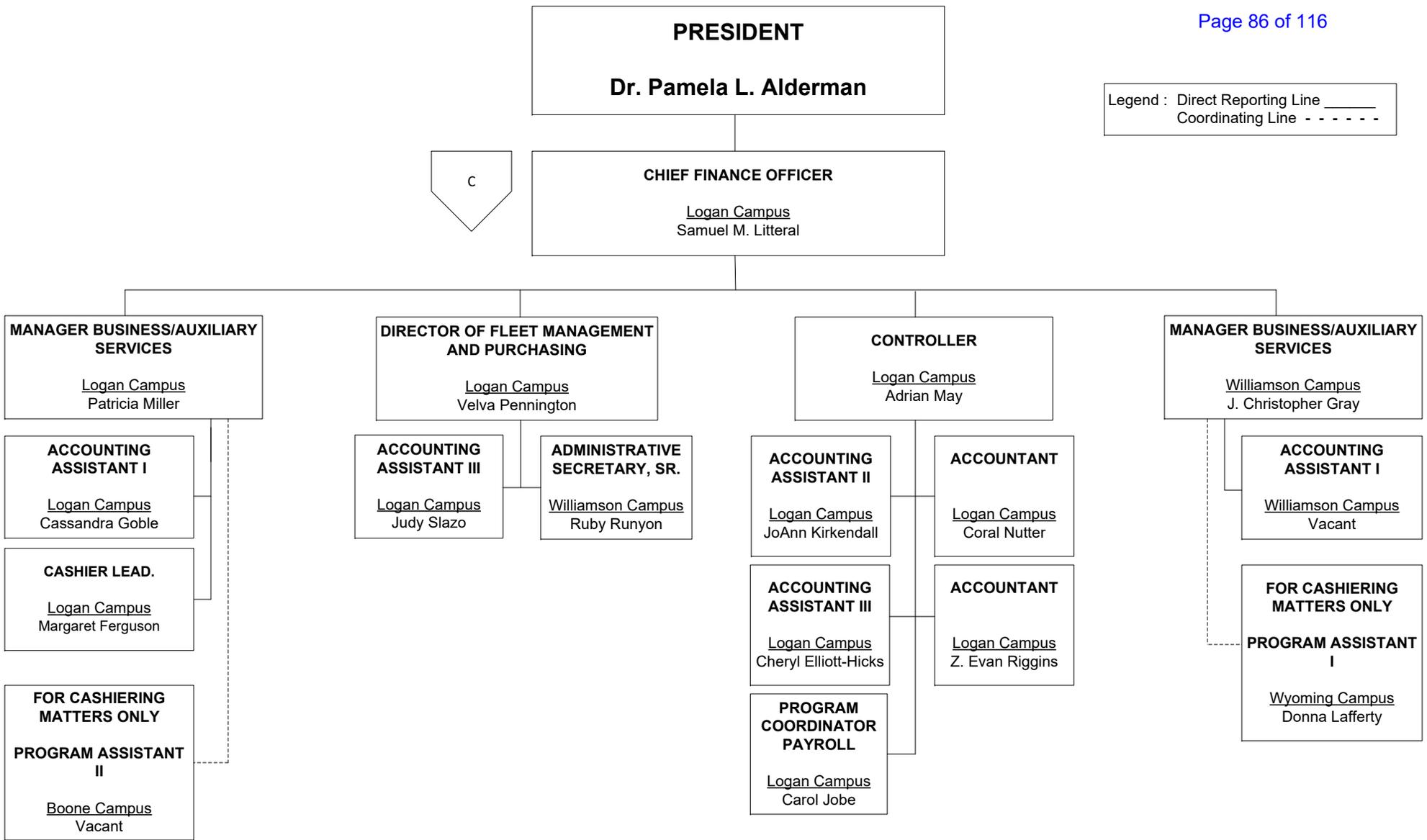
**MAINTENANCE
WORKER II**

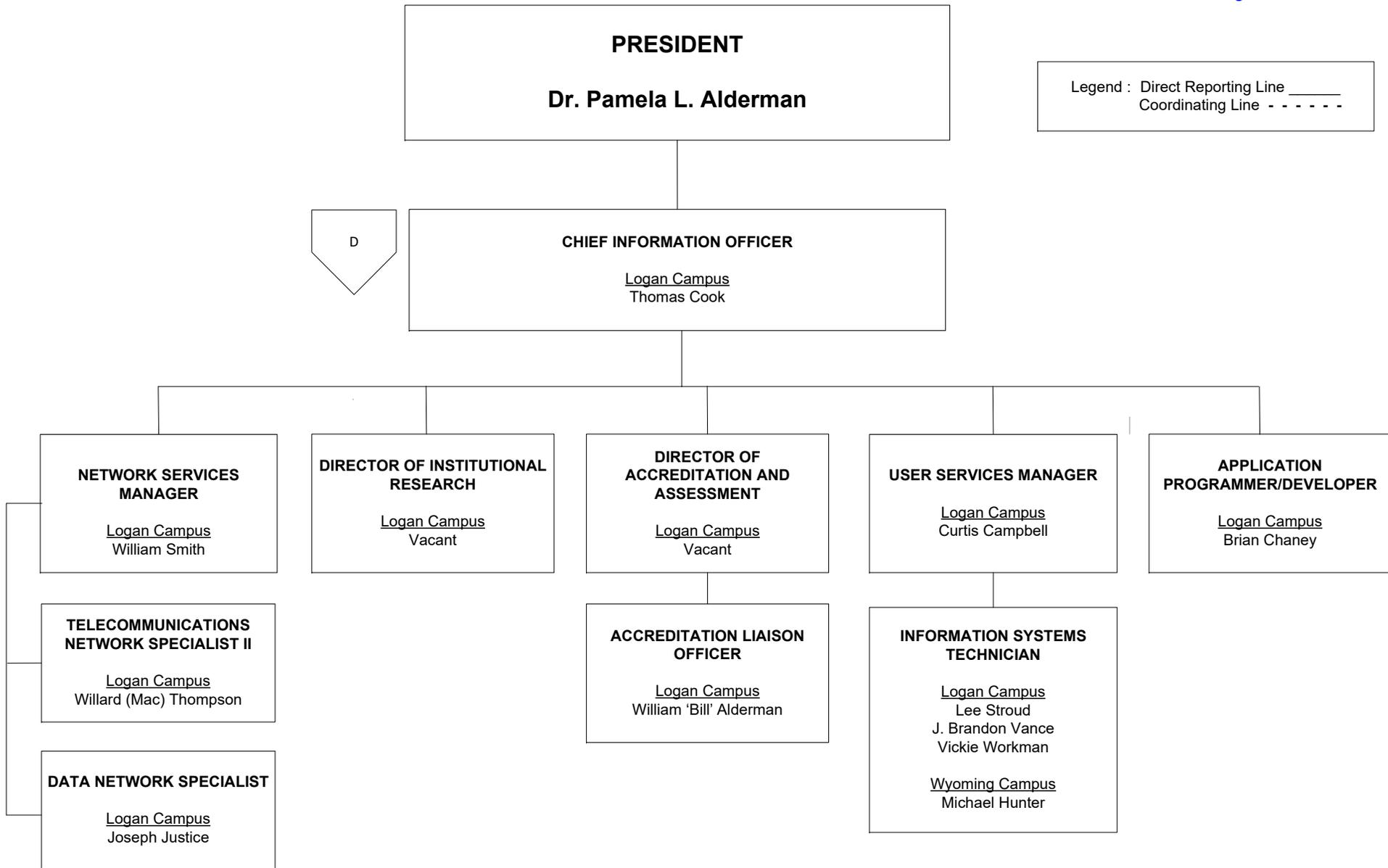
Williamson Campus
Mark Bowens

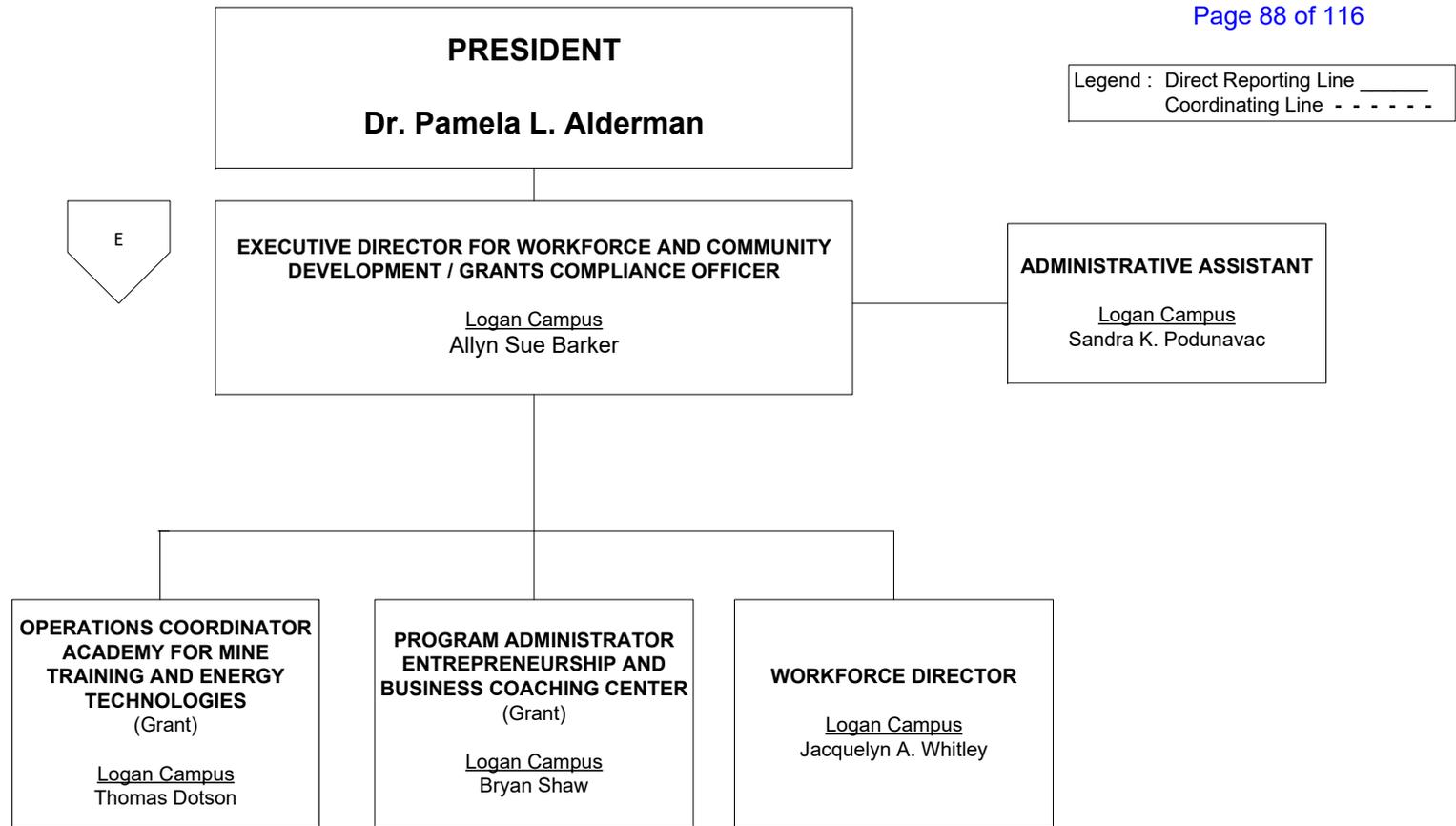
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B







PRESIDENT

Dr. Pamela L. Alderman

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EXECUTIVE DIRECTOR FOR STUDENT SERVICES

Logan Campus
Dr. Charles Lopez



STUDENT GOVERNMENT ASSOCIATIONS

Logan
Williamson
Boone/Lincoln
Wyoming/McDowell

ADMINISTRATIVE ASSISTANT

Logan Campus
Lisa Britton

DIRECTOR OF DISABILITY AND ADULT SERVICES

Logan Campus
Dianna Toler

DIRECTOR OF ADMISSIONS AND STUDENT LIFE

Logan Campus
Darrell Taylor

DIRECTOR OF ADVISING AND RETENTION

Logan Campus
Tim Ooten

DIRECTOR OF FINANCIAL ASSISTANCE

Logan Campus
Stella Estepp

REGISTRAR

Logan Campus
Teri Wells

ACADEMIC ADVISOR

Boone Campus
Lisa Light

ACADEMIC ADVISORS

Williamson Campus
Rhonda Collins
Leah Marcum
(GEARUP Grant)
Roger Williamson
Cynthia Workman
(TANF Grant)

Wyoming Campus
Katrina Matney

RECRUITMENT AND OUTREACH SPECIALIST

Logan Campus
Shelby Porter

ACADEMIC ADVISORS

Logan Campus
Brian Carter
Hattie Newsome
(TANF Grant)
Kara Plummer
(GEARUP Grant)

