



WEST VIRGINIA
COMMUNITY & TECHNICAL
COLLEGE SYSTEM

**West Virginia Council for Community
& Technical College Education**

AGENDA

August 22, 2019

9:30 am

Members

Robert Brown, Chair
William Baker, Secretary
Kenneth Boggs
Christina Cameron
Kathy D'Antoni
Michael Farrell

Michael Graney
Tracy Miller
Charles Parker
Steve Roberts
John Sorrenti
Harry Keith White

Sarah Armstrong Tucker, Chancellor



CONFERENCE CALL AGENDA

August 22, 2019
9:30 am

1-866-453-5550 ~ passcode: 568558

1018 Kanawha Blvd, East
Charleston, WV 25301
9th floor conference room

- I. Call to Order**
- II. Approval of Minutes**
 - A. *Approval of June 13, 2019, Meeting Minutes.....pg 4
- III. Academic Affairs**
 - A. *Post Audit Reviewspg 11
 - B. *Program Review.....pg 18
- IV. Finance and Facilities**
 - A. *Council’s Budgetary Submission Request.....pg 23
- V. General**
 - A. *Technical Program Development Grantspg 26
- VI. Possible Executive Session Under the Authority of WV Code §6-9A-4 for the Following:**
 - A. *Presidential Appointment and Compensation at West Virginia Northern Community College
- VII. Additional Board Action and Comments**

* Denotes an item requiring action/approval

VIII. Upcoming Meetings

Location: Advanced Technology Center, South Central West Virginia
South Charleston, WV
Date: October 17, 2019
Time: 9:30 a.m.

IX. Adjournment

MINUTES

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

June 13, 2019

A meeting of the West Virginia Council for Community and Technical College Education, was held on June 13, 2019, beginning at 9:00 am at Stonewall Resort and Conference Center in Roanoke, West Virginia. Council members present were: Bill Baker, Kenneth Boggs, Christina Cameron, Mike Farrell, Tracy Miller, Steve Roberts, John Sorrenti, and Harry Keith White. Absent were: Robert Brown, Kathy D'Antoni, Michael Graney and Charles Parker. Also in attendance were Chancellor Tucker, Council staff, community and technical college presidents, faculty, staff, students, and guests.

Call to Order

Christina Cameron, Vice Chair, called the meeting to order, and noted that a quorum was present.

1. Approval of Minutes

Mr. Sorrenti moved the adoption of minutes from the April 25, 2019, meeting of the West Virginia Council for Community and Technical College Education.

Ms. Miller seconded the motion. Motion carried.

Facilities

2. Sarah Tucker, Chancellor, presented plans to develop the previously purchased ECS sight at WV Northern's Wheeling Campus with parking and green space. In addition, Mr. Rich Donovan stated that the city of Wheeling has offered to abandon the adjacent 18th street in exchange for a strip of property on the south side of the ECS property, bordering Wheeling Creek. This arrangement benefits both WV Northern and the city of Wheeling.

3. WV Northern Community College Acquisition of Weirton Daily Times Building

Mr. Roberts moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves proceeding with acquisition of the Weirton Daily Times Building by West Virginia Northern Community College from the Brook-Hancock Business Development Corporation through a lease or lease purchase agreement;

FURTHER RESOLVED, That the West Virginia Northern Community College Campus Master Plan be amended to include acquisition of the Weirton Daily Times Building; and

FURTHER RESOLVED, That Council staff approve the terms of the lease or lease purchase agreement prior to the agreement being signed by West Virginia Northern Community College, and that the agreement is consistent with the background information presented in the agenda.

Mr. Baker seconded the motion. Motion carried.

Academic Affairs

4. Creation of Formal, Statewide Working Group for the Development of the West Virginia Electronic Resource Consortium

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the creation of a formal statewide working group to form the West Virginia Electronic Resource Consortium.

Ms. Miller seconded the motion. Motion carried.

