



**Agenda Book
June 21, 2022**

Dr. Lisa Haddox- Heston, Chair
William "Bill" Alderman, Vice Chair
Janice Olive, Secretary
Sydney Brown
Robert "Bud" Baldwin
David H. Gresham

Shawn Cline- Riggins
Samuel Stewart
Jeremy Thompson
Virgil Underwood
Dianna Toler

Dr. Pamela L. Alderman,
President

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of June 21, 2022
2900 Dempsey Branch Road, Building C, Room 428
Mt. Gay, West Virginia
And Via Zoom Conference – 6:00 p.m.**

Zoom Meeting

<https://zoom.us/j/99734354895?pwd=QTY0c3FtcHlaZkk0SDJCczcxK2hCZz09>

Meeting ID: 997 3435 4895
Passcode: 619325
Dial In: 1 646 876 9923

AGENDA

1. Verification of Quorum and Call to Order Dr. Lisa Haddox- Heston,
Chair
2. Call for Public Comments to the Board of Governors Chair Heston
3. Classified Staff Annual Presentation Ms. Beverly McDonald
Chair, Classified Staff Council
4. Faculty Senate Report..... Mr. Chris Ward
Chair, Faculty Senate/ ACF Representative
5. HLC Institutional Response Updater..... Bill Alderman, Accreditation Liaison Officer
 - 5.1 Agenda4
 - 5.2 HLC Board of Governors Update Assurance Argument Outline 06.14.226
 - 5.3 HLC Board of Governors Update Course Level Assessments 06.14.228
 - 5.4 HLC Criterion Timeline Update (Revised) 06.14.229
6. President's Report Dr. Pamela L. Alderman
President
7. Financial Report Mr. Derek Adkins
Chief Financial Officer
8. Action Items..... Chair Heston
 - 8.1 Approval of Minutes*
 - 8.1.1 Approve April 19th, 2022 Board Meeting Minutes* 10
 - 8.1.2 Approve May 23rd, 2022 Special Board Meeting Minutes* 15
 - 8.2 Approval of Board of Governors Meeting Schedule July 1, 2022
to June 30, 2023*22
 - 8.3 Election of Officers*

- 8.4 Post Audit Review*
 - 8.4.1 Agriculture AAS and Certificate* 24
Dr. David Lemmon, Dean Professional and Technical Studies
- 8.5 Program Review
 - 8.5.1 Industrial Technology Certificate48
Dr. David Lemmon, Dean Professional and Technical Studies
- 9. Possible Executive Session under Authority of WV Code §6-9 Regarding Personnel**
 - 9.1 Personnel Matters Chair Heston
- 10. Informational Items Chair Heston
 - 10.1 Board of Governors RetreatJen Dove
Executive Assistant to the President
 - 10.2 Next Regular Board of Governors meeting is scheduled for 6:00 p.m.
August 23, 2022.

*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

**Southern West Virginia Community and Technical College
Higher Learning Commission (HLC) Update to Board of Governors**

Agenda

June 21, 2022

- I. Introduction of Lindsey Graham Guinn (LGG Consulting, LLC)
- II. HLC Board of Governors Update Assurance Argument Outline and Tasks
06.14.22. Refer to Attachment 1.
- III. HLC Board of Governors Update Course-Level Assessments 06.14.22. Refer to
Attachment 2.
- IV. HLC Criterion Timeline Update Revised 06.14.22. Refer to Attachment 3.
- V. Continued reviews of 2022 HLC Conference On-Demand Presentations and
applying as applicable in several areas internally and within report, i.e., Faculty
Development, Assessment, Outcomes, Student Learning, Diversity

Respectfully submitted, June 14, 2022.



William H. Alderman

Accreditation Liaison Officer

Professor for Business and Entrepreneurship

Faculty Representative to the Board of Governors

Southern West Virginia Community and Technical College

Logan Campus, Building A, Office 231

P.O. Box 2900

Mount Gay, WV 25637

304.896.7381 (Office)

304.784.4444 (Cellular)

Bill.Alderman@southernwv.edu

Mission Statement: Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

Vision Statement: Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century.



Southern West Virginia Community & Technical College
Assurance Argument Outline and Tasks
06.14.22

Word Count to date:

Criterion 1	8,591
Criterion 2	7,938
Criterion 3	12,172
Criterion 4	10,786
<u>Criterion 5</u>	<u>7,648</u>
Total	47,135

Word count is not overly concerning (**limited to 40,000**). Edits will eliminate redundancies, trim as needed, and reword into one voice. This (47,135 with more to add) is not an issue as proven during our initial Focus Visit Final Report limit in July of 2020 as we accumulated 8 times more than was needed and allowed in Southern's response. All tables have been initially included in the argument draft. The majority of these tables will be placed in the evidence file in final argument. Evidence file is not included in total word count.

Criterion 1 Needs:

- 1A2 – does Southern have a “schedule” of internal and mandated reports (state, federal, grant-related)?
- Input from Chief Student Services Officer on 1C2
- Professional & Technical Studies Dean/Director of Workforce Development - Workforce Development narratives and evidence for 2021-2022

Criterion 2 Needs:

- 2C1 needs to be reviewed by Chief Finance Officer

Criterion 3 Needs:

- Input from Chief Student Services Officer on sections 3C7, 3D1, 3D2, and 3D3
- Finalize missing evidence links (Criterion Team Chair and Director of Accreditation & Assessment)

Criterion 4 Needs:

- Input from Registrar on 4A2
- Input from Chief Student Services Officer on 4B (co-curricular) and 4C (retention, persistence, and completion)

Criterion 5 Needs:

- Significant input/rewrites from Chief Finance Officer
- See Miscellaneous (lots applicable here)

Misc.

- Professional and Technical Studies (PTS) Dean: Tax Help data from last few years (numbers served, amount of refunds generated)

- PTS Dean and Director of Workforce Development - comprehensive write-up of all things accomplished in WFD (including all Workforce Training) and a section proving crossover from WFD to academics (lineman, CDL, etc.) Applicable to Criterion 1, 2, 3, and 5
- Chief Facilities Management Officer – timeline of COVID-related adjustments made by College and any facilities improvements/renovations (need individual campus locations and specifics)
- Chief Information Officer – New equipment (items and numbers for each) upgrades and their purposes specifically for each campus location

Updated documents still needed:

- Faculty Handbook (Faculty Senate Chair & ALO/Faculty Representative to BOG)
- Faculty Senate Constitution (Faculty Senate Chair)
- Governance Handbook (Executive Assistant to the President)
- Final Report/Summary of Strategic Planning Committee activities on Strategic goal accomplishments (CFO and SPC Team)

The above outlines the major needs. There are numerous “other” portions that will need to eventually be filled in as well.

Southern West Virginia Community & Technical College
Course-Level Assessment Data
Comparative Analysis to Date 06.14.22

202201 Term Course-Level Assessments:

AS 170/175 reports submitted for a 97% submission rate
 PTS 69/72 reports submitted for an 96% submission rate
 OR 16/19 reports submitted for a 84% submission rate
 AHN 96/98 reports submitted for a 98% submission rate
Total 351/364 reports submitted for a 96% submission rate

202202 Term Course Level Assessments (to date 06.14.22):

AS 113/150 reports submitted for a 75% submission rate
 PTS 39/83 reports submitted for a 47% return rate
 OR 7/11 reports submitted for a 64% return rate
 AHN 90/92 reports submitted for a 98% return rate
Total 249/336 reports submitted for a 74% submission rate **- 22%**

*Will receive more reports and add by the end of June.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of April 19, 2022**

**2900 Dempsey Branch Road, Mt. Gay, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 926 5395 6012**

<https://zoom.us/j/92653956012?pwd=VHZpREZLNpiUzZ6bHl2b1Zqb0Jidz09>

**Dial-in Only: 1-646-876-9923
6:00 p.m.**

DRAFT MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Bill Alderman, Vice Chair, Janice Olive, Secretary, Robert Baldwin, Dianna Toler, Shawn Cline-Riggins, Virgil Underwood, Sam Stewart, Jeremy Thompson, Sydney Brown, and David Gresham

Board Members Absent:

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Tom Cook, Debbie Dingess, Rita Roberson, Chris Ward, Darrell Taylor, Derek Adkins, Beverly McDonald, Chris Gray, Tim Ooten, Tom Morris, Stephanie Daniel, Misha Herndon, Meloney McRoberts, Mike Jiles, Stephanie Mounts, David Lemmon, Kelsey Lemmon, Russel Saunders, and Joe Linville

1. **Call to Order**
Board of Governors Chair, Dr. Lisa Haddox-Heston, declared a quorum present and convened the meeting at 6:00 p.m.
2. **Call for Public Comments**
Chair Heston asked for public comments to the Board. No requests for public comment were received.
3. **Introduction of New Board Members**
At this time, Chair Heston introduced Mrs. Sydney Brown as the newest Board member. Hallie Thompson, student representative was not available.
4. **Oath of Office**
Mr. Joe Linville, Chief Facilities Management Officer, Public Notary, administered the *Oath of Office* to Sydney Brown.
5. **President's Report**
President Alderman provided the following update to the Board:
 - COVID cases are going down on campus.
 - New signage has been completed on Logan Campus and is ongoing on the other campuses. Will have a selfie wall on each campus.
 - HLC Conference April 1st – 5th. Four representatives from the college attended in person and the rest attended virtually. Mr. Bill Alderman will provide a more information in his report.

