



Eastern West Virginia
Community & Technical College

Board of Governors
MEETING AGENDA

September 10, 2014
12:00 pm; Eastern WVCTC Main Campus; Moorefield, WV

BOARD MEMBERS:

Robert Tissue, Chair
Dixie Bean
Laurel Godlove
Robert Hott
Faron Shanholtz
George Sponaugle

Scott Staley, Vice Chair
Curtis Durst
Curtis Hakala
Douglas Lambert
[Student Representative]
[open]

Dr. Charles Terrell, President

Eastern West Virginia Community and Technical College
Board of Governors
Eastern Campus Moorefield, West Virginia

STANDING COMMITTEES

ACADEMIC & STUDENT PROGRAMS COMMITTEE:

SCOTT STALEY, CHAIR

[STUDENT REPRESENTATIVE]

CURTIS HAKALA
LAUREL GODLOVE
DIXIE BEAN

PERSONNEL COMMITTEE:

DOUGLAS LAMBERT, CHAIR

ROBERT TISSUE
CURTIS DURST
DIXIE BEAN
FARON SHANHOLTZ

FINANCE & ADMINISTRATION COMMITTEE:

ROBERT TISSUE, CHAIR

ROBERT HOTT
DOUG LAMBERT
SCOTT STALEY

BOARD OPERATIONS COMMITTEE:

SPECIAL COMMITTEES

FACILITIES COMMITTEE:

ROBERT TISSUE, CHAIR

LAUREL GODLOVE
DIXIE BEAN
ROBERT HOTT
GEORGE SPONAUGLE

FOUNDERS AWARD COMMITTEE:

ROBERT TISSUE, CHAIR

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of September 10, 2014

EWVCTC Main Campus

Moorefield, WV

- I. Call to Order:
- II. *Action Item:
 - *Oath of Office: Conlee Soto-Nichols, Student Representative
 - *Minutes July 2, 2014 Pages 6-8
 - *BP 4.7 Ten Credit for Web Course Enrollment Rule Pages 9-11
 - *BP 6.1 Change in the Organization of Administrative Units
President’s Office-Human Resources Director-
Assistant to the President.....Pages 12-17
 - *BP 6.6 Equal Opportunity, Non-Discrimination, and
Affirmative Action.....Pages 18-19
- III. Board Chair’s report: Committees Reports:
 - A. President’s Evaluation
 - B. Possible Executive Session Under the Authority of WV Code §6-9A-4 for
the Following: Discuss pending lawsuit of Riggleman , Timothy v. Eastern
WVCTC & Charles D. Terrell with Jeff Molenda, legal counsel
- IV. President’s Report:
 - A. Meet & Greet SchedulePage 20
 - B. Construction update
 - C. Hardy County RDA purchase
 - D. Sugar Grove update
 - E. Administrative Regulation 3.17 General Studies
Curriculum updated Pages 21-25
 - F. WV Council for Community & Technical College Education meeting
 - G. Foundation website

Strategic Planning
•

Eastern West Virginia Community and Technical College
College Wide Headcount/FTE
For Fall 2014

<u>CAMPUS</u>	<u>HeadCount</u>	<u>FTE</u>				
Academics	683	403.1				
Workforce	77	37.7				
Total	760	440.8	868	476.5	108	35.7
Unduplicated Total:	748	440.9				

Workforce Development

- Cosmetology at South Branch

Serve More Adults

Resources

- The Kauffman Foundation The Benedum Foundation Advance Grant
- Business Accelerator in Wardensville
- Wardensville Library request
- The Dominion Foundation 25K
- Bridging the Gap-Positions
- Perkins Plan
- Sustainability funding for Auto Technology \$196,495.35
- Lincoln Electric-Jason Scales
- Discovery Centers Tucker & Hampshire Counties
- SBA Growth Accelerator Fund Application
- NEA Application submitted 50K
- USDA-researching opportunities
- ARC fall application 50K

Reaccreditation Post Self-Study visit

- Nursing –ACEN and WV Board of Nursing
- HLC Interim Report-February 2016
- Experimental Site Application

Assessment & Institutional Effectiveness

Alignment of Budget & Planning Processes

-

Campus Safety, Security and Health

Concerns and Recommendations: See Below:

- Learner Support Services & Cashier renovations

Public Relations

- 9/25 House of Delegates Listening Tour :Small Business, Entrepreneurship & Economic Development Committee
- 9/28 McMechen House reception for WV Commission for the Arts
- 9/29 WV Commission for the Arts Board meeting

V. Next Meeting: October 22, 2014

VI. Adjournment:

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
Board of Governors
Meeting of July 2, 2014
EWVCTC Main Campus
Moorefield, WV

Attending: R. Tissue, L. Godlove, C. Durst, C. Hakala, D. Lambert, G Sponaugle, S Staley, C. Terrell, P Reardon, Recorder.
Not attending: D. Bean, R. Hott, F. Shanholtz, R. Mongold.

I. Call to Order:

*The meeting was called to order at 12:22 pm by Chair Tissue.
Dr. Terrell introduced Briana LaVorgna and Nicole Yurcaba
Dr. Terrell introduced Brian Bowman and Nicholas Ferrari from Suttle & Stalnakar. B. Bowman presented the Board with the audit engagement letter.*

II. *Action Item:

A. *Minutes May 21, 2014

Upon a motion by C. Durst and a second by D. Lambert the minutes of the May 21, 2014 meeting were approved as distributed.

B. *3rd Quarter Financials

Upon a motion by C. Durst and a second by G. Sponaugle the 3rd Quarter Financials were approved as presented.

C. *Election of Officers

Upon a motion by D. Lambert and a second by G Sponaugle, R. Tissue will remain Chair and S Staley will remain Vice Chair.

D. *Student Representative

Upon a motion by D. Lambert with a second by G. Sponaugle, R. Mongold resignation to the board of governors was accepted.

E. Hardy County Rural Development Authority-purchase of property

Upon a motion by G Sponaugle and a second by D Lambert the purchase of 6.17 acres will be purchased by the RDA at the price of 25,000 an acre.

F. Bridging the Gap-New Employees, WIB Region 8 and grant activities
Eastern is partnering with the WIB to offer counseling services.

G. LOT / ILOT activity

Nothing to report at this time

H. *FY 15 Board Schedule of Meetings

Upon a motion by G. Sponaugle with a second by C. Durst the FY 15 Board Schedule was accepted as presented.

I. Post-Audit Review Program (Degree and Title): Accounting, Associate in Applied Science

Upon a motion by D. Lambert with a second by G. Sponaugle, post audit review of the Associate in Applied Science Degree –Accounting was approved.

J. Post-Audit Review Program (Degree and Title): Wind Technician Associate in Applied Science

Upon a motion by G. Sponaugle with a second by G. Sponaugle, post

review of the Associate in Applied Science Degree –Wind Technician was approved.

K. Reorganization of President’s Office-BP 6.1

D. Lambert suggested that a job description be presented to the Board at the August meeting.

III. Board Chair’s report: Committees Reports