5. Instructional Load Equivalencies at Mountwest Community and Technical College

Mr. White moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education accepts the Instructional Load Equivalencies outlined by Mountwest Community and Technical College to become effective July 1, 2019.

Mr. Roberts seconded the motion. Motion carried.

6. Annual Reauthorization of Two-Year, Degree-Granting Institutions

Mr. Sorrenti moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education, Virginia Council for Community and Technical College Education approves the Annual Reauthorization for Blue Ridge Community and Technical College, BridgeValley Community and Technical College, Eastern West Virginia Community and Technical College, Mountwest Community and Technical College, New River Community and Technical College, Pierpont Community and Technical College, Southern West Virginia Community and Technical College, West Virginia Northern Community College, and West Virginia University at Parkersburg;

American National University, Huntington Junior College, Laurel Business Institute, Martinsburg College, Mountain State College, Valley College (Martinsburg), Valley College (Princeton), Valley College (Beckley), West Virginia Junior College (Morgantown), and West Virginia Junior College (Charleston /Bridgeport).

Mr. White seconded the motion. Motion carried.

Finance

7. FY 2020 Operating Budget for the WV Council for Community and Technical College Education System Office

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the operating budget for the Council System Office for Fiscal Year 2020.

Mr. Roberts seconded the motion. Motion carried.

8. FY 2020 Operating and Capital Budgets for All Community and Technical College System Institutions

Ms. Miller moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the Fiscal Year 2020 operating and capital budgets for all Community and Technical College System institutions.

Mr. White seconded the motion. Motion carried.

9. FY 2020 Higher Education Resource Assessment (HERA)

Mr. Roberts moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the Higher Education Resource Assessment (HERA) projects and budgets for Fiscal Year 2020 to the community and technical colleges.

Ms. Miller seconded the motion. Motion carried.

General

10. Election of Officers for the West Virginia Council for Community and Technical College Education

Ms. Miller moved that Robert Brown as Chairman, Christina Cameron as Vice Chair and Mr. Baker as Secretary be re-elected.

Mr. Baker declined the nomination and nominated Steve Roberts as Secretary. Mr. Roberts accepted the nomination.

Vice Chair Cameron opened the floor to nominations. None were heard.

Mr. Sorrenti moved nominations be closed. Mr. Baker seconded the motion.

Ms. Miller amended her resolution to include Mr. Roberts as Secretary and the recommended slate of officers be elected.

Mr. Baker seconded the motion. Motion carried.

11. Technical Program Development Grant Awards

Mr. Roberts moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education, approves the Technical Program Development Grant awards as proposed.

Ms. Miller seconded the motion. Motion carried.

12. Drug Screening Policy for WV Invests Grant Program

Dr. Kathy Butler, WV Invests Consultant, presented a Drug Screen Policy that will establish guidelines and procedures that direct the implementation of the drug screening required for eligibility for the West Virginia Invests Grant Program. The policy defines timing, process and procedure, and required controlled substances that comprise the mandatory drugs screening component of the grant program.

13. Higher Education Adult Part-Time Student (HEAPS) In-Demand Programs

Mr. White moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves areas of training for skill development and demand occupations for the workforce development component of HEAPS for fiscal year 2020.

Ms. Baker seconded the motion. Motion carried.

14. Information Item Regarding the Census

Matt Turner, Executive Vice Chancellor for Administration, spoke to the Council regarding the current census. He stated that many fund sources are based on those numbers and encouraged the community and technical college institutions to participate fully in the census as each person counted would make a difference. He stated that additional information would be forthcoming.

Executive Session

It was noted for the record that the Council elected to remain in open session for the following items:

15. Presidential Contract and Compensation at Blue Ridge Community and Technical College

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves compensation and contract changes for Dr. Peter Checkovich as President of Blue Ridge Community and Technical College as proposed by the institutional board of governors.

Ms. Miller seconded the motion. Motion carried.

16. Presidential Contract and Compensation at BridgeValley Community and Technical College

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the compensation and contract changes for Dr. Eunice M. Bellinger as President of BridgeValley Community and Technical College as proposed by the institutional board of governors.