- One Flew Over the Cuckoo's Nest- Southern welcomed over 1,600 people on campus for the play, which grossed approximately \$8,000.00. Money raised will go toward renovations to the Savas-Kostas Performing Arts Theater.
- Governance Day- meeting were held that morning as well as the general session. In the afternoon all employees celebrated the 50th Anniversary. This was very well received.
- Savas Kostas and Employee of the Year Awards- The following won the staff and faculty award respectively: Angie McDonald, Roger Williamson, Nathan Freeman and Chris Ward. President Alderman was happy to announce to the Board that Stella Estepp, Director of Student Financial Assistance, received the Employee of the Year award.
- Received a nearly one-million-dollar nursing expansion grant. This grant will allow for an accelerated weekend nursing program. On target with purchases, faculty, etc.
- Barnes and Noble bookstore- on target to open in July.
- The mock trauma event was held earlier today. All Allied Health programs, Criminal Justice, and IT participated in the event. President Alderman was very pleased with Mr. Russell Saunders and all who were involved in making this a successful event. Footage of the event will be available.
- CDL/ Lineman programs are up and running. Additional instructors will be hired for both programs to meet the demand. Ralph R. Willis and Beth Haven have visited the programs.
- Salon management is on schedule. Excited to have this program back on campus.
- Received a new grant for the Diesel Mechanic program.
- With the exception of Salon Management, Workforce has received approximately \$1.5 million dollars in grant money for these programs.
- Grow your Own Teacher Education Program- meeting in Williamson. Will be similar to the ECA program. Those students wishing to be teachers will receive first two years of education at Southern. In the third year students will go to their receiving institution, and the fourth-year students will complete their student teaching in their home county. Students will have a teacher mentor. Most will complete the program before they are twenty years old. State hopes this will help to secure teachers.
- Early College Academy- the program has grown. We now have nearly two hundred students. Will recognize those students in a ceremony at the convention center. Southern will have five students to graduate with their associate degree before they receive their high school degree.
- Attended the AAUW event on the Williamson Campus. Was also the guest speaker at their state wide convention earlier this month.
- Signed a MOU with West Virginia Department of Education for E-Commerce. Will provide E-Commerce training to high school students. Will pilot the program in Logan county, then it will go statewide.
- Working with another state agency to provide training. Will update with more details at next meeting.
- The program advisory committee meeting was held on campus and was very well attended.
- Received over 800 dresses from David's Bridal. Will be giving them out free to the students in our service area. However, anyone that needs a dress is certainly welcome to come. The dresses not given away after prom season is over, will be donated to the Cinderella project in Logan.

6. **HLC Institutional Response Update**

Mr. Bill Alderman provided the following HLC update (attachments included in agenda packet for review):

- Items 1-11 speaks to the HLC conference. The conference was great with lots of good information. Will share more details at our retreat.
- Items 12-13 Assessment Academy SPARQ report card. Shared a comment from our mentor that was very complimentary. Very happy with this.
- Provided SPARQ updated timeline.
- Items 14-15 Criterion teams update: At a stage where we are assembling all the information. Have a lot of good material. A needs assessment was created for the criterion and Bill and Tom are working hard to get that together. Criterion 1, 2 and 3 should be done this week. Next week 4 and 5 is the goal to have completed.
- After that, will meet with President to see how to proceed.
- On target with timeline.

7. **Financial Report**

Mr. Derek Adkins provided the Financial report to the Board. The report is attached to the minutes for reference.

- Our enrollment is flat, which is good. Our competitors have seen a decrease in enrollment.
- Increase in state appropriations
- New line for Sales and Services of Educational Activities-Workforce revenue
- Salaries and benefits have gone up
- The percentage of our operating expenses are a little high, but as our FTE comes back up, this will not be a problem.
- Utilities have increased due to inflation.
- Mr. Adkins went over the Capital Budget with the Board.
- We have older buildings that require regular maintenance.
-

7.1 **Employee Pay Raises from Governor Jim Justice. ***

At this time, Mr. Adkins explained Governor Justices's pay raises to the Board.

- Not exactly a 5% across the Board raised as Governor stated.
- It is calculated as follows: take the average salary of all state employees which is approximately \$46,000.00. Take 5% of that amount which is about \$2,500.00 and add 14.65% for benefits and multiply that by the number of employees on your general fund (employees paid from state appropriations.)
- This formula works great for about 90% of the state agencies.
- Problem for Higher Education because only about 60% of employee are on general revenue fund. Rest are paid from tuition and fees, grants, etc.
- To give the \$2,500 raise, we would have had to use \$242,000.00 of institutional funds to support that.
- Taking into consideration the current budget, it was decided to just use the money that was appropriated for the raises.
- Concerns that we have – becoming very difficult to recruit faculty. Slowly we are going to have to become more competitive with faculty salaries.

- Split money 50/50. Southern has less faculty than staff so faculty were able to receive more of a raise, where staff is already at a competitive wage. It is not perfect on the staff side, but mostly at the competitive wage. Faculty is not even close.
- Raises work out as follows: Faculty \$1,750.00; \$1,100.00 for staff; \$1,000.00 for administration; balance going to adjunct faculty for pay. Increase to \$600.00 per credit hour, faculty overload pay increase to \$700.00 per credit hour.

MOTION: Sam Stewart moved to accept the employee pay raises as presented.

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

8. Faculty Senate Annual Report

Mr. Chris Ward provided the annual Faculty Senate report at this time. The overview explained who makes up Faculty Senate the purpose, and highlighted their accomplishments.

9. Classified Staff Council Report

Beverly McDonald provided the Classified Staff report to the Board. In their February meeting, Debbie Dingess address concerns in changes to the classification system and discussed fund raising for Southern Samaritans. In the March meeting, a t-shirt/sweatshirt fund raiser for Southern Samaritans was discussed. Also discussed salary increases provided through the legislative session. At the April 11, 2022 meeting Dr. Alderman has been invited to provide institutional updates. Mr. Derek Adkins, CFO and Susan Ross, Manager Human Resources was invited to a question/answer session on salary increases.

10. Executive Session

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. Bud Baldwin seconded the motion that carried unanimously. Chair Heston declared the motion adopted and Board then met in an Executive Session at 7:25 p.m. Following deliberations, Sam Stewart moved that the Board rise from Executive Session and reconvene in open session. Janice Olive 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 and took the following action:

Sam Stewart moved that the Chair of the Board that the Board of Governors approve the form of contract with the president, Dr. Alderman, that was reviewed in Executive Session with one modification. He asked that the performance bonus be split into 1% the first half

and 1% the second half for a total of 2% raise over the contract term. Janice Olive seconded the motion. The motion carried unanimously and Chair Heston declared the motion adopted.

11. Action Items

11.1 Approval of February 15, 2022 minutes*

MOTION: Bill Alderman made a motion to accept the February 15, 2022 minutes as presented.

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

11.2 Program Reviews

MOTION: Sam Stewart made a motion to table the program reviews until such time that they have been corrected. Program reviews are to be correct and ready for approval when they come to President's Cabinet and subsequently to the Board. Board will be called to a special meeting once the reviews have passed Cabinet. Reviews are to be ready to submit to the CTCS by May 31st.

ACTION: Shawn Cline-Riggins Seconded the motion. The motion carried. Chair Heston declared the motion adopted.

12. Informational Items:

12.1 The next regular meeting of the Board of Governors is scheduled for June 21, 2022 at 6:00 p.m.

12.2 Board of Governors Retreat in June

This agenda item has been tabled to consider dates in the Fall. Jen will bring information regarding Fall dates to the next meeting. Will move meeting to Thursday and Friday in October.

13. Adjournment

There being no further business, Chair Heston declared the meeting adjourned.

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

Jennifer Dove
Executive Assistant to the President
and Board of Governors

Draft

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

Special Meeting of May 23, 2022

Via Zoom Meeting ID: 949 4225 2877

<https://zoom.us/j/94942252877?pwd=WXp4Z0VJNINyVOIUQXNOVis2R29WZz09>

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

6:00 p.m.

DRAFT MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Bill Alderman, Vice Chair, Janice Olive, Secretary, Robert Baldwin, Dianna Toler, Shawn Cline-Riggins, Virgil Underwood, Sam Stewart, Jeremy Thompson, and Sydney Brown

Board Members Absent: Virgil Underwood (excused), David Gresham (excused) Sam Stewart (excused)

College Staff Present: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Rita Roberson, Chad Scott, Dr. Mike Jiles, Dr. David Lemmon, Russell Saunders, Jay Lester

1. Roll Call, Verification of Quorum, and Call to Order

Board of Governors Chair, Dr. Lisa Haddox-Heston, declared a quorum present and convened the meeting at 6:00 p.m.

2. Action Items*

2.1 Program Reviews*

2.1.1 Associate in Arts and General Studies Certificate

After some discussion, Chair Heston expressed her displeasure with the grammar in the program reviews. Expects better from the college level. Chair Heston noted that the CTCS Council will review with the same critical eye.

MOTION: Janice Olive moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Associate in Arts Program and General Studies Certificate at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

2.1.2 Associate in Science

MOTION: Janice Olive moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Associate in Science Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

2.1.3 Electromechanical Instrumentation Technology (Certificate)

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 continuation of the Electromechanical Instrumentation Technology Certificate Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Shawn Cline-Riggins seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the resolution approved.

2.1.4 Industrial Technology Certificate

MOTION: Janice Olive moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Industrial Technology Certificate Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Bud Baldwin seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the resolution approved.

2.1.5 Central Sterile Supply Certificate

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Central Sterile Supply Technician Certificate program at the current level of activity with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Shawn Cline-Riggins seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the resolution approved.