STUDENT SUCCESS COORDINATOR

Logan Campus
Vacant

Three Part-time Tutors

FINANCIAL AID COUNSELOR

Logan Campus
Beverly McDonald
Mary Trent

Williamson Campus
Janice Bowens

PROGRAM ASSISTANT I

Logan Campus
Shelly Parker

STUDENT RECORDS ASSISTANT

Williamson Campus
Paula Maynard

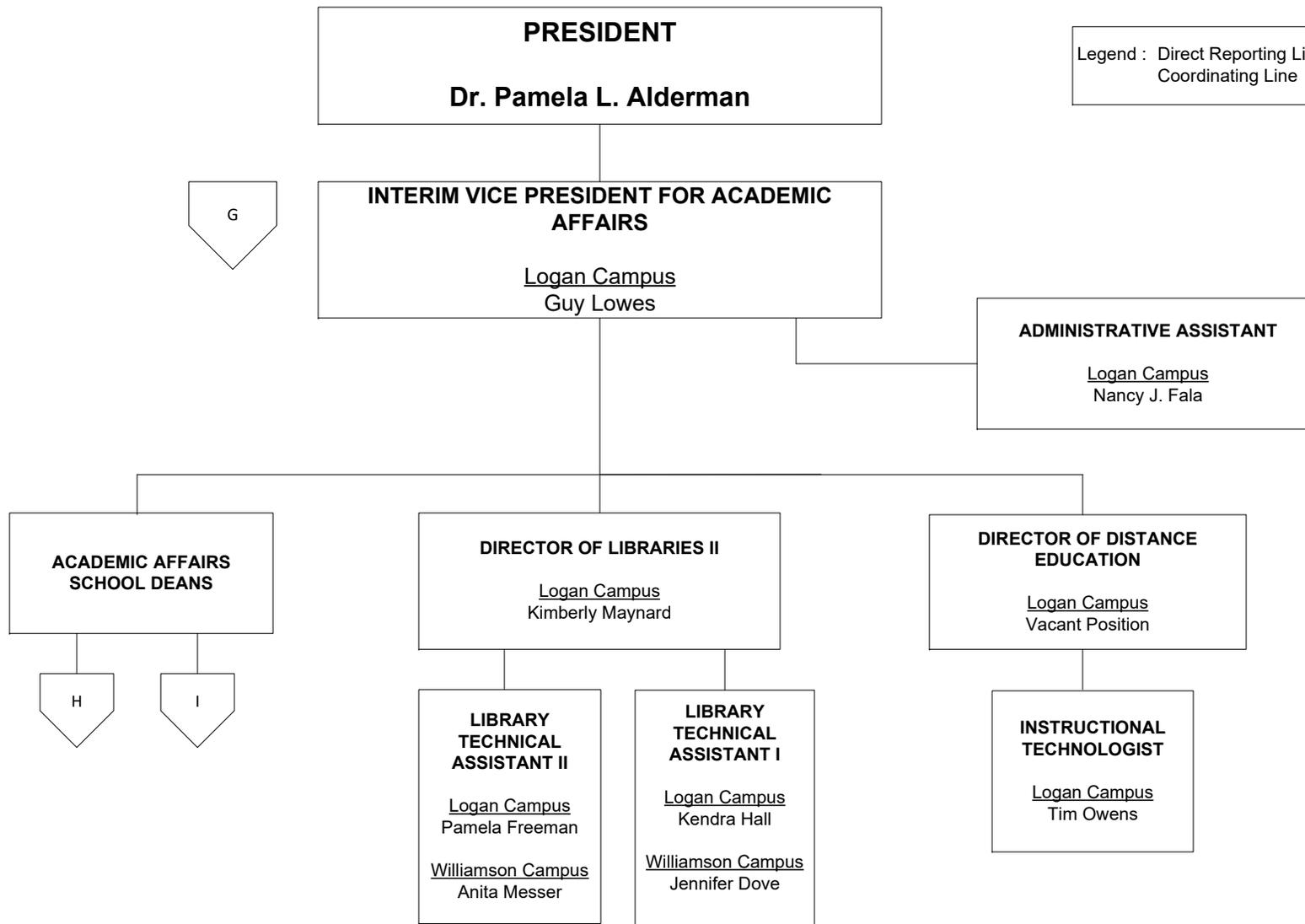
TRANSFER COORDINATOR

Logan Campus
Angela Dotson

FOR STUDENT RECORDS MATTERS ONLY

Boone Campus
Anna Evans

Wyoming Campus
Patricia Brooks



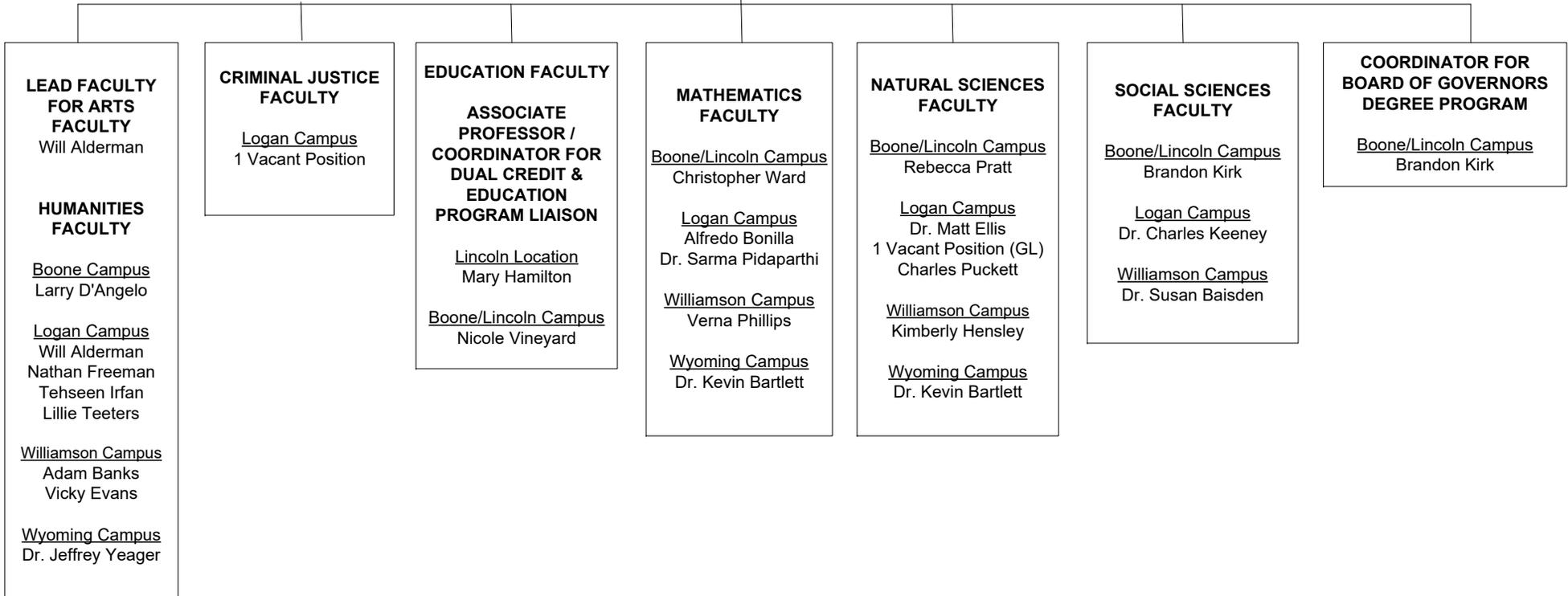
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INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
Logan Campus
 Guy Lowes

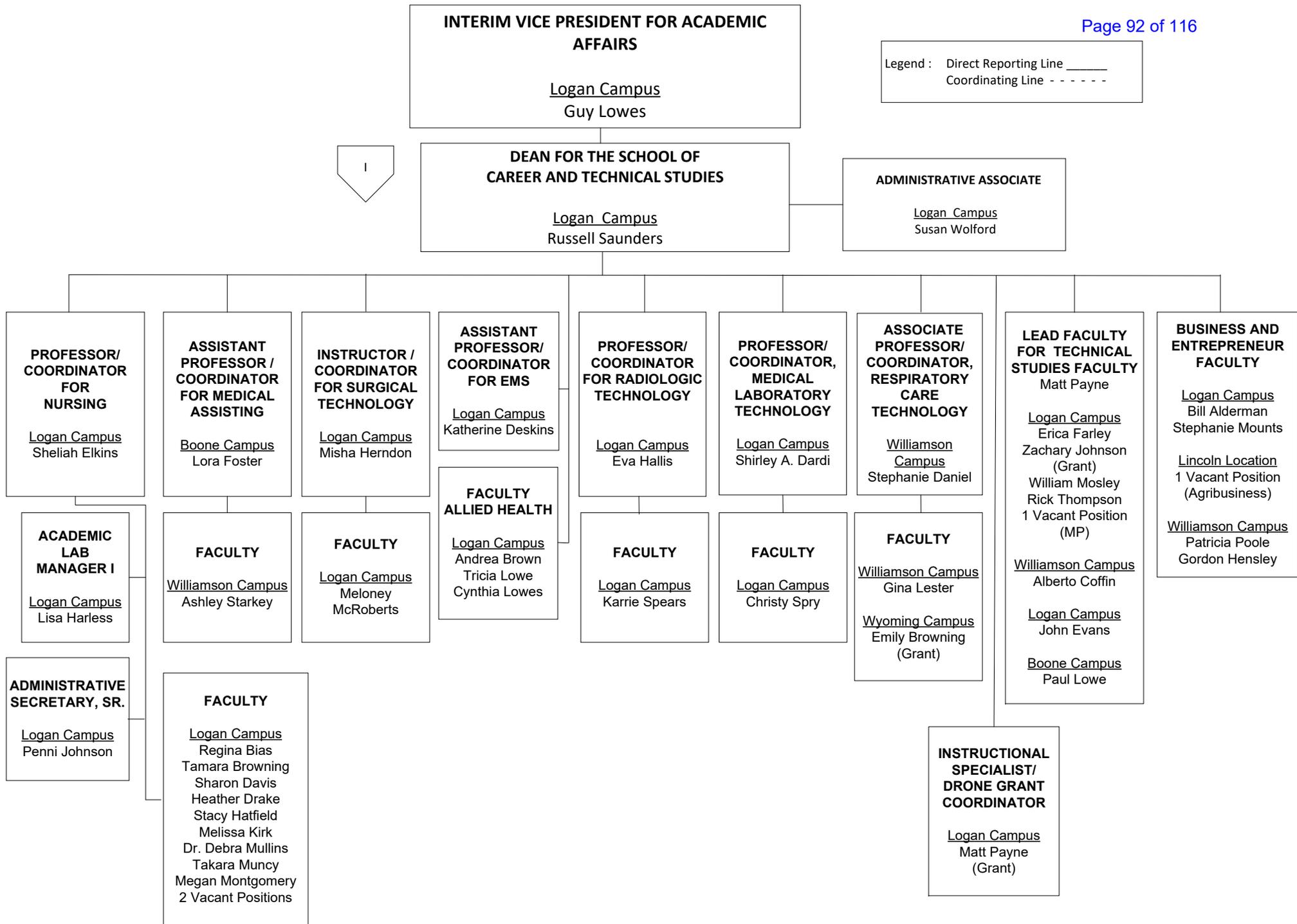
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DEAN FOR THE SCHOOL OF ARTS AND SCIENCES
Logan Campus
 Dr. David Kommer