Mr. Roberts seconded the motion. Motion carried.

17. Presidential Contract and Compensation at Eastern WV Community and Technical College

Ms. Miller moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the contract and compensation increase for Dr. Charles Terrell as President of Eastern West Virginia Community and Technical College as proposed by the institutional board of governors.

Mr. Baker seconded the motion. Motion carried.

18. Presidential Contract and Compensation at Mountwest Community and Technical College

Mr. Roberts moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the contract and compensation increase for Dr. Keith Cotroneo as President of Mountwest Community and Technical College as proposed by the institutional board of governors.

Ms. Miller seconded the motion. Motion carried.

19. Presidential Contract and Compensation at New River Community and Technical College

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the compensation increase for Dr. Bonny Copenhaver as President of New River Community and Technical College as proposed by the institutional board of governors.

Ms. Miller seconded the motion. Motion carried.

20. Presidential Contract and Compensation at WV Northern Community College

Ms. Miller moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the contract and compensation increase for Dr. J. Michael Koon as Interim President of West Virginia Northern Community College as proposed by the institutional board of governors.

Mr. Roberts seconded the motion. Motion carried.

Additional Board Action and Comments

Mr. Farrell commented on the great job Chancellor Tucker is doing holding down both the role as Chancellor for the Community and Technical College System and the Higher Education Policy Commission. His sentiments were echoed by other Council members.

Vice Chair Cameron welcomed Dr. Anthony Hancock, the new Vice Chancellor for Community and Technical College Education.

Adjournment

There being no further business the meeting was adjourned.

Upcoming Meeting

Location: Advanced Technology Center, South Central West Virginia
 South Charleston, WV
Date: August 22, 2019
Time: 9:30 a.m.

Robert Brown, Chairman

William Baker, Secretary

**WV Council for Community and Technical College Education
Meeting of August 22, 2019**

ITEM: Post Audit Reviews and Follow-up Reports

INSTITUTIONS: Mountwest Community and Technical College, West Virginia Northern Community College, and West Virginia University at Parkersburg

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education receives the post-audit report for the occupational program at Mountwest Community and Technical College and West Virginia Northern Community College and follow-up reports from West Virginia University at Parkersburg, and recommends that the programs be subject to the recommended actions as noted.

STAFF MEMBER: Mark Stotler

BACKGROUND:

Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*, includes the following provisions:

- New occupational programs at community and technical colleges may be implemented without approval by the Council.
- Three years after the date of implementation of the occupational program, the Council will conduct a post-audit review of the program.
- After completion of the post-audit review, should there be a recommendation for discontinuance of the program, the Chancellor shall make such recommendation to the Council for action.

A total of three full post-audits were submitted for review by Mountwest Community and Technical College and West Virginia Northern Community College. All are recommended for continuation with a follow-up report requested for the Welding program at Northern. The summary that follows provides information on each of the programs as well as a rationale for the follow-up request.

In addition, three follow-up reports were submitted from West Virginia University at Parkersburg with a recommendation for acceptance.

The post-audit reports are designed to discern if the programs are academically sound,

viable and addressing documented needs. The post-audits and follow-up reports with accompanying recommendations are summarized below.

POST-AUDIT REPORTS

Mountwest Community and Technical College

➤ *CAS Pharmacy Technician*

Goals/Objectives: The program was designed to prepare technicians to help licensed pharmacists provide medication and other health care products to patients. Technicians may work in retail or mail-order pharmacies, hospitals, nursing homes or assisted-living facilities. Upon completion of the program graduates will be eligible to sit for the national board examination. Licensure to work in West Virginia is required by the Board of Pharmacy.

Curriculum/Mode of Delivery: The program is 30 credit hours in length and includes three hours of Interpersonal Communication. Computational skills are embedded in PHT 206-Pharmacy Calculations. The capstone course for the program is an eight week clinical internship performed at a hospital or medical clinic. Courses utilize live, blended, and online delivery methods. This is a selective admission program.