2.1.6 Early Childhood Development AAS

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 continuation of the Early Childhood Development Associate in Applied Science Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

2.1.7 Electrical Engineering Tech Certificate

MOTION: Bud Baldwin moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Electrical Engineering Technology Certificate Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Sydney Brown seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the resolution approved.

2.1.8 Electrical Engineering Tech AAS

MOTION: Shawn Cline-Riggins moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Electrical Engineering Technology Associate in Applied Science Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

2.1.9 Information Technology Certificate

MOTION: Bud Baldwin moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Information Technology, Certificate Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

2.1.10 Information Technology AAS

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 continuation of the Information Technology, Associate in Applied Science Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

2.1.11 Paraprofessional Education Certificate

MOTION: Bud Baldwin moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the

Paraprofessional Education Certificate Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

2.1.12 Respiratory Care Technology

MOTION: Janice Olive moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Respiratory Care Technology Associate in Applied Science degree program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, *Policy Regarding Program Review*.

ACTION: Bud Baldwin seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the resolution approved.

2.1.13 Technical Studies Certificate

MOTION: Bud Baldwin moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Technical Studies, Certificate Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

2.1.14 Technical Studies AAS

MOTION: Shawn Cline-Riggins moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Technical Studies, Associate in Applied Science Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical

College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

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

2.2. Post Audit

2.2.1 Agriculture Certificate and AAS

MOTION: Dianna Toler 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 report for the Agriculture AAS and Certificate 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 College Board of Governors grant approval of the discontinuance of the Agriculture AAS and Certificate Programs 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: Janice Olive seconded the motion. The motion carried unanimously. Chair Heston declared the motion adopted and the resolution approved.

2.3 Program Termination

2.3.1 Industrial Technology Machinist, CNC

MOTION: Bud Baldwin moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the discontinuation of the Industrial Technology, Machinist CNC Associate in Applied Science Program in accordance with the West Virginia Community and Technical College Education, Title 135 Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

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

3. Adjournment

There being no further business, Chair Heston declared the meeting adjourned at 6:42 p.m.

Lisa Haddox-Heston, D.D.S Chair

Jennifer Dove, Recorder
Executive Assistant to President and
Board of Governors

Draft

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2022**

ITEM: Approval of 2022-2023 Board Meeting Schedule

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the proposed schedule of meetings for fiscal year 2022-2023 as presented.

STAFF MEMBER: Dr. Pamela L. Alderman

BACKGROUND:

The following schedule of meetings is recommended for adoption by the Southern West Virginia Community and Technical College Board of Governors with the understanding that additional meetings may be necessary for emergency or time-sensitive issues.

Southern West Virginia Community and Technical College
Board of Governors
Meeting Schedule
July 1, 2022 - June 30, 2023

23

Agenda Items Due Date	Board of Governors Agenda Committee Meeting - 9:00 AM	Board of Governors Business Meeting 6:00 PM	Business Meeting Location
August 2, 2022	August 9, 2022	August 23, 2022	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom Conferencing **
September 27, 2022	October 4, 2022	October 18, 2022	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom Conferencing **
November 22, 2022	November 29, 2022	December 13, 2022	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom Conferencing **
January 31, 2023	February 7, 2023	February 21, 2023	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom Conferencing **
March 28, 2023	April 4, 2023	April 18, 2023	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom Conferencing **
May 30, 2023	June 6, 2023	June 20, 2023	Executive Conference Center Room 428, Logan Campus, Building C and Via Zoom Conferencing **

*Additional meetings may be necessary for emergency or time-sensitive issues.

**Meetings will be held in person; however, a zoom link will be provided should remote attendance be necessary. All meetings will be noticed in accordance with the requirements of the West Virginia Governmental Open Meetings Act and the rules promulgated by the Board of Governors in compliance with the Act.

*** Changes to Business Meeting Locations will be shared as soon as possible.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2022**

ITEM: Request for approval of Post-Audit Review and the discontinuance of the Agriculture AAS and Certificate Programs.

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors receive and approve the Post-Audit report for the Agriculture AAS and Certificate 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 College Board of Governors grant approval of the discontinuance of the Agriculture AAS and Certificate Programs 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*.

STAFF MEMBER: Dr. David Lemmon, Dean
Professional and Technical and Studies

BACKGROUND:

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*, the Division of Professional and Technical Studies conducted a post audit of the Agriculture AAS and Certificate Programs during the 2020/2021 academic year.

Based upon the post audit, it is recommended that the Agriculture AAS and Certificate Program be discontinued. The appropriate steps through institutional governance were taken in 2021 to formally recommend the termination of the program.

The Agriculture AAS and Certificate Programs have not met enrollment and educational objectives. No equipment has been purchased and there are currently no students

enrolled. The full-time faculty member resigned and an adjunct was hired to teach out the program.

The review and recommendation to discontinue the program was presented to the Curriculum and Instruction Committee, Academic and Student Affairs Council, and President's Cabinet and they concur with this recommendation.

Based upon the deliberations and recommendations of the aforementioned bodies, the staff recommends that the Southern West Virginia Community and Technical College Board of Governors to receive approve the post audit review and to approve discontinuation of the Agriculture AAS and Certificate Programs in accordance with the provisions of the West Virginia Council for Community and Technical College Education.

POST-AUDIT REVIEW
Southern West Virginia Community and Technical College
Board of Governors

☐ Program with Special Accreditation

☐ Program without Specialized Accreditation

Program: _____
Degree and Title Date

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance for each program reviewed and provide a brief rationale for its recommendation.

1. Continuation of the program at the current level of activity without corrective action;
2. Continuation of program with corrective action (specify required action - e.g., reducing the range of optional tracks or other corrective action);
3. Identification of the program for further development;
4. Development of a cooperative program with another institution or sharing of courses, facilities, and/or faculty, and the like;
5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

Rationale for Recommendation:

Signature of person preparing report if other than Dean	Date
Signature of Dean	Date
Signature of Vice President for Academic Affairs	Date
Signature of President	Date
Signature of Chair, Board of Governors	Date

INSTITUTIONAL GOVERNANCE RECOMMENDATION FORM

RECOMMENDED BY: _____

CHECK ONE: ☐ Individual ☐ Committee ☐ Council/Senate
 CHECK ONE: ☐ Policy Recommendation ☐ Non-Policy Recommendation

1. BACKGROUND:

2. STATEMENT OF RECOMMENDATION:

3. RATIONALE:

4. SUPPORTING DATA AND DOCUMENTS:

5. IDENTIFY RESOURCES THAT MAY BE REQUIRED:

Equipment	
Financial	
Personnel	
Space	
Technology	
Other	

6. DESCRIBE IMPACT ON OTHER COLLEGE ENTITIES: (Briefly describe how the adoption of the recommendation could impact specific departments and/or groups within the College, or how adoption would impact other policies and/or procedures).

7. _____
 Signature of Governance Committee Chair or
 Individual Submitting the Recommendation Date

8. ACADEMIC AND STUDENT AFFAIRS COUNCIL (ASAC) RECOMMENDATION: (if applicable)

- ☐ Approved as Recommended ☐ Approved as Modified
☐ Denied Recommendation ☐ Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

9. POLICIES AND PROCEDURES COMMITTEE RECOMMENDATION: (if applicable)

- ☐ Approved as Recommended ☐ Approved as Modified
☐ Denied Recommendation ☐ Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

10. STRATEGIC PLANNING RECOMMENDATION: (if applicable)

- ☐ Approved as Recommended ☐ Approved as Modified
☐ Denied Recommendation ☐ Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

11. PRESIDENT'S CABINET RECOMMENDATION: (if applicable)

- ☐ Approved as Recommended ☐ Approved as Modified
☐ Denied Recommendation ☐ Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

12. BOARD OF GOVERNORS RECOMMENDATION: (if applicable)

- ☐ Approved as Recommended ☐ Approved as Modified
☐ Denied Recommendation ☐ Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

Final Decision Copied to:

Submitting Individual, Committee Chairperson, or Council/Senate Chairperson

Revised 09/08/21

POST-AUDIT REVIEW
Southern West Virginia Community and Technical College

Institution: Southern West Virginia Community and Technical College
Program: Agriculture, AAS Program

I. Introduction

The Associate in Applied Science (AAS) Agriculture Program at Southern West Virginia Community and Technical College is designed to provide basic skills in a number of agriculture career pathways. These include agribusiness, horticulture, crop production, aquaponics, precision agriculture, and agriculture education. Students are introduced to the basic concepts of agriculture with a choice of specialized electives to customize their specific skills sets into career goals. The AAS program's flexible curriculum can adapt quickly to community needs that lead to entry-level positions.

A WV Advance Grant currently provides funding for the program. Additionally, with the program located on the Lincoln County site, labs and equipment may be shared with Lincoln County High School and their agriculture program of almost 200 students.

II. Goals and Objectives

The Agriculture AAS program was designed to serve a definite void in southern West Virginia and allow Southern to be positioned to train the future individuals that will drive economic diversity in the region. The program's goals were established to meet the goals of the college as well as specific program requirements. The ability of the college to quickly adapt, reset, and retrain displaced workers is of great significance. The program was designed to provide opportunity to build a solid foundation in many areas of agriculture innovations.

III. Assessment

- A. Assessment of agriculture skills occurs at the course level. Additionally, agriculture is incorporated into the college's assessment program. Regular assessment of program goals is made and curricular flexibility is incorporated to accommodate industry needs
- B. The primary goal of the agriculture program is to prepare students to enter the field of agriculture. The graduate will be able to develop proper protocols for growing. The graduate will also be able to analyze the environment and perfect techniques. Student performance is measured by didactic testing, lab experiments, and visual inspection.
- C. Recent assessment of student performance in the natural resources course

has led to course level changes to improve outcomes. Re-evaluation occurs annually.