ADMINISTRATIVE SECRETARY, SR.
Logan Campus
 Angela McDonald



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2019 Self-Evaluation: Board Member

Southern West Virginia Community and Technical College

Please Note: Results on this self-evaluation will be shared and discussed on an aggregated and anonymous basis only.

At the end of the survey, a text box will be provided for your opportunity to give additional explanation, information and suggestions as you deem necessary.

1. The Board as a whole is meeting its 2018-2020 strategic goals of:

(a) To attend at least five (5) Board meetings each year.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
(b) To attend at least 75% of the meetings of assigned committees.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
(c) To develop and ensure fulfillment of the mission of Southern West Virginia Community and Technical College.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
(d) To establish policy and plans for Southern West Virginia Community and Technical College.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
(e) To ensure compliance with federal, state and local laws.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
(f) To establish and ensure compliance with a code of ethics and standards of conduct governing the actions of the Board and staff.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
(g) To protect against conflict of interest in the business affairs of Southern West Virginia Community and Technical College.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
(h) To review and approve annual budgets, monitor performance and dictate changes required to operate within the approved budget.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
(i) To accept responsibility for assuring that Southern West Virginia Community and Technical College has sufficient financial resources to accomplish its mission, including but not limited to personal financial support of the Vision 2020 Major Gifts Campaign.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know

(j) To serve as an advocate, champion and representative of Southern West Virginia Community and Technical College in the community.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
(k) To provide feedback and input to the Southern West Virginia Community and Technical College as to community attitudes, comments, questions and suggestions.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
2. I am meeting my individual obligations as a Board member to support the Board's strategic goals of:					
(a) [for Board members that reside within the College service district] To attend at least one Southern event or activity each year.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
(b) [for Board members who reside outside of the College service district] To identify or establish at least one opportunity each year for staff and representatives of the College to make presentations to or otherwise interact with members of the community where the board member resides, thereby promoting the mission of the College.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
(c) As overseers of a public trust, each board member has an obligation to remain open to input from external stakeholders to help ensure that Southern West Virginia Community and Technical College is responsive to state and community needs. However, as member of a board consisting of independent men and women acting together to be fully informed and impartial in their policy determinations, each must recognize that, in the end, his/her decision must rise above any external pressures being applied to the Board's work.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
3. Board meetings are efficient and productive.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
4. Board meetings could be improved by:					
5. The Board, as a group, works cooperatively and effectively with the President of the College.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
6. The Board effectively represents the communities that it serves and seeks input from diverse interests.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know

7. The members of the Board work well together as a team.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
8. New members of the Board receive an appropriate orientation to their new roles and responsibilities.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
9. Board members are provided enough information in advance of meetings to prepare for active participation in Board meetings.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
10. Should any other information be provided in advance of Board meetings that is not currently provided?					Yes No
If yes, what should be provided? (Please be specific.)					
11. I believe I am knowledgeable about the operations of the College.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
12. I work cooperatively and effectively with the President of the College.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
13. I always support the decisions of the majority of the Board.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
Do you have a comment to support your rating?					
14. I respect other members of the Board who differ from me in opinion and/or belief.	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know
15. In the past year, were there items on the Board's agenda that could have been better handled by a committee or College Administrators?					Yes No
If yes, what could have been better handled?					

16. In the past year, have there been issues the Board should have addressed or spent more time considering that are not currently receiving appropriate attention?

Yes

No

If yes, what should receive more attention?

17. College administrative staff make effective presentations at Board meetings that are appropriate in content and length.

Strongly Disagree

Disagree

Agree

Strongly Agree

Don't Know

18. In the space provided you are asked to give additional explanation, information, and/or suggestions:

Expectations Regarding the Notice Status for the Comprehensive Visit of 2022-2023

A1. The visiting team found evidence that Southern has made considerable progress in responding to the concerns expressed by the 2018 visiting team. However, because so many of the changes have been implemented within the last six months, the team believes that it is essential for the HLC team visiting in 2022-23 to see clear evidence that the policy and processes are being followed over a more extended period of time. The institution is expected to provide evidence of the following:

1. Consistent and continuous application of the faculty credentialing process utilizing the complete Tested Experience procedures (SIP2171);
2. Regular utilization of the complete Tested Experience procedures (SIP 2171--Parts A-D) with files demonstrating adherence to all processes and requirements identified in the procedure, including the requirement for faculty mentoring;
3. Quantitative (i.e. data from Great Colleges to Work for survey data) and qualitative (i.e. interviews with faculty and staff) that substantiates an increase in confidence that faculty credentialing decisions are being made consistently and in an unbiased fashion;
4. Evidence of continued communication, monitoring and review of the existing faculty credentialing processes, with changes only with appropriate consultation and involvement of Faculty Senate.

A2. The institution is expected to clearly and specifically address the following:

1. Provide compelling evidence that the Watermark suite of products is being utilized effectively to organize and document all of the institution's assessment activities;
2. Deliver evidence of robust assessment results in general education and program and course assessment using the Watermark tools, including evidence of appropriate course and program modifications based on data obtained from assessment activities;
3. Consistent syllabi across all sections of courses in identifying course-specific learning outcomes and general education learning outcomes;
4. Documented evidence that co-curricular assessment is gaining consistency using Watermark AMS. Show that appropriate programmatic changes are being based on data obtained from the system.

A3. The institution is expected to clearly and specifically address the following:

1. Include with the definitions for retention, persistence and completion the methodology for establishing them and the process for determining benchmark targets for each;
2. Establish measurable, baseline targets for each goal, action, and strategy outlined in the SEMP;
3. Work with academic affairs to establish and align programmatic goals with those outlined in the SEMP;
4. Develop an institutional data plan which includes the following:
 - a. identification of key data managers, area of responsibility, and data to be collected/reported;
 - b. a schedule of all internal and external data reports that includes the agency/recipient requesting the data, due date, and timeline for analysis;
 - c. a schedule (i.e. daily, weekly, monthly, annual) of regular data reports provided to institutional stakeholder groups and used for review and decision-making;

- d. a process for requesting, cleaning/verifying, and analyzing data
- e. training on the collection and use of institutional data; and
- f. creation of a repository for institutional data reports which are accessible to faculty, staff and students.