Enrollment/Graduates: The program has produced four graduates and has an average annual enrolment of approximately 10 students. Many students obtain the AAS degree in Pharmacy Technician offered by the College. Program enrollment is limited to 15 students per year due to laboratory classroom space and clinical internship sites. Pharmacy technicians are currently in high demand which leads to adequate job opportunities for graduates.

Assessment: Program assessment is currently based on three program outcomes related to general education competencies, utilization of skills in practice sites and success in the workplace. All courses are assessed on a regular schedule and outcomes were summarized.

Faculty: The program is served by a full-time program coordinator who teaches 90 percent of the major courses. The coordinator has been assisted by three adjunct faculty. All faculty have appropriate credentials.

Advisory committee: The advisory committee meets twice a year to discuss program curriculum, enrollment objectives, and identify areas for improvement. The committee consists of seven individuals, including pharmacists and pharmacy technicians.

Financial: Annual expenditures to support the program averaged approximately \$75,000. In the initial years, support came though state grants and tuition and fees. The program is currently being sustained through tuition and fees.

Accreditation: The program is accredited by the Pharmacy Technician Accreditation Commission.

Recommendation/comments: The program is recommended for continuation.

➤ **AAS Veterinary Technology**

Goals/Objectives: The program was designed to prepare technicians to be part of a healthcare team that provides technical support to the veterinarian in all aspects of animal care. They are educated to be the veterinarian's nurse, laboratory technician, radiography technician, anesthetist, surgical nurse, and client educator. Upon completion of the program graduates will be eligible to sit for the Veterinary Technician National Exam.

Curriculum/Mode of Delivery: The program is 74 credit hours in length and includes six three hours of communication coursework and three hours in math. Program admission requires that students complete 120 hours of voluntary/work experience in a veterinary hospital or animal clinic. In the capstone course students prepare for taking the national credentialing exam. The curriculum also includes two clinical experiences in the first and second summers. Because of the number of hours, there is discussion about increasing the length of time to complete the program.

Enrollment/Graduates: In the first three years, the program has produced 22 graduates and has an average annual enrollment of approximately 12 students. Placement is nearly 100 percent with many students employed in-field while enrolled.

Assessment: Program assessment is currently based on the adoption of six program outcomes including proficiently executing the essential skills dictated the by American Veterinary Medical Association. All courses are assessed on a regular schedule and outcomes were summarized. Through the assessment effort there have been a number of improvements: 1) greater attention to enhancing face-to-face communication between students and clients, 2) separation of lecture and lab courses to enhance hands-on experiences, and 3) the addition of a second pharmacology courses.

Faculty: The program is served by two full-time faculty and full-time program coordinator who teaches 85 percent of the major courses. The program also utilizes three adjunct faculty and four lab assistants.

Advisory committee: There is an active advisory committee that is used as a sounding board for policy additions and updates. The committee has played a vital role in creating admission standards and retentions efforts. The committee has been a great source for job placement.

Financial: Program costs totaled \$187,437 in FY 2018. Support comes from state appropriations, tuition and grants funds.

Accreditation: The program is accredited by the Committee on Veterinary Technician Education and Activities of the American Veterinary Medical Association. Initial accreditation was granted in 2016 and will be reviewed again in 2021.

Recommendation/comments: The program is recommended for continuation.

West Virginia Northern Community College

➤ **AAS Welding**

Goals/Objectives: The program provides students with a broad based foundation in welding that includes Shielded Metal Arc Welding, TIG Welding, and MIG welding. The program has been designed as an integrated program of study with secondary programs in the College's service area. High school students may be eligible for advanced standing.

Curriculum/Mode of Delivery: The program is an open entry program and requires 61 hours of coursework for graduation. The curriculum includes the necessary general education courses in communications and math. All welding classes are delivered face-to-face.