IV. Curriculum

- A. The Agriculture AAS Program consists of 60 credit hours. The first semester includes eight hours of general education classes with the remaining eight hours being specialization courses in agriculture. The second semester includes nine hours of specialized electives in agriculture with five hours in general education. Furthermore, the third semester contains a practical experience during the summer months. The fourth and fifth semesters contain courses in agriculture technology, innovation, agronomy, entrepreneurship, with a capstone project during the last semester. Additionally, students acquire knowledge in business math, management, biology, and spreadsheet concepts in the AAS program. Lastly, nine (9) elective credits are reserved for local agriculture needs. Southern has an open-door admission policy. Any individual with a high school diploma or GED may take classes at Southern. All entering students will use ACT scores or take a placement test to be placed in the proper math and English courses. Southern utilizes a co-curricular model for delivery of remedial math and English. Southern has had good success in helping students elevate their abilities in college-level math and English. Use of the co-curricular model assists students in completing the certificate program on time (two semesters).

Upon completion of the AAS requirements, students will have the necessary knowledge and skills to be successful in multiple entry-level positions in the agricultural field that require education and training beyond high school. Students will also understand the importance of life-long learning and the need to continually upgrade their skills.

- B. The list of courses that make-up the AAS program can be found in Appendix I.
- C. While certain general education courses have the option to be taken online, all general education classes can be taken face-to-face. All specialization courses are taken face-to-face or virtually with a Blackboard supplement.

V. Faculty

All agriculture courses are taught by one (1) non-tenure track full-time faculty member. Additionally, the agriculture faculty member instructs the Orientation to Technical Programs course and the Introduction to College course for the Early College Academy (ECA) program in Logan County.

VI. Enrollment and Graduates

- A. Program headcount (enrolled in Agriculture courses) and the number of graduates:

Enrollment

Major AAS in Agriculture	Program Enrollment*
Fall 2020	3
Spring 2021	2

* Based on enrollment in Agriculture (AG) courses 101, 103, 203, and 275.

* No program graduates due to program faculty not being hired until Fall 2020.

* It was difficult to find and retain instructors for the program.

* There was low-level enrollment in the program.

VII. Financial

- A. Currently, the Agriculture AAS Program is fully funded by the West Advance Grant through the WVCTC system. This grant is scheduled to expire June 30, 2021.
- B. No equipment has been purchased at this time due to the pandemic and the recent hiring of the agriculture instructor in late July 2020. The largest program expense is faculty salary and benefits.

VIII. Advisory Committee

The following people have participated in advisory committee meetings during the past two years:

Matthew Miller – Principal and CTE Director Lincoln County High School
 Thomas Hoffman – Mingo County Schools CTE Administrator
 Amy Dearfield Hannah – Community Resource Network Director Williamson Health and Wellness Center
 Rebecca Casey – Williamson Health and Wellness Center

Seth Neal – Lincoln County High School Agriculture Education Department
 Kathryn Moore – District Administrative Assistant, Director of Career and Technical Education, Director of Counseling Services Logan County Schools
 Michelle Akers – Logan County Fresh Start
 Autumn Starcher, PhD – Marshall University Instructor Department of Natural Resources and the Environment
 Adam Hudson – Director Refresh Appalachia – Coalfield Development
 Dane Gaiser – West Department of Agriculture Representative for Veterans
 Tyler Brewster – Southwestern Regional Day Report Center
 Angela Bell – Southern West Virginia Community and Technical College Lincoln Site Coordinator

During high school, business, community, and semester district consortium meetings over the past two years, members reviewed the curricula for the program and developed plans of action. Conversations have focused on the location of the program and the impact it will have by moving the program to the Lincoln County High School site. Initially, partnerships with Refresh Appalachia for apprenticeships, as well as Williamson Health and Wellness, and with Marshall University to develop a 2+2 agreement were developed, as it was anticipated that this program would thrive. However, enrollment has remained low and there is inadequate interest in the program to continue at this time. Southern is currently teaching out the program, utilizing an adjunct instructor to replace the prior full-time faculty member.

IX. Accreditation

There is no special accreditation information for the Agriculture AAS Program.

Appendix I Curriculum

Agriculture Associate in Applied Science

First Semester	Title	Credit Hours
AG 101 (E)	Introduction to Agriculture	4
AG 103 (E)	Natural Resources	4
BU 115 or MT 121 or MT 130	Business Calculations or ~College Mathematics for General Education or ~College Algebra	3
CS 103	Introduction to Applications	1
EN 101	~English Composition I	3
OR 105	Orientation to Technical Programs	1
		16
Second Semester	Title	Credit Hours
	1 AG Elective	3
CS 118	Spreadsheet Concepts	2
MG 262	Small Business Management	3
	2 Restricted Electives	6
		14
Summer Semester	Title	Credit Hours
AG 110	Agriculture Practical Experience	3
		3
Fourth Semester	Title	Credit Hours
AG 201	Agriculture Technology and Innovations	4
BS 102	~General Biology II	4
	2 Restricted Electives	4
SP 103	Speech Fundamentals	3
		15
Fifth Semester	Title	Credit Hours
AG 205	Agronomy	4
AG 206	Agriculture Entrepreneurship	3
AG 210	Agriculture Capstone	1
	2 Restricted Electives	4
		12

~ Designates courses on the statewide Core Coursework Transfer Agreement.

1 Any Agriculture (AG) course not already specified in the program, BS 199, BU 207, ~EC 241, ~EC 242, EP 101, EP 105, FN 210, IT 134, IT 135, IT 136, MG 266, MK 267, MK 270, SU 105, WL 102, or WL 162.

2 Students must complete a series of restricted electives. Courses offered to fulfill the electives will be structured around current agriculture initiatives and focus areas.

Appendix II

Faculty Data Sheets

FACULTY DATA SHEET

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

Name Clarence Chad Elkins Rank Instructor

Check one:

Full-time X Part-time _____ Adjunct _____ Graduate Asst. _____

Highest Degree Earned: Bachelor of Science

Date Degree Received: 05/1998

Conferred by: West Virginia University

Area of Specialization: Landscape Architecture, Agriculture, Horticulture

Professional registration/licensure: ASLA

Yrs of employment at present institution: <1

Yrs of employment in higher education: <1

Yrs of related experience outside higher education: 22

Non-teaching experience: 22

To determine compatibility of credentials with assignment:

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

Year/Semester	Course Number & Title	Enrollment
2020 Fall	AG 101 Introduction to Agriculture	3
2020 Fall	AG 103 Natural Resources	3
2020 Fall	AG 275 Special Topics in Agriculture	3
2020 Fall	OR 105 Orientation to Tech. Programs	8
2020 Fall	OR 105 Orientation to Tech. Programs	13
2021 Spring	AG 203 Horticulture	2
2021 Spring	AG 275 Introduction to Landscape Architecture	2
2021 Spring	OR 105 Orientation to Tech. Programs	7
2021 Spring	OR 110 Introduction to College	2
2021 Spring	OR 110 Introduction to College	7
2021 Spring	OR 110 Introduction to College	20/50%

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

POST-AUDIT REVIEW
Southern West Virginia Community and Technical College
Board of Governors

☐ Program with Special Accreditation

☐ Program without Specialized Accreditation

Program: _____
Degree and Title Date

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance for each program reviewed and provide a brief rationale for its recommendation.

1. Continuation of the program at the current level of activity without corrective action;
2. Continuation of program with corrective action (specify required action - e.g., reducing the range of optional tracks or other corrective action);
3. Identification of the program for further development;
4. Development of a cooperative program with another institution or sharing of courses, facilities, and/or faculty, and the like;
5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

Rationale for Recommendation:

Signature of person preparing report if other than Dean	Date
Signature of Dean	Date
Signature of Vice President for Academic Affairs	Date
Signature of President	Date
Signature of Chair, Board of Governors	Date

INSTITUTIONAL GOVERNANCE RECOMMENDATION FORM

RECOMMENDED BY: _____

CHECK ONE: ☐ Individual ☐ Committee ☐ Council/Senate
 CHECK ONE: ☐ Policy Recommendation ☐ Non-Policy Recommendation

1. BACKGROUND:

2. STATEMENT OF RECOMMENDATION:

3. RATIONALE:

4. SUPPORTING DATA AND DOCUMENTS:

5. IDENTIFY RESOURCES THAT MAY BE REQUIRED:

Equipment	
Financial	
Personnel	
Space	
Technology	
Other	

6. DESCRIBE IMPACT ON OTHER COLLEGE ENTITIES: (Briefly describe how the adoption of the recommendation could impact specific departments and/or groups within the College, or how adoption would impact other policies and/or procedures).