A.4. The institution is expected to clearly and explicitly address the following:

1. Documented evidence that the shared governance process is working by providing topics/issues raised under shared governance, the individual, department, or committee that first brought the topic/issue forward, progress through each shared governance committee, and ultimate resolution for each topic/issue;
2. Survey evidence that the members of the institution fully understand, participate in, and support the shared governance process. This should include an assessment of the overall effectiveness of the process every 2 years to determine what changes or tweaks may need to be made to the overall structure and framework;
3. Orientation and feedback mechanisms that assist new members of the college community to understand the shared governance process and each role within it;
4. Evidence that Human Resource policies and procedures around organizational culture, grievances, conflict resolution, and mediation are in place and employees have ready access to these documents;
5. Evidence that the new president undertakes a full review of shared governance within the first year of his appointment;
6. Documented evidence that the president has undertaken a full review of administrative duties/responsibilities and their assignments to shared governance committees. Indications that the institution has fully examined the number of shared governance committees, the size of those committees, and types of individuals assigned to those committees.

A.5. The institution is expected to clearly and explicitly address the following:

1. Annual repeat of Great Colleges to Work for Survey with improvement in agreement between administration and faculty, classified staff on areas such as trust, respect, shared governance and collaboration. The institution will identify action steps, goals and measurable targets as a result of the 2020 and future annual surveys and include timelines for actions, responsible entities, measures of improvement, and results of these actions for a minimum of two years;
2. BOG documents that provide evidence that the board has set goals every six months for the newly hired president focused on improving the culture of the institution and evidence that the individual is thoroughly evaluated on those goals and coached to succeed;
3. Evidence that the BOG and all employees receive shared governance and HLC accreditation training the effectiveness of such training by December 2021;
4. Evidence that the BOG is reviewing policies and results of those policies related to the culture of the institution, mediation and conflict resolution, and termination procedures;
5. Evidence that the president is making efforts to reassure the staff, communities, and students regarding any lingering negative perception of college culture;
6. Documented evidence that the board is hearing from all areas of the college on a regular and scheduled basis;
7. Documentation of efforts to plan for presidential and administrative succession and replacement as needed;
8. Evidence that administrative turnover has slowed down between 2020 and 2022.

Criterion 5C. The institution is expected to clearly and explicitly address the following:

1. Documented evidence that the institution has developed a strategic plan that clearly links assessment of student learning and institutional operations to budgeting and revenue allocation;
2. Evidence, with a minimum of one year of results, that the institution has access to and utilized data, including assessment, enrollment, and student success, to develop a strategic plan;
3. The strategic plan will include specific goals, clear timelines, accountability by title, quantitative results, and use of results for institutional improvements. The comprehensive plan will include one year of data.

Criterion 5D. The institution is expected to clearly and explicitly address the following:

1. The institution will provide documented evidence of a comprehensive database for planning and institutional effectiveness purposes, active one year prior to the Comprehensive Visit of 2022-2023;
2. Evidence that the institution has developed a comprehensive and easily accessed schedule of annual or regular reports produced for accreditation, state and federal reporting, and monitoring internal processes such as enrollment, revenue and expenditures, strategic plan dashboards, and other significant internal concerns. This reporting/data schedule will be active at a minimum six months prior to the Comprehensive Visit of 2022-2023;
3. Quantitative, documented evidence that the organizational culture of the institution has improved sufficiently that a trajectory of progress in all operating areas of the college is demonstrated, indicating that the institution is improving its institutional effectiveness and capabilities in all aspects of its operations.

Stipulations or Limitations on Future Accreditation Relationships

If recommending a change in the institution's stipulations, state both the old and new stipulation and provide a brief rationale for the recommended change. Check the Institutional Status and Requirement (ISR) Report for the current wording. (Note: After the focused visit, the institution's stipulations should be reviewed in consultation with the institution's HLC staff liaison.)

Monitoring

The team may call for a follow-up interim report. If the team concurs that a report is necessary, indicate the topic (including the relevant Core Components or other HLC requirements), timeline and expectations for that report. (Note: the team should consider embedding such a report as an emphasis in an upcoming comprehensive evaluation in consultation with the institution's HLC staff liaison.)

The team may call for a follow-up focused visit. If the team concurs that a visit is necessary, indicate the topic (including the relevant Core Components or other HLC requirements), timeline and expectations for that visit. (Note: The team should consider embedding such a visit as an emphasis in an upcoming comprehensive evaluation in consultation with the institution's staff liaison.)

Core Component Determinations

Indicate the team's determination(s) (met, met with concerns, not met) for the applicable Core

INFORMATIONAL ITEMS

Board of Governors

July 14, 2020

Dr. Lisa Haddox-Heston
Chair

Ms. Stephanie Abraham

Mr. J. Chris Adkins

Mr. Eddie J. Canterbury

Ms. Janice N. Olive

Mr. Samuel A. Stewart

Dr. Pat J. White

Dr. Mason E. White II

Mr. William 'Bill' Alderman
Faculty Representative

Ms. Casara Spry
Student Representative

Ms. Dianna Toler
Classified Staff Representative

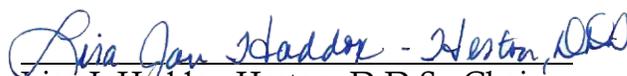
Dr. Pamela L. Alderman
President

Dr. Sarah Armstrong Tucker, Chancellor
Community and Technical College System
of West Virginia
1018 Kanawha Boulevard, East, Suite 700
Charleston, West Virginia 25301

Dear Chancellor Tucker:

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

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



Lisa J. Haddox-Heston, D.D.S., Chair
Southern West Virginia Community and
Technical College Board of Governors

07/14/2020

Date

LHH:elb

Attachment: 2020 BOG Institutional Rulemaking Report

cc: Dr. Pamela L. Alderman, President

**Southern West Virginia Community and Technical College
Board of Governors Rulemaking Report
Institutional Policies in Effect on July 1, 2020
West Virginia Code §18B-1-6**

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
1000	GENERAL					
1000	Manuals, Announcements, and Policies (MAP) Development System	11/30/2017	10/30/2017	07/2017 09/2012 01/24/2008	Replaced SCP-1467 01/24/2008	04/06/1999
1000.A	Classification Table	11/30/2017	10/30/2017	09/19/2012 02/21/2006		04/06/1999
1000.B	Format for Southern College Policy (SCP)	11/30/2017	10/30/2017	09/19/2012 01/24/2008 02/21/2006		04/06/1999
1000.C	Format for Southern Administrative Announcements (SAA)	11/30/2017	10/30/2017	09/19/2012 02/21/2006		04/06/1999
1000.D	Format for Southern Administrative Manuals (SAM)	11/30/2017	10/30/2017	09/19/2012 02/21/2006		04/06/1999
1001	Records Retention Policy	07/21/2016	06/21/2016	04/19/2016		04/19/2011
1001.A	General Records Retention Schedule	07/21/2016	06/21/2016			02/2016
1002	Official College Spokesperson and Media Releases	01/11/2019	12/11/2018	08/30/2018		04/22/2014
1003	Consumer Information (new)	09/20/2019	08/20/2019			01/30/2019
1004	Copyright Policy and Laws (new)	05/29/2020	04/29/2020			03/2019
1010	Use of Alcoholic Beverages on Campus	11/13/2016	10/13/2016	03/2016 08/17/2010 08/20/2000		01/21/2013
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	12/09/2008		07/27/2000	12/09/2008 Reconstruct as a procedure.	02/01/1985
1091	Classified Staff Council Constitution	11/01/2018	08/21/2018	03/2018 12/2011 03/04/2009 12/13/2006		11/18/2003 (Originated to supercede SCI 1672 and SCI 1672.01)