Enrollment/Graduates: The program has only produced four graduates. Enrollment has averaged 19 students over seven semesters. Working with the Advisory Committee, the program has just begun to collect placement data. Anecdotal data indicates that graduates have found jobs in the field.

Assessment: Work on a defined assessment plan began in 2018. A new program director has worked with the Vice President of Institutional Effectiveness to establish an assessment strategy and identified courses and student learning outcomes on an assessment cycle.

Faculty: The program is served by one twelve month, one nine month and one adjunct faculty. All instructors teach all of the weld specific courses.

Advisory committee: The Advisory Committee has been recently re-established but has been active in suggesting program changes including recommending the addition of a rigging course to the curriculum. The committee has requested more frequent meetings to continue discussions on future partnerships and potential employment opportunities.

Financial: Program costs for the year totaled approximately \$165,200 and includes faculty, equipment and supplies. The College operating budget supports personnel, while tuition provides support for supplies. Perkins funds and grants are expected to be used for major equipment purchases and any program expansion.

Accreditation: There is no program accreditation available.

Recommendation/comments: It is recommended that the program be continued, but that a progress report be submitted by August 1, 2020 regarding progress on developing the assessment plan including use of assessment results for program improvements. In addition, the progress report should address the low number of graduates in relation to enrollment.

POST-AUDIT FOLLOW-UP REPORTS

West Virginia University at Parkersburg

➤ **CAS/AAS Early Child Development**

Council request: Address the a) status of formal assessment process and the use of results for program improvement, b) status of graduate survey and use of results, c) success in hiring full-time faculty member, d) identification of resources to support accreditation effort and timeline for accreditation, and e) status of advisory committee including frequency of meetings and contributions.

College response: *a) Formal assessment occurs through the Pre-Professional Assessment and Certification which assess knowledge in seven domains. After reviewing scores, results are used to identify and address areas for improvement.*

b) A graduate survey is planned for implementation in December 2019.

c) A full-time faculty member, who serves as program coordinator, has been in place since November 2016.

d) The College is working with a statewide group that is developing a common curriculum and exploring funds for pursuing a group accreditation.

e) An 11 member advisory committee has been established that meets twice a year.

Recommendation: Accept

➤ **AAS Surgical Technology**

Council request: Address the status of reactivating the program with an emphasis on enrollment and faculty resources.

College response: *The program was originally offered as a certificate program but has been changed to an AAS program to satisfy accreditation requirements. Prior to reactivation, the AAS program was offered in a traditional four semester. The new curriculum is a year-round program that is completed in 16 months. In fall 2018, the program enrolled 20 students and experienced high attrition. Various steps have been take to address attrition. Twenty-two students enrolled in fall 2019. An adjunct faculty member has been hired to assist with teaching the*

campus skills labs and some core courses. The addition of another full-time faculty member is being pursued. Grant monies from Perkins and other institutional funds have purchased a wide array of surgical equipment and supplies. The program coordinator is working with the WVU-P Foundation on a grant to purchase a surgery mannequin Lap Sim ST.

Recommendation: Accept

➤ **CAS Industrial Electricity and Instrumentation Technology**

Council request: Address efforts to improve graduation.

College response: *The program has never been offered due to the need for more advanced coursework and lack of student interest. Plans to terminate the program were never completed and will be pursued in the fall of 2019.*

Recommendation: Accept

**WV Council for Community and Technical College Education
Meeting of August 22, 2019**

ITEM: Program Review for 2018-2019

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education accepts the program review actions of the institutional governing boards.

STAFF MEMBER: Mark Stotler

BACKGROUND:

In accordance with West Virginia Code and Council Policy Series 10, *Policy Regarding Program Review*, the institutions through their respective governing boards conducted academic program reviews for 2018-2019 and submitted summary reports and actions taken. A summary of program enrollments and graduates as well as a few highlights is provided in the table that follows. All programs were recommended for continuation except those noted below.