7. _____
 Signature of Governance Committee Chair or
 Individual Submitting the Recommendation Date

8. ACADEMIC AND STUDENT AFFAIRS COUNCIL (ASAC) RECOMMENDATION: (if applicable)

- ☐ Approved as Recommended ☐ Approved as Modified
☐ Denied Recommendation ☐ Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

9. POLICIES AND PROCEDURES COMMITTEE RECOMMENDATION: (if applicable)

- ☐ Approved as Recommended ☐ Approved as Modified
☐ Denied Recommendation ☐ Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

10. STRATEGIC PLANNING RECOMMENDATION: (if applicable)

- ☐ Approved as Recommended ☐ Approved as Modified
☐ Denied Recommendation ☐ Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

11. PRESIDENT'S CABINET RECOMMENDATION: (if applicable)

- ☐ Approved as Recommended ☐ Approved as Modified
☐ Denied Recommendation ☐ Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

12. BOARD OF GOVERNORS RECOMMENDATION: (if applicable)

- ☐ Approved as Recommended ☐ Approved as Modified
☐ Denied Recommendation ☐ Returned to Committee/Individual for Revision

Explanation for Denial or Return: _____

Chair's Signature

Date

Final Decision Copied to:

Submitting Individual, Committee Chairperson, or Council/Senate Chairperson

Revised 09/08/21

POST-AUDIT REVIEW
Southern West Virginia Community and Technical College

Institution: Southern West Virginia Community and Technical College
Program: Agriculture, Certificate

I. Introduction

The Agriculture Certificate Program at Southern West Virginia Community and Technical College is designed to provide basic skills in a number of agriculture career pathways. These include agribusiness, horticulture, crop production, aquaponics, precision agriculture, and agriculture education. Students are introduced to the basic concepts of agriculture with a choice of specialized electives to customize their specific skill sets into career goals. The certificate program's flexible curriculum can adapt quickly to community needs that lead to entry-level positions. The embedded certificate program provides a smooth transition into an associate degree.

A WV Advance Grant currently provides funding for the program. Additionally, with the program located on the Lincoln County site, labs and equipment may be shared with Lincoln County High School and their agriculture program of almost 200 students.

II. Goals and Objectives

The Agriculture certificate program was designed to serve a definite void in southern West Virginia and allow Southern to be positioned to train the future individuals that will drive economic diversity in the region. The program's goals were established to meet the goals of the college as well as specific program requirements. The ability of the college to quickly adapt, reset, and retrain displaced workers is of great significance. The program was designed to provide an opportunity to build a solid foundation in many areas of agriculture as well as a stepping stone to a degree.

III. Assessment

- A. Assessment of agriculture skills occurs at the course level. Additionally, agriculture is incorporated into the college's assessment program. Regular assessment of program goals is made and curricular flexibility is incorporated to accommodate industry needs
- B. The primary goal of the agriculture program is to prepare students to enter the field of agriculture. The graduate will be able to develop proper protocols for growing. The graduate will also be able to analyze the environment and perfect techniques. Student performance is measured by didactic testing, lab experiments, and visual inspection.

- C. Assessment of student performance in the natural resources course has led to course level changes to improve outcomes. Re-evaluation occurs annually.

IV. Curriculum

- A. The Agriculture Certificate Program consists of 30 credit hours. The first semester includes eight hours of general education classes with the remaining eight hours being specialization courses in agriculture. The second semester includes nine hours of specialized electives in agriculture with five hours in general education. Additionally, students acquire knowledge in business math, management, and spreadsheet concepts in the certificate program.

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

Upon completion of the certificate requirements, students will have the necessary knowledge and skills to be successful in some entry-level positions in the agricultural field that require education and training beyond high school. Students will also understand the importance of life-long learning and the need to continually upgrade their skills. Since the certificate program is contained within the associate degree program, it allows students to seamlessly continue toward their associate degree.

- B. The list of courses that make-up the certificate program can be found in Appendix I.
- C. While certain general education courses have the option to be taken online, all general education classes can be taken face-to-face. All specialization courses are taken face-to-face or virtually with a Blackboard supplement.

V. Faculty

All agriculture courses are taught by one non-tenure-track full-time faculty member. Additionally, the agriculture faculty member instructs the Orientation to Technical Programs course and the Introduction to College course for the Early College Academy (ECA) program in Logan County.

VI. Enrollment and Graduates

- A. Program headcount (enrolled in Agriculture-AG courses) and the number of graduates:

Enrollment

Major Agriculture Certificate	Program Enrollment*
Fall 2020	3
Spring 2021	2

* Based on enrollment in Agriculture (AG) courses 101, 103, 203, and 275.

* Low-level enrollment.

* No program graduates due to program faculty not being hired until Fall 2020.

* It was difficult to find and retain instructors for the program.

.

VII. Financial

- A. Currently, the Agriculture Certificate Program is fully funded by the West Advance Grant through the WVCTC system. This grant is scheduled to expire June 30, 2021.
- B. No equipment has been purchased at this time due to the pandemic and the recent hiring of the agriculture instructor in late July 2020. The largest program expense is faculty salary.

VIII. Advisory Committee

The following people have participated in advisory committee meetings during the past two years:

Matthew Miller – Principal and CTE Director Lincoln County High School
 Thomas Hoffman – Mingo County Schools CTE Administrator
 Amy Dearfield Hannah – Community Resource Network Director Williamson Health and Wellness Center
 Rebecca Casey – Williamson Health and Wellness Center
 Seth Neal – Lincoln County High School Agriculture Education Department
 Kathryn Moore – District Administrative Assistant, Director of Career and Technical Education, Director of Counseling Services Logan County Schools
 Michelle Akers – Logan County Fresh Start
 Autumn Starcher, PhD – Marshall University Instructor Department of Natural Resources and the Environment
 Adam Hudson – Director Refresh Appalachia – Coalfield Development
 Dane Gaiser – West Department of Agriculture Representative for Veterans
 Tyler Brewster – Southwestern Regional Day Report Center
 Angela Bell – Southern West Virginia Community and Technical College Lincoln Site Coordinator

During annual advisory, school, business, community, and semester district consortium meetings over the past two years, members reviewed the curricula for the program and developed plans of action. Conversations have focused on the location of the program and the impact it could have by moving the program to the Lincoln County High School site. Initially, partnerships with Refresh Appalachia for apprenticeships, as well as Williamson Health and Wellness, and with Marshall University to develop a 2+2 agreement were developed, as it was anticipated that this program would thrive. However, enrollment has remained low and there is inadequate interest in the program to continue at this time. Southern is currently teaching out the program, utilizing an adjunct instructor to replace the prior full-time faculty member.

IX. Accreditation

There is no special accreditation information for the Agriculture Certificate Program.

Appendix I Curriculum

Agriculture Certificate

First Semester	Title	Credit Hours
AG 101 (E)	Introduction to Agriculture	4
AG 103 (E)	Natural Resources	4
BU 115 or MT 121 or MT 130	Business Calculations or ~College Mathematics for General Education or ~College Algebra	3
CS 103	Introduction to Applications	1
EN 101	~English Composition I	3
OR 105	Orientation to Technical Programs	1
		16
Second Semester	Title	Credit Hours
	1 AG Elective	3
CS 118	Spreadsheet Concepts	2
MG 262	Small Business Management	3
	2 Restricted Electives	6
		14

~ Designates courses on the statewide Core Coursework Transfer Agreement.

1 Any Agriculture (AG) course not already specified in the program, BS 199, BU 207, ~EC 241, ~EC 242, EP 101, EP 105, FN 210, IT 134, IT 135, IT 136, MG 266, MK 267, MK 270, SU 105, WL 102, or WL 162.

2 Students must complete a series of restricted electives. Courses offered to fulfill the electives will be structured around current agriculture initiatives and focus areas.

Appendix II

Faculty Data Sheets

FACULTY DATA SHEET

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

Name Clarence Chad Elkins Rank Instructor

Check one:

Full-time X Part-time _____ Adjunct _____ Graduate Asst. _____

Highest Degree Earned: Bachelor of Science

Date Degree Received: 05/1998

Conferred by: West Virginia University

Area of Specialization: Landscape Architecture, Agriculture, Horticulture

Professional registration/licensure: ASLA

Yrs of employment at present institution: <1

Yrs of employment in higher education: <1

Yrs of related experience outside higher education: 22

Non-teaching experience: 22

To determine compatibility of credentials with assignment:

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

Year/Semester	Course Number & Title	Enrollment
2020 Fall	AG 101 Introduction to Agriculture	3
2020 Fall	AG 103 Natural Resources	3
2020 Fall	AG 275 Special Topics in Agriculture	3
2020 Fall	OR 105 Orientation to Tech. Programs	8
2020 Fall	OR 105 Orientation to Tech. Programs	13
2021 Spring	AG 203 Horticulture	2
2021 Spring	AG 275 Introduction to Landscape Architecture	2
2021 Spring	OR 105 Orientation to Tech. Programs	7
2021 Spring	OR 110 Introduction to College	2
2021 Spring	OR 110 Introduction to College	7
2021 Spring	OR 110 Introduction to College	20/50%

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF JUNE 21, 2022**

ITEM: Approval of the Industrial Technology, Certificate, Academic Program Review

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuation of the Industrial Technology Certificate Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

STAFF MEMBER: Russell Saunders

BACKGROUND:

In accordance with West Virginia Code and Council Policy Series 10, *Policy Regarding Program Review*, the School of Career and Technical Studies conducted a program review of the Industrial Technology Certificate Program during the 2020 / 2021 academic year.

Based upon the program review, it is recommended that the Industrial Technology Certificate Program continue at the current level of activity without corrective action.

The program review was prepared by faculty and presented to the Academic and Student Affairs Council and President's Cabinet and they concur with this recommendation.

Based upon the deliberations and recommendations of the aforementioned bodies, the staff recommends for the Southern West Virginia Community and Technical College Board of Governors to approve the continuation of the Industrial Technology Certificate Program at the current level of activity without corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 10, *Policy Regarding Program Review*.

PROGRAM REVIEW

Southern West Virginia Community and Technical College Board of Governors

☐ Program with Special Accreditation

☒ Program without Specialized Accreditation

Program: Industrial Technology Certificate
05/23/2022
Degree and Title
Date

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance for each program reviewed and provide a brief rationale for its recommendation.