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
1153	Consumer Complaint Procedures	12/10/2013		09/01/2000 08/2008	12/10/2013 Reconstruct as a procedure.	04/03/1995
1153.A	Consumer Complaint Form	12/10/2013		09/01/2000 08/2008	12/10/2013	04/03/1995
1160	Diversity Philosophy	11/08/2015	10/8/2015	08/18/2015 08/17/2010 09/01/2000		08/20/1998
1167	Emergency Procedures	02/17/2009		08/20/2000	02/17/2009 Reconstruct as a procedure.	01/01/1985
1180	Equipment Loans	12/09/2008		09/01/2000	12/09/08 Reconstruct as a procedure.	07/01/1984
1180.A	Contract of Equipment Loan	12/09/2008		09/01/2000	12/09/2008	07/01/1984
1215	Use of Institutional Facilities	11/15/2019	10/15/2019	06/06/2019 05/07/2014 03/02/2010 09/01/2000		01/01/1985
1215.A	College Facility Use Agreement	11/15/2019	10/15/2019 10/09/2014			05/07/2014
1230	Firearms, Weapons, and Explosives Policy	09/16/2016	08/16/2016			05/24/2016
1233	First Aid	02/17/2009		08/20/2000	02/17/2009 Reconstruct as a procedure.	03/01/1985
1375	Reports of Accidents/Incidents	03/16/2016	02/16/2016	11/04/2015 12/09/2008 09/01/2000		01/28/1991
1375.A	Accident / Incident Report Form	03/16/2016	02/16/2016	11/04/2015 02/17/2009 12/09/2008 09/01/2000		01/28/1991
1375.B	Monthly Report of Accidents / Incidents	03/16/2016	02/16/2016	11/04/2015		12/2013

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
1400	Guest Speakers, Lecturers, Performers, and Organized Groups	07/24/2015	06/24/2015	02/26/2015 12/09/2014		06/17/2014
1400.A	Request for Approval of External Guest Speakers, Lecturers, Performers, and Organized Groups	07/24/2015	06/24/2015			06/17/2014
1435	Incident Weather and Emergency Situations	05/16/2019	04/16/2019	11/2018 02/2018 08/2017 08/2012 02/2008 11/2002		10/1994
1435.A	Media Notification List	05/16/2019	04/16/2019	11/2018 08/2017 02/2008 11/2002		10/1994
1435.B	Essential Employee Guidelines	05/16/2019	04/16/2019	11/2018 08/2017		12/2013
1467	MAP Development System	02/21/2006	02/21/2006	10/20/2005 04/05/200208/ 21/2000 10/1998	Assigned new classification number, SCP-1000 02/21/2006	10/1994
1481	Naming of Facilities or Organizational Units	04/05/2018	03/05/2018	10/25/2017 09/19/2012 09/04/2007	Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/2001	12/2004
1500	Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College	11/08/2015	10/8/2015	07/2015 09/2010 07/27/2000		07/01/1984
1625	Publications and Productions	12/09/2008		09/01/2000	12/09/2008 Reconstruct as a procedure.	07/01/1984
1725	Private Scholarships	12/11/2012	10/11/2012	09/25/2012 03/20/2008 09/01/2000		07/01/1984

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
1735	Solicitation Policy	03/21/2017	02/21/2017	09/28/2016 07/2011 01/2007		05/20/2004
1735.A	On Campus Solicitation Request Form	03/21/2017	09/2016	07/2011		01/02/2007
1750	Tobacco and Smoke-free Campus Policy	07/01/2017	08/16/2016	04/12/2016 11/2015 11/2010 09/01/2000	Repealed SCI-1375 09/01/2000	01/01/1988
2000	HUMAN RESOURCES					
2000	Elimination of Faculty Positions Due to Program Reduction or Elimination	01/13/2017	12/13/2016	07/2011 01/2011 09/01/2000	Replaced SCP-3650, Program Reduction or Elimination 10/13/2011 Repealed SCI-1542 09/01/2000	09/01/1985
2005	Catastrophic Leave	03/02/2010	03/02/2010	01/2008	03/02/2010 Reconstruct as a procedure.	02/15/2005
2005.A	Catastrophic Leave Request Form	03/02/2010	03/02/2010	03/2008	03/02/2010	02/15/2005
2005.B	Catastrophic Leave Donation Form	03/02/2010	03/02/2010	03/2008	03/02/2010	02/15/2005
2006	Employee Leave	07/24/2015	06/24/2015	11/05/2014		11/16/2009
2125	College-wide Employee / Personnel Policy	08/20/2013		09/01/2000	08/20/2013 Replaced with SAM-2000.1 Employee Handbook	07/01/1984
2156	Drug and Alcohol Policy	11/30/2017	10/30/2017	06/07/2017 07/2012 07/2007 01/2007 09/01/2000		03/31/1989

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
2156.A	Employee Drug Awareness Clarification Form	11/30/2017	10/30/2017	06/07/2017 07/2012 09/01/2000		03/31/1989
2165	Educational Release Time Policy	11/30/2017	6/7/2017	12/2012 12/2011 08/31/2006		02/17/2004
2165.A	Educational Release Time Request	11/30/2017	10/30/2017	06/2017 12/2011		02/17/2004
2171	Professional and Educational Requirements for Faculty	01/17/2020	12/17/2020	08/29/2019 03/02/2016 12/11/2012 09/28/2007 05/2004	Repealed SCI-2122 05/2004	09/01/2000
2171.A	Faculty Credentials Certification Form	01/17/2020	12/17/2019	08/2019 03/2016 11/2012		09/01/2000
2202	Personnel Assessment, Philosophy, and Practice Statement	05/19/2016	04/19/2016	01/06/2016 07/2010 08/21/2000		07/08/1987
2218	Evaluation Process for Full-time Faculty	01/17/2020	12/17/2019	02/22/2019 11/2011 04/2006 09/01/2000		08/17/1984
2218.A	Supervisor's Evaluation of Faculty Member	01/17/2020	12/17/2019	02/2019 11/2011 04/2006 09/01/2000		08/17/1984
2220	Course Feedback Policy	12/09/2008		04/2003	12/09/2008 Reconstruct as a procedure.	09/2000
2220.A	Course Feedback Form	12/09/2008		04/2003	12/09/2008	09/2000
2226	Faculty Incentive Pay Plan	07/21/2016	06/21/2016	05/03/2016 04/19/2011 11/11/2008 09/16/2008 09/06/2005		04/01/2001

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	07/21/2016	06/21/2016			08/01/2001
2226.B	Faculty Incentive Pay Program Agreement Form	07/21/2016	06/21/2016			03/2011
2234	Work Schedules	05/21/2015	04/21/2015	12/2014 09/2009 09/01/2000		06/01/1987
2250	Hiring Adjunct Faculty	05/18/2017	04/18/2017	12/07/2016 01/05/2007 09/01/2000		11/01/1984
2254	Hiring Process	04/24/2007		09/01/2000	04/24/2007	09/2000
2360	Holidays	01/12/2018	12/12/2017	09/2017 07/2012 03/2008		11/19/2002
2375	Home Campus Assignment and Campus Requirements for Faculty	03/21/2017	02/21/2017	11/2016 11/2011 12/08/2005 09/01/2000		07/01/1985
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	03/02/2010		09/01/2000	03/02/2010 Reconstruct as a unit procedure.	01/01/1985
2406.A	Faculty Absence Request / Report	03/02/2010		09/01/2000	03/02/2010	01/01/1985
2484	Medical Leave of Absence	03/02/2010		09/01/2000	03/02/2010	01/01/1985
2484.A	Request for Medical Leave of Absence	03/02/2010		01/03/2006	03/02/2010	01/01/1985
2484.B	Treating Licensed Physician Statement - Medical Leave Verification	03/02/2010			03/02/2010	01/01/1985
2484.C	Return to Work Authorization Medical Release Form	03/02/2010			03/02/2010	01/01/1985
2562	External Professional Activities of Faculty and Other Professional Staff	03/19/2019	02/19/2019	11/01/2018 11/06/2013 09/2008 03/2008 09/01/2000		11/01/1984