The community colleges reviewed a total of 53 programs. The following programs were recommended for termination prior to, or as a result of, the review:

Blue Ridge Community and Technical College:

- CAS Homeland Security
- CAS Organizational Leadership and Development

BridgeValley Community and Technical College:

- AAS Nuclear Medical Technology

New River Community and Technical College:

- AAS Occupational Development

2018-2019 Program Review Summary

Blue Ridge Community and Technical College:

| Program | Average Enrollment | Total Graduates |
|------------------------|--------------------|-----------------|
| AAS Applied Technology | 10 | 61 |

Highlights:

- The program is recommended for continuation.
- Two programs scheduled for review have been terminated - CAS Homeland Security and CAS Organizational Leadership and Development.

BridgeValley Community and Technical College:

| Program | Average Enrollment | Total Graduates |
|------------------------|--------------------|-----------------|
| CAS/AAS Accounting | CAS-1 / AAS-39 | CAS-44 / AAS 46 |
| CAS Entrepreneurship | 2 | 13 |
| AAS Board of Governors | 25 | 236 |
| AAS Management | 98 | 36 |
| AAS Criminal Justice | 36 | 49 |
| AS General Studies | 77 | 23 |
| AA General Studies | 62 | 16 |
| AS Graphic Design | 12 | 9 |
| AAS Nuclear Medicine | NA | 42 |

Highlights:

- The AAS in Accounting program has a general and a transfer track.
- The Board of Governors AAS program has experienced an 84 percent increase in graduates.
- Graphic Design has been requested to provide a follow-up report on enrollment and graduation data.
- Nuclear Medicine was placed on probation in 2018 due to low board exam passage rates. Based on this and poor job market, the program has been discontinued.
- With the exception of Nuclear Medicine, all programs have been recommended for continuation.

Eastern West Virginia Community and Technical College:

| Program | Average Enrollment | Total Graduates |
|--------------------------------|--------------------|-----------------|
| CAS/AAS Wind Energy Technology | CAS-15 / AAS-15 | CAS-31 / AAS-22 |

Highlights:

- Programs are recommended for continuation with increased attention on how assessment data can drive improvement.

Mountwest Community and Technical College:

| Program | Average Enrollment | Total Graduates |
|-----------------------------------|---------------------------|------------------------|
| CAS Certified Coding Specialist | 44 (est) | 69 |
| AAS Health Information Technology | 44 (est) | 74 |
| AAS Information Technology | 94 | 141 |
| AAS Pharmacy Technician | 24 | 35 |

Highlights:

- All programs have been recommended for continuation with the following conditions:
 - Health Information Technology is directed to begin revising the curriculum to meet American Health Information Management Association (AHIMA) accreditation guidelines by 2021 deadline.
 - The Geospatial Science and Technology concentration under Information Technology is recommended to become a standalone degree.

New River Community and Technical College:

| Program | Average Enrollment | Total Graduates |
|---|---------------------------|------------------------|
| CAS Esthetics | 14 (total) | 13 |
| CAS Health Professions | NA | 77 |
| CAS/AAS Paraprofessional Education | NA | CAS-5 / AAS-79 |
| AAS Social Services | NA | 46 |
| AAS Occupational Development (Early Childhood) | 0 | 1 |
| AAS Business | | |
| Accounting | 17 | 35 |
| Management | 27 | 27 |
| Marketing | 3 | 2 |

Highlights:

- Enrollment numbers are missing because of difficulty in tracking students changing majors and transferring.
- The CAS Health Professions is not designed to lead to employment but to move students into an AAS program.
- All programs have been recommended for continuation with the exception of the AAS in Occupational Development which is recommended for termination.

Pierpont Community and Technical College:

| Program | Average Enrollment | Total Graduates |
|------------------------------------|---------------------------|------------------------|
| AAS Information Systems Technology | 48 | 49 |
| AAS Early Childhood | NA | 87 |
| AAS Health Information Technology | NA | 58 |
| AAS Physical Therapy Assistant | NA | 62 |
| AAS Medical Laboratory Technology | NA | 50 |

Highlights:

- All programs are recommended for continuation.
- The passage rate on the national physical therapy assistant exam was 97 percent.
- Each program utilized an external reviewer to review and offer recommendations.