- ☒ 1. Continuation of the program at the current level of activity without corrective action;
- ☐ 2. Continuation of program with corrective action (specify required action - e.g., reducing the range of optional tracks or other corrective action);
- ☐ 3. Identification of the program for further development;
- ☐ 4. Development of a cooperative program with another institution or sharing of courses, facilities, and/or faculty, and the like;
- ☐ 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*.

Rationale for Recommendation:

The Industrial Technology Program is central to filling vacancies in the manufacturing sector. The number of students enrolling in the program is expected to be stable and consistent. This program is vital for students to be eligible to receive the hands-on training and valued education needed to fulfill job opportunities in Southern West Virginia.

Signature of person preparing report if other than Division Head
Date
Signature of Division Head
Date
Signature of Vice President for Academic Affairs and Student Services
Date
Signature of President
Date
Signature of Chair, Board of Governors
Date

PROGRAM REVIEW

Southern West Virginia Community and Technical College

Summary of Findings 2020 - 2021

Program Name: Industrial Technology Certificate

Hours Required for Graduation: 30 Credit Hours

I. Overview of Findings

A. Adequacy

1. Discuss accreditation or past approval.

There is no accrediting body for the Industrial Technology Program.

2. How are faculty prepared to offer the program?

The faculty members have several years of experience in industry including machining, mechatronics, and welding.

3. How is the program supported by the facilities?

The machining, mechatronics, and welding labs are fully-equipped state of the art facilities enabling students to attain many certifications in each pathway.

B. Viability

1. Discuss cost factors and future growth potential.

The Industrial Technology Program is a multi-skill set program that has the ability to attract students into three pathways that include machining, mechatronics, and welding.

2. What are the trends in enrollment?

The number of students enrolling in the program is expected to be stable and consistent.

Students are recruited into the Industrial Technology program through visits to Career Centers located in the counties in which we serve and interaction with high school students who are interested in technical education. In 2019, we introduced CTE to CTC days with the surrounding counties that allowed high school students into our facilities for hands-on demonstrations of the programs offered. It is unfortunate that the Covid-19 virus has inhibited recruitment efforts since March 2020.

C. Necessity

1. Discuss how the program services the needs of society and/or the region.

The Industrial Technology Program is central to filling vacancies for the manufacturing sector. There is a demand for qualified entry level mechanical technicians, machinists, and welders to meet the needs of the local and regional economies.

D. Consistency with Mission

1. Discuss the importance of the program to the institution.

The philosophy, purpose, goals, and objectives are consistent with the mission of the college. Southern West Virginia Community and Technical College and its Industrial Technology Program exists to serve the communities and surrounding areas of Southern West Virginia. The program offers hands on training and vocational/technical needs of the students' education to better serve in their employment.

2. What would happen if the program were discontinued?

If the program were to be discontinued students would not be eligible to receive the hands on training and valued education needed to fulfill equal job opportunities in Southern West Virginia.

II. Program Improvement

A. Action Plan

1. List actions to improve the program.

Continue to promote the program and skill sets throughout the surrounding communities, high schools, and career centers through the Office of Institutional Effectiveness and the Recruitment Outreach Specialist. Our hope is that the Covid pandemic will decline in the next year and we can resume campus demonstrations, high school visits, and strategically implement marketing through multiple social media outlets.

2. Provide a timeline for implementation.

The timeline for marketing implementation will begin this spring and continue throughout summer and fall 2021.

B. Weaknesses Addressed by Action Plan (if any)

None.

III. Assessment

A. Assessment Plan

1. How is the program assessed?

Assessment of the Mechatronics option occurs primarily at the course level. In addition, regular assessment of program goals is made.

Assessment of the Welding Program begins at the course level. Students' progress to earning certifications in specific processes and positions. Students who pass particular courses earn skill set certificates. These steps lead to the Industrial Technology Certificate – Welding Option.

The primary goal of the Welding Program is to prepare students to enter the field of welding. The graduate will be able to select the

correct equipment and filler metals. The graduate will also be able to perform proper pre-, intermediate-, and post-heat treatment of welded metals as well as perform proper weld techniques

The student performance is measured by visual inspection of welds, non-destructive testing and destructive testing. Sample coupons are bend tested to industry standards, evaluated for failures, and stored securely for future reference

Assessment of student performance in machining occurs at the course level evaluating student progression from manual machines to a Computerized Numerical Control (CNC), to the completion of a National Institute for Metalworking Skills (NIMS) credentialing project.

2. How is Assessment used to improve the program?

The program is assessed at all levels including general education, program courses, number of graduates, and job placement statistics. Program data is discussed and analyzed for continuous improvement. These would include student success, number of graduates, and job placement.

IV. Student Data

A. Discuss Student Placement Data

See Appendix I below.

B. Discuss Student Employment

As seen from the survey data presented below (Appendix I), 30.2% of graduates responded to the survey and 77% of graduates are employed full-time. 38% of graduates are employed in a field directly related to Industrial Technology while 38% are employed in an unrelated field. 85% of graduates report an annual income of greater than \$40,000.00.

C. Discuss Students Seeking Higher Degrees

100% of the graduates that responded to the graduate survey obtained their AAS degree in Industrial Technology.

Industrial Technology Certificate

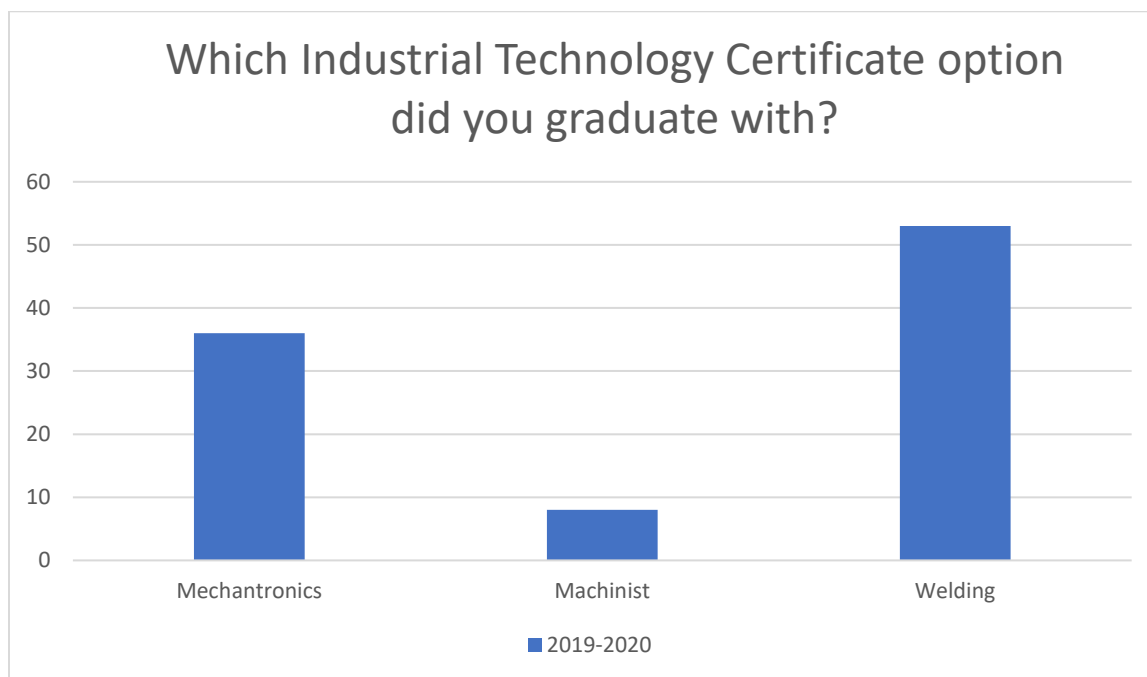
Academic Year	Unduplicated Headcount	Graduates
2015-16	7	4
2016-17	11	8
2017-18	7	20
2018-19	3	3
2019-20	4	8