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
2562.A	External Professional Activities for Pay Report Form	03/19/2019	02/19/2019	10/2018 09/2008		11/01/1984
2575	Overtime and Compensatory Time	03/19/2019	02/19/2019	11/1/2018 08/2012 10/2007 10/21/2003		02/17/2004
2575.A	Request to Work Additional Hours	03/19/2019	02/19/2019	11/01/2018 10/04/2012		02/17/2004
2580	Part-time Employees: Classified Staff and Adjunct Faculty	02/19/2013	02/19/2013	11/06/2012 10/2007		06/15/2004
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	05/19/2016	04/19/2016	01/26/2016 09/2010 09/01/2000		04/22/1998
2593.A	Payment to Individuals for Services Form	04/19/2016	04/19/2016	01/06/2016 09/2010		04/22/1998
2624	Employee Development	01/28/1991	04/22/2014	12/04/2013 08/2008 09/01/2000	Repealed SCI-1623 09/01/2000	07/01/1986
2624.A	Funding Request Form (Staff)	01/28/1991			12/09/2008	07/01/1986
2624.B	Presentation Request Form	01/28/1991			12/09/2008	07/01/1986
2624.C	Funding Request Form (Faculty)	01/28/1991			12/09/2008	07/01/1986
2686	Promotion-in-Rank and Tenure Policy	09/20/2019	08/20/2019	02/22/2019 11/06/2013 07/31/2007 10/01/2001	Repealed SCI-2321 10/01/2001	08/17/1984
2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	09/20/2019	08/20/2019	02/22/2019 11/06/2013 02/06/2009 07/31/2007 10/01/2001		08/17/1984
2700	Reduction in Workforce – Classified Personnel	12/11/2012	12/11/2012	10/2012 10/2007 02/17/2004		10/21/2003

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
2701	Reduction in Workforce – Faculty Personnel	03/17/2015	02/17/2015	09/24/2014 12/2012 10/2007		10/21/2003
2748	Request for Release Time for Full-time Faculty	07/20/2017	06/20/2017	03/01/2017 12/2011 08/2006 09/01/2000	Repealed SCI-2420 09/01/2000	01/28/1991
2748.A	Release Time Request Form for Full-time Faculty	07/20/2017	06/20/2017	04/2017 06/2006 04/2004		01/28/1991
2810	Sabbatical Leave for Full-Time Faculty	03/16/2016	02/16/2016	11/04/2015 11/02/2010 02/2006 09/2002	Repealed SCI-2411 09/2002	08/1992
2810.A	Sabbatical Leave Request Form	03/16/2016	02/16/2016	11/04/2015 02/2006		08/1992
2810.B	Sabbatical Leave Promissory Note	03/16/2016	02/16/2016	02/2006		10/2002
2825	Salary Administration	05/19/2016	04/19/2016	01/06/2016 03/2015 10/2007		12/2004
2843	Discrimination, Harassment, Sexual Harassment, Sexual and Domestic Misconduct, Stalking, and Retaliation Policy	07/20/2017	06/20/2015	03/10/2014 12/04/2013 01/2011		06/01/1984
2875	Workload Requirements for Full-time Faculty	03/21/2017	02/21/2017	11/2016 12/2014 11/2009 09/01/2000		04/15/1985
2875.A	Class Load Formula Matrix (Summer)	03/02/2010	03/02/2010	09/01/2000	11/2009	04/15/1985
2875.B	Class Load Formula Matrix (Fall and Spring)	03/02/2010	03/02/2010	09/01/2000	11/2009	04/15/1985
3000	ACADEMIC AFFAIRS					
3000	Distance Learning	03/19/2019	02/19/2019	09/28/2018 08/2016		02/07/2012

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
3100	Faculty Responsibilities for Academic Advising of Students	01/12/2018	12/12/2017	08/2017 09/2011 01/05/2007 10/21/2004		04/15/1985
3160	Course Syllabus	12/09/2008	12/09/2008	09/20/2005 07/1993	12/09/2008 Reconstruct as a procedure.	06/01/1984
3160.A	Course Syllabus Format	12/09/2008	12/09/2008	09/20/2005		06/01/1984
3165	Adding Courses to the Curriculum and Revising Existing Courses	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1984
3170	Deleting Courses from the Curriculum	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1984
3188	College Level Exam Program (CLEP)	10/14/2010	10/14/2010	09/20/2005	10/14/2010 Reconstruct as a procedure.	10/01/1985
3200	Awarding College Credit for Prior Learning	11/13/2016	10/13/2016			01/08/2016
3201	Challenging a Course/Credit by Examination	01/12/2018	12/12/2017	08/2017 10/2012 08/2007 10/27/2004 02/15/2002 09/01/2000		07/01/1986
3201.A	Challenge Examination Request Form	01/12/2018	12/12/2017	08/2017 10/2012 08/2007 09/01/2000		07/01/1986
3201.B	Challenge Examination Results Form	01/12/2018	12/12/2017	08/2017		10/2012
3214	College Board Advanced Placement Credit	11/15/2018	10/15/2018	03/2018 10/2013 07/2009 09/01/2000		09/13/1993
3227	Credit Based on Experience	10/14/2010	10/14/2010	09/20/2005	10/14/2010 Reconstruct as a procedure.	12/19/1984

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
3227.A	Portfolio Evaluation Form	10/14/2010	10/14/2010	09/20/2005	10/14/2010	12/19/1984
3240	Assignment of Credit/Non Credit Courses	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1986
3245	Faculty and Administrative Productivity	12/08/2015	12/08/2015	11/2010	12/08/2015	10/20/2005
3250	Final Examinations	12/19/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1984
3401	Independent Study	12/09/2008	12/09/2008	08/2007 09/01/2000	12/09/2008 Reconstruct as a procedure.	07/01/1984
3401.A	Independent Study Request Form	12/09/2008	12/09/2008		12/09/2008	08/2007
3401.B	Independent Study Contract	12/09/2008	12/09/2008		12/09/2008	08/2007
3479	Mid-Term Grade Reports	03/02/2010	03/02	09/01/2000	03/02/2010	09/1991
3479.A	Mid-Term Grade Report Form	03/02/2010	03/02/2010	09/01/2000	03/02/2010	09/1991
3551	Meeting Scheduled Classes	02/21/2012	02/21/2012	01/05/2007 04/28/2005	02/21/2012 Reconstruct as a procedure.	01/01/1985
3600	Faculty Office and Class Schedule	02/15/2011	02/15/2011	09/01/2000	02/15/2011 Reconstruct as a procedure.	07/01/1984
3600.A	Faculty Office and Class Schedule Form	02/15/2011	02/15/2011	09/01/2000	02/15/2011	07/01/1984
3620	Policy Regarding Program Review	05/16/2019	04/16/2019	11/2018 02/28/2014 09/2008		10/08/2001
3625	General Studies (University Parallel) Program Evaluation Model Policy	02/17/2020	02/17/2020	09/12/2019 08/27/2014 01/2010 09/01/2000	Repealed SCP-3625 02/17/2020. Duplicates SCP-3620.	09/01/1985
3625.A	General Studies (University Parallel) Program Evaluation Model	02/09/2015	12/09/2014		12/09/2014 Reconstruct as a procedure.	