Southern West Virginia Community and Technical College:

| Program | Average Enrollment | Total Graduates |
|---|---------------------------|------------------------|
| CAS Healthcare Technology (Medical Laboratory Assistant) | 13 | 27 |
| AAS Board of Governors | NA | 79 |
| AAS Occupational Development | NA | 0 |
| AAS Surgical Technology | NA | 38 |

Highlights:

- All programs were recommended for continuation.
- A series of corrective actions have been recommended for the Board of Governors AAS including enhancing enrollment and graduation numbers, increasing promotional and marketing efforts and increasing collaboration with WVROCKS.
- While Occupational Development has not produced any graduates, four students did complete the apprenticeship for Mechatronics (note: system files show one graduate).

West Virginia Northern Community College:

| Program | Average Enrollment | Total Graduates |
|--|---------------------------|------------------------|
| CAS Patient Care Technician | 155 | 229 |
| CAS Business Office, Business Career Studies | 3 | 6 |
| CAS Small Business Management | 14 | 18 |
| CAS Information Technology | 9 | 40 |
| AAS Nursing | 121 | 217 |
| AAS Occupational Development | 2 | 3 |
| AAS Technical Studies | 3 | 2 |
| AAS Business Studies | 91 | 105 |
| AAS Health Information Technology | 23 | 37 |
| AAS Cybersecurity | 78 | 75 |

Highlights:

- All programs have been recommended for continuation.
- In addition to the business programs listed above, the College also reviewed business programs that are associated with the AS Transfer program.
- The enrollment growth for Patient Care Technician has led to discussions for additional faculty.
- The program review provided data on various CAS and AAS programs in Information Technology not listed in the official statewide inventory. The data

reflected above groups all programs together into one CAS and one AAS degree program.

West Virginia University at Parkersburg:

| Program | Average Enrollment | Total Graduates |
|-------------------------------|---------------------------|------------------------|
| CAS Pharmacy Technician | 7 | 13 |
| CAS Paraprofessional | 10 | 42 |
| CAS/AAS Technical Studies | CAS-1 / AAS-6 | CAS-1 / AAS-6 |
| CAS/AAS Child Development | CAS-4 / AAS-39 | CAS-43 / AAS-43 |
| AAS Criminal Justice | 87 | 129 |
| AAS Multi-Craft Technology | 13 | 40 |
| AAS Occupational Development | 13 | 32 |
| BA Multi-Disciplinary Studies | 7 | 16 |

Highlights:

- All programs were recommended for continuation without specific action with the exception of the BA in Multi-Disciplinary Studies. This program has been requested to provide a follow-up report addressing: a) relationship of curriculum change to student learning outcomes, b) revised admission standards, and c) standardization of learning outcomes for minors.
- While enrollment has remained steady for Criminal Justice, the number of degrees awarded has declined significantly (63 percent).
- Multi-Craft Technology is fed by two CAS programs: Industrial Maintenance and Electricity and Instrumentation.

**WV Council for Community and Technical College Education
Meeting of August 22, 2019**

ITEM: Fiscal Year 2021 Budgetary Submission Request

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education approves the fiscal year 2021 budget submission request as presented.

STAFF MEMBER: Sarah Tucker

BACKGROUND:

On September 3, 2019, the West Virginia Council for Community and Technical College Education must submit its fiscal year 2021 appropriation request, including any requests for additional funding, to the West Virginia State Budget Office. For fiscal year 2021, the State Budget Office has requested agencies to maintain the same level of base funding as fiscal year 2020, and the Council will adhere to this request.

The total base request is \$82,923,657 detailed as follows by the Council Office and programs, and the community and technical college institutions. In addition, there are two system improvement requests for the FY 2021 budget totaling \$6 million. They are Capital Bond Projects and Open Educational Resources.