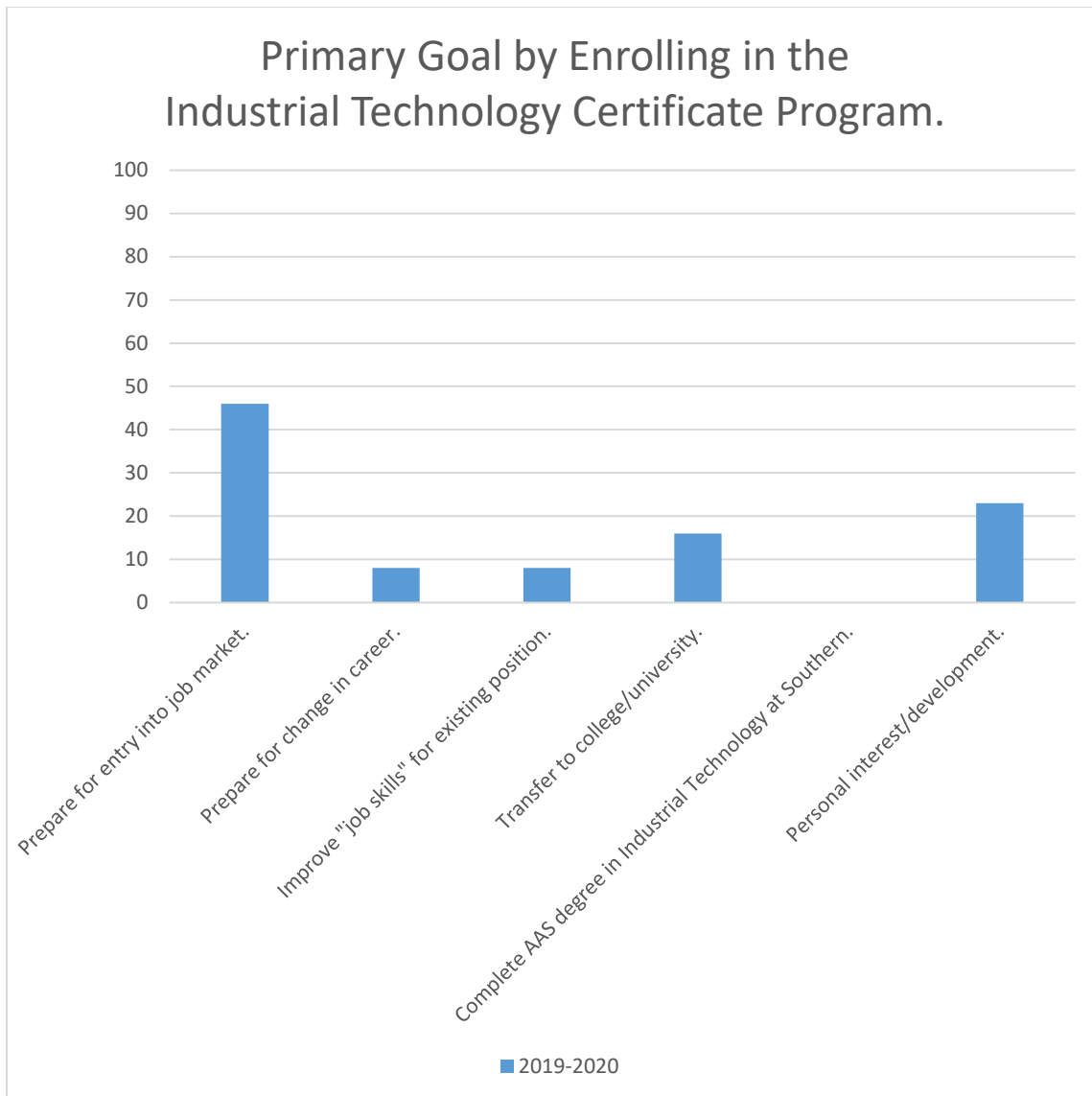
Appendix I
Industrial Technology Certificate Program
Graduate Survey

The Industrial Technology Certificate Program Graduate Survey instrument gathers pertinent information on students' academic experiences while attending Southern West Virginia Community and Technical College and on employment status six to nine-months post-graduation. The results are reported below.

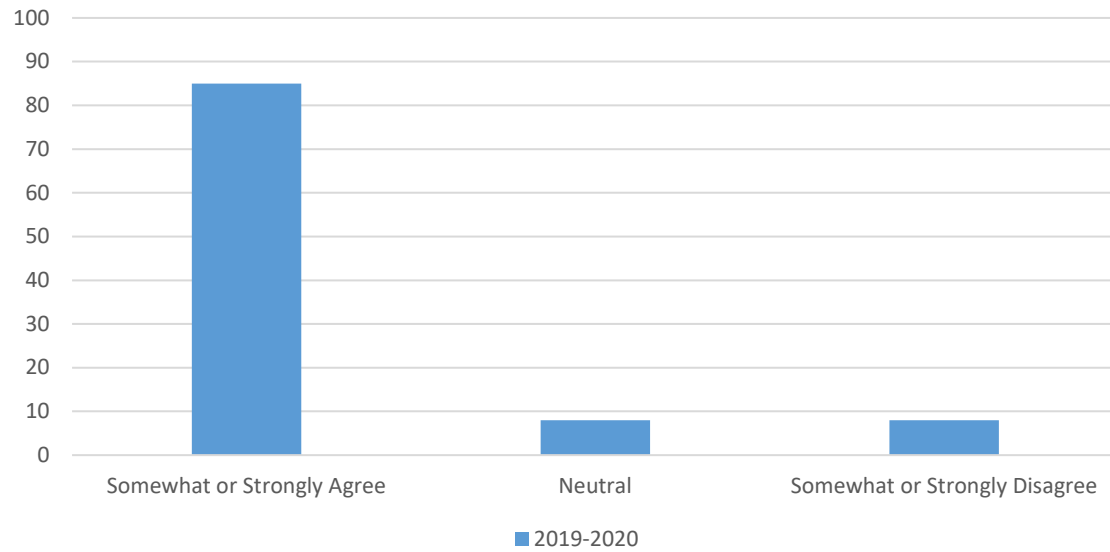
Graduate Survey Results 2019-2020

Electronic Survey mailing:	October 21, 2020
Faculty Follow-Up Phone Calls:	October 22-30, 2020
Number of Surveys Sent:	43
Number of Surveys Returned:	13
Response Rate:	30.2%