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
3637	General Education Philosophy and Goals	05/16/2019	04/16/2019	11/2018 11/2012 08/30/2007 01/2005		12/19/1997
3650	Program Reduction or Elimination	10/13/2011	10/13/2011	01/2011 09/01/2000 2/1993	10/13/2011 Policy re-titled. Assigned new classification number, SCP- 2000. Repealed SCI- 1542	09/01/1985
3670	Public School Service Program	03/16/2016	02/16/2016	10/2015 01/2011		09/20/2005
3670.A	Public School Service Form	03/16/2016	02/16/2016	10/2015		09/20/2005
3693	Instructional Schedule Development	04/17/2012	04/17/2012	09/23/2005 09/01/2000	04/17/2012 Reconstruct as a procedure. 09/01/2000 Repealed SCI- 1271	07/01/1984
3705	Student Academic Rights	04/18/2006	04/18/2006	03/06/2003	04/18/2006	02/15/2002
3736	Student Standards of Academic Progress	11/15/2018	10/15/2018	03/2018 02/28/2014 09/01/2000		11/01/1984
3780	Textbook Selection Policy	03/02/2010	03/02/2010	11/16/2001 09/01/2000	03/02/2010	07/01/1986
4000	STUDENT SERVICES					
4000	Basic Admissions Guidelines	11/30/2017	10/30/2017	06/28/2017 08/22/2016 03/07/2012		08/16/2011
4001	Student Consumer Protection (new)	09/20/2019	08/20/2019			01/30/2019

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
4110	Institutional Policy Regarding ACT Requirements	12/08/2009	12/08/2009	09/01/2000	12/08/2009 Reconstruct as a procedure.	12/01/1984
4151	Regarding the College Catalog as Academic Standards and Expectation from Students	01/08/2016	12/08/2015	08/26/2015 09/23/2010 02/21/2006		06/09/1987
4192	Administrative Withdrawal and Administrative Drop of Students	01/12/2018	12/12/2017	08/02/2017 07/2011 10/2006 05/19/2004		09/01/2000
4233	Deans's List of Students; Graduation with Honors Status	03/16/2016	02/16/2016	09/2015 12/2010 09/01/2000		07/01/1985
4274	Standards of Progress for Federal Financial Assistance Recipients	09/20/2019	08/20/2019	02/2019 12/2015 04/2011 10/2006 09/01/2000		01/01/1984
4274.A	Financial Assistance Appeal	09/20/2019	08/20/2019	02/2019 12/2015 04/2011 10/2006 09/01/2000		01/01/1984
4274.B	Letter of Warning	09/20/2019	08/20/2019			02/2019
4356	Financial Aid Recipient - Change in Enrollment Status	09/16/2016	08/16/2016	12/2015 04/2011 10/2006 09/01/2000		01/01/1985
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/21/2006	02/21/2006		02/21/2006 Assigned new classification number, SCP-5051.	12/02/2004
4397	Student Grades and Related Concerns	09/20/2005	09/20/2005	09/01/2000	09/20/2005	01/15/1985

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
4398	Student Grades and Grade Point Average Requirements for Graduation	01/11/2019	12/11/2018	05/02/2018 10/7/2013 09/2008 09/20/2005		11/20/2002
4520	Submitting Student Grades by the Faculty to the College's Student Records Office Authority for Changing Grades	09/20/2005	09/20/2005	09/01/2000	09/20/2005	01/01/1985
4520.A	Grade Sheet	09/20/2005	09/20/2005	09/01/2000	09/20/2005	01/01/1985
4558	Administration of Credit Course Registration Procedures	11/28/2006	11/28/2006	09/01/2000	11/28/2006	11/01/1984
4634	Student Activities	10/15/2009	10/15/2009	09/01/2000	10/15/2009 Reconstruct as a procedure.	07/01/1984
4672	Student Class Attendance	12/08/2009	12/08/2009	09/01/2000	12/08/2009 Reconstruct as a procedure.	07/01/1984
4710	Academic Dishonesty	05/18/2017	04/18/2017	10/2016 11/2011 05/2006		07/01/1984
4748	Southern West Virginia Community and Technical College Student Government Constitution	12/08/2009	12/08/2009		12/08/2009 Reconstruct as a procedure	07/01/1985
4770	Student Rights and Responsibilities	05/19/2016	04/19/2016	09/20/2005	09/20/2005	09/01/2000
4786	Transfer Student Requirements and Credit Evaluation	01/17/2020	12/17/2019	08/21/2019 10/2014 09/01/2009 09/01/2000		07/01/1984
4825	Transfer of Student Credit Hours from Another Institution	12/08/2009	12/08/2009	09/20/2005	12/08/2009 Reconstruct as a procedure.	03/01/1985
5000	FINANCE					
5050	Assessment, Payment, and Refund of Tuition and Fees	05/19/2016	04/19/2016	01/2016 11/2015 06/2011 01/11/2011		01/15/2002

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	09/20/2019	08/20/2019	05/02/2019 09/04/2013 08/05/2008 12/09/2005		12/02/2004
5065	Awarding of Undergraduate Tuition and Fee Waivers	09/20/2019	08/20/2019	05/02/2019 02/24/2014 12/04/2013 08/2008 08/2006 02/21/06		01/15/2002
5065.A	Employee Tuition Waiver Application	09/20/2019	08/20/2019	05/02/2019 02/24/2014		12/2012
5066	Third-Party Tuition and Fee Waivers	01/09/2015	12/09/2015	09/03/2014 06/2010		03/2010
5074	Selection, Adoption and Sale of Textbooks and Other Course Materials	05/21/2015	04/21/2015	12/03/2014		06/2010
5075	Bookstore Textbook Procedures	03/02/2010	03/02/2010	09/01/2000	03/02/2010	07/01/1984
5100	Disposition of Sale of Surplus/ Excess Property	11/30/2017	10/30/2017	06/2017		02/2005
5260	Meeting Financial Exigencies	04/05/2018	03/05/2018	11/02/2017 04/2013 07/2011 10/2003		05/27/1988
5525	Maintenance Work Order Request System	04/19/2011	04/19/2011	09/01/2000	04/19/2011 Reconstruct to a procedure.	07/01/1984
5620	Traffic and Vehicle Speed, Flow, and Parking Regulations Policy	07/21/2016	06/21/2016	09/2010 09/01/2000		02/01/1989
5620.A	Decal Log	02/15/2011	02/15/2011	09/01/2000	02/15/2011	02/01/1989
5780	Travel Regulations	05/29/2020	04/29/2020	11/07/2019 11/2013 12/2011 02/25/2004		09/2002
5830	Use of Southern West Virginia Community and Technical College Vehicles	05/19/2016	04/19/2016	01/2016 01/2010 09/01/2000		01/28/1991

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
6000	ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT					
6125	Contractual Training for Workforce Development	12/09/2008	12/09/2008	07/2001	12/09/2008 Reconstruct as a procedure.	07/01/1999
7000	TECHNOLOGY					
7000	Email Established as an Official Form of Communication	09/21/2018	08/21/2018	04/27/2018		02/03/2012
7125	Information Technology Acceptable Usage	01/17/2020	12/17/2019	09/05/2019 09/2014 02/2009 09/01/2000		07/07/1997
7680	Reports for External Use	10/15/2009	10/15/2009	07/27/2000	10/15/2009 Reconstruct as a procedure.	05/01/1985
7688	Reports for Internal Use	10/15/2009	10/15/2009	07/27/2000	10/15/2009 Reconstruct as a procedure.	05/01/1985
7712	Requests for Media Service and Television Agreements	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	05/01/1985
7720	Security of Management Information Technology	01/17/2020	12/17/2019	09/05/2019 09/2014 02/2009 09/01/2000		05/01/1988
8000	BOARD OF GOVERNORS					
8600	Board of Governors Operational Guidelines Policy	07/19/2018	06/19/2018	03/01/2018 09/28/2012 10/18/2007		08/2001
8600.A	Board of Governors Operational Guidelines	07/19/2018	06/19/2018	03/01/2018 10/20/2013 09/28/2012 02/19/2008 09/2007 06/10/2002		08/2001
8601	Emergency Presidential Succession Plan	09/18/2014	08/19/2014			06/17/2014