WVCCTCE

| Line Item | FY 2020 Allocation | FY 2021 Proposed Allocation |
|---|---------------------|-----------------------------|
| College Transition | \$ 278,222 | \$ 278,222 |
| WV Advance Workforce Development | 3,118,960 | 3,118,960 |
| Technical Program Development | 1,800,735 | 1,800,735 |
| Community College Workforce Development (HB 3009) | 2,786,925 | 2,786,925 |
| Transit Training Partnership | 34,293 | 34,293 |
| WVCCTCE (Operating Budget) | 738,955 | 738,955 |
| WV Invests Grant Program | 10,034,748 | 10,034,748 |
| TOTALS | \$18,792,838 | \$18,792,838 |

Community and Technical Colleges

| Line Item | FY 2020 Allocation | FY 2021 Proposed Allocation |
|--------------------|-----------------------|--------------------------------|
| Blue Ridge CTC | \$7,830,842 | \$7,830,842 |
| BridgeValley CTC | 8,098,811 | 8,098,811 |
| Eastern WV CTC | 2,179,912 | 2,179,912 |
| Mountwest CTC | 6,489,307 | 6,489,307 |
| New River CTC | 5,864,886 | 5,864,886 |
| Pierpont CTC | 7,820,129 | 7,820,129 |
| Southern WV CTC | 8,241,823 | 8,241,823 |
| WV Northern CC | 7,285,825 | 7,285,825 |
| WVU at Parkersburg | 10,319,284 | 10,319,284 |
| TOTALS | \$64,130,819 | \$64,130,819 |
| GRAND TOTAL | \$82,923,657 | \$82,923,657 |

The total Council improvement package for FY 2021 totals \$6 million. The request reflects critical funding priorities for the System if funding becomes available. These are as follows:

| WV Council for Community and Technical College Education Budgetary Improvement Needs | Amount |
|---|---------------------------|
| <p>I. Capital Bond Projects</p> <p>The request for \$5 million for bond debt payment will allow the Council to generate approximately \$75-\$80 million to address the construction of new capital facilities and renovations of aging facilities. Although the recent bond projects provide new facilities and needed renovations, critical facility needs remain. Colleges still suffer from the lack of adequate facilities to deliver technical programs and some campuses are in need of renovations to older buildings and laboratories.</p> | <p>\$5 million</p> |
| <p>II. Open Educational Resources</p> <p>The request for \$1 million is to create and fund freely accessible, openly licensed text, media, and other digital assets that are useful for teaching, learning, and assessing as well as for research purposes. This initiative will reduce the costs incurred by students for textbooks and other materials and greatly benefit the students by making resources readily available.</p> | <p>\$1 million</p> |

The recommendation is to approve the resolution as stated.

**WV Council for Community and Technical College Education
Meeting of August 22, 2019**

ITEM: Technical Program Development Grant Awards

INSTITUTION: WV Community and Technical Colleges
(Various)

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia Council for Community and Technical College Education approves the Technical Program Development grant awards as proposed.

STAFF MEMBER: Nancy Ligus

BACKGROUND:

Technical Program Development funding in the amount of \$1.8 million was allocated in the Council’s FY 2020 budget.

Each community and technical college has an opportunity to submit a proposal and request up to \$220,000 per program that needs to be development. A committee comprised of Council staff reviews the proposals and makes recommendations about approval:

PROPOSALS RECOMMENDED FOR APPROVAL

| Program | Degree | Institution | Anticipated Enrollment Per Year | Industry support | Recommended Award |
|----------------------------------|--------|---------------|---------------------------------|--|-------------------|
| LPN to RN Bridge Program | AAS | New River CTC | 50 | Greenbrier Valley Medical Center, Beckley Appalachian Regional Healthcare, Bluefield Regional Medical Center, Plateau Medical Center | \$220,000 |
| Cybersecurity | AAS | Mountwest CTC | 20 | Alpha Technologies, Advanced Technical Solutions, Strictly Business Computer Systems | \$220,000 |
| Total Recommended Awards: | | | | | \$440,000 |