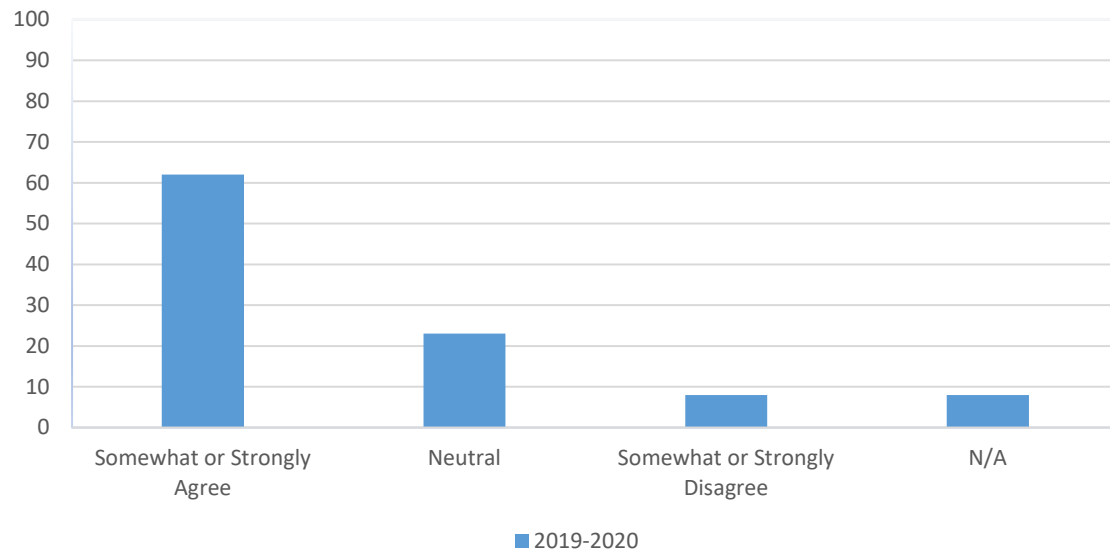


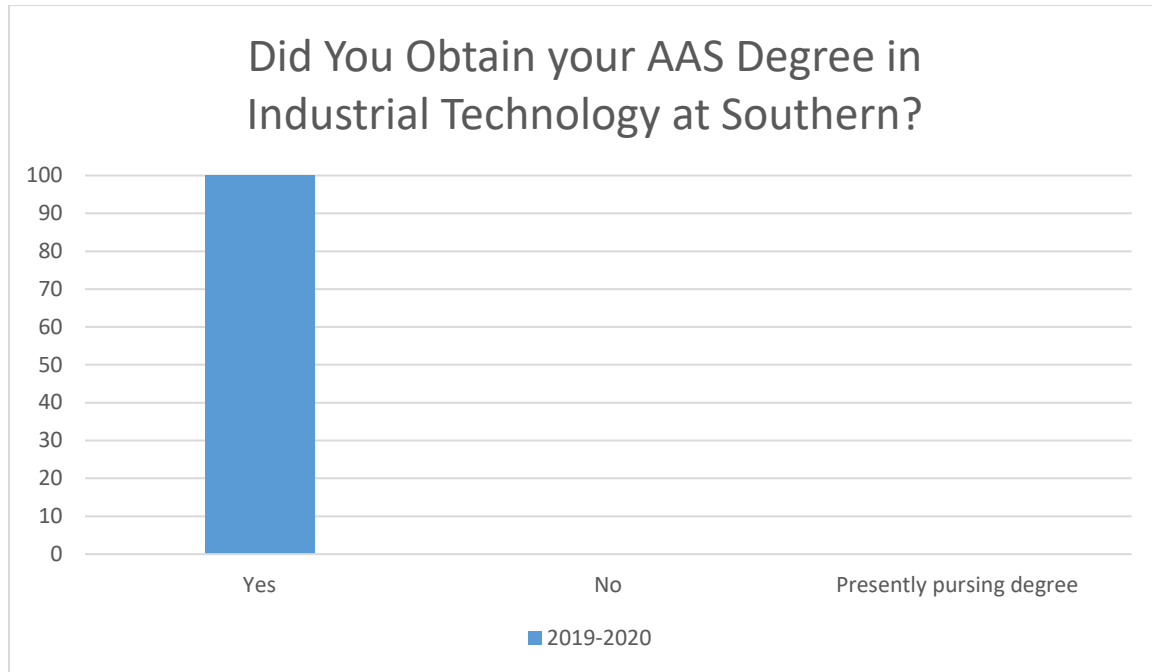


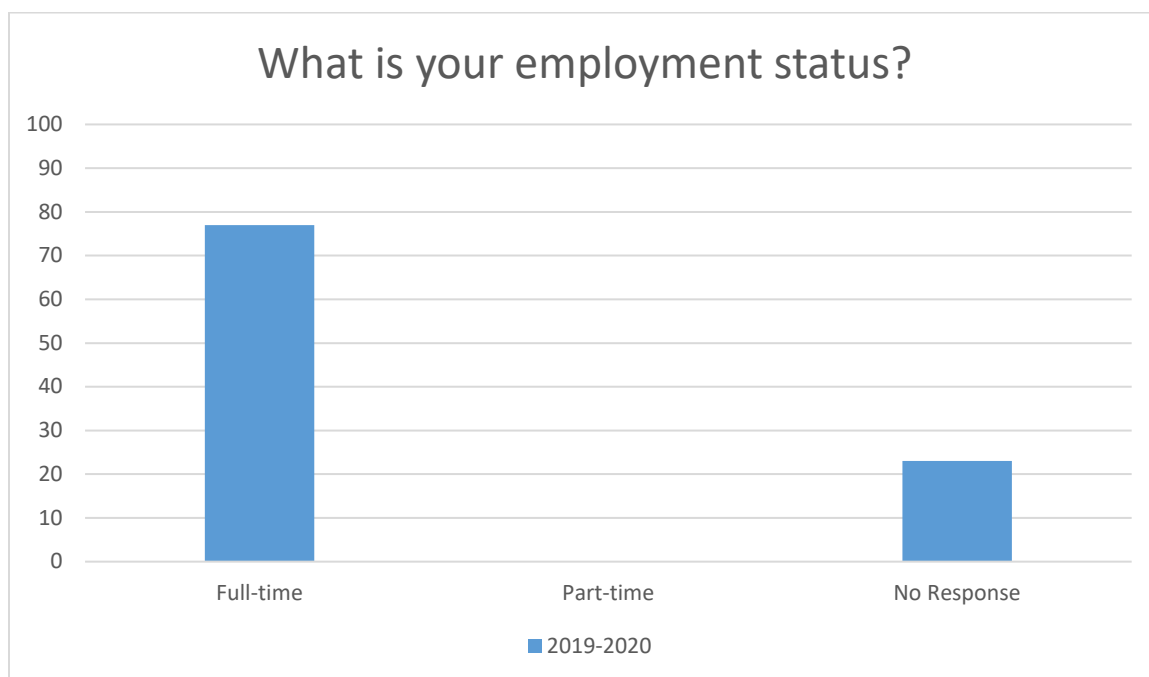
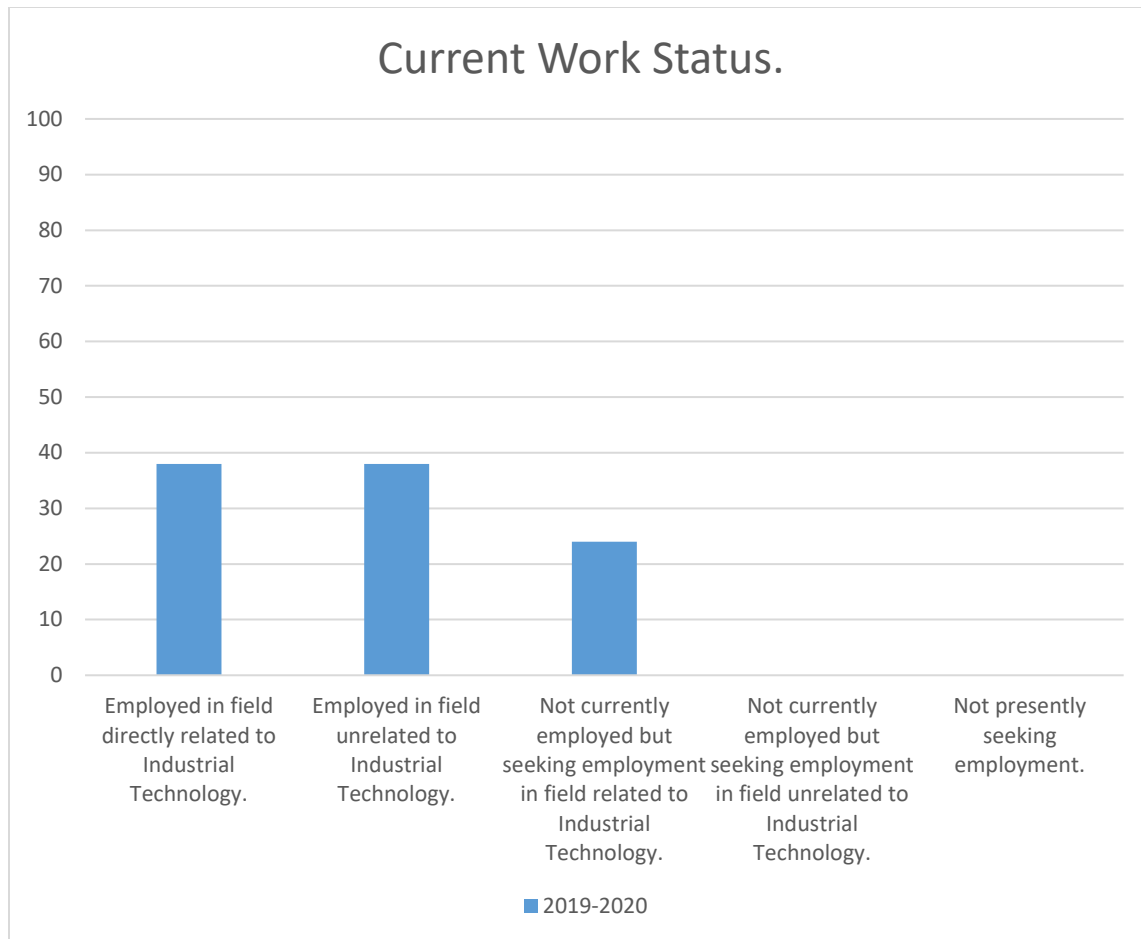
Prepared Me for Employment in the Field.

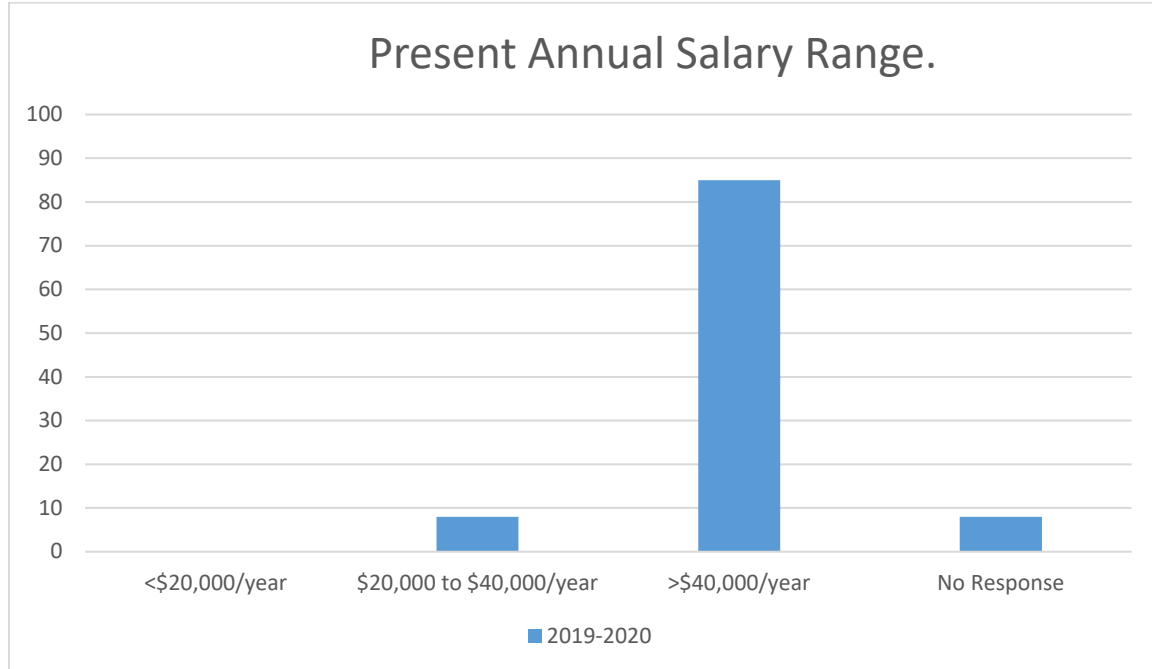


Helped Me Advance at My Job.









Present Job Title (10 responses total) (listed in alphabetical order):

- Career and College Coordinator
- Coal Miner
- Electrician
- Fire Suppression Tech
- Machinist
- Maintenance Tech II
- Pipe Welder Journeyman/Pipefitter
- Registered Nurse
- Self-Employed/Co-Owner
- Welder

What Did You Like Most About the Industrial Technology Program at SWVCTC?
(listed in alphabetical order)

- Available equipment (CNC Plasma Table)
- Hands on classes/labs (8 total responses)
- Instructor (2 total responses (welding))
- Problems solving
- Programmable Logic Controllers (PLC) courses (2 total responses)
- Robotics course
- Welding time (2 total responses)

What Suggestions Would You Give to Improve the Industrial Technology Program? (listed in alphabetical order)

- Assistance with job placement (3 responses total)
- Focus more on PLC and Programming aspect of automation (2 total responses)
- Have “harder” physically demanding course assignments
- Keep promises that were made that weren’t kept
- More focus on pipe welding/fitting
- More skill-sets certifications
- Need more real-world situations, e.g., train in difficult positions to weld in
- Provide course work for sitting for State Fire Marshall electric journeyman’s exam
- Update equipment (in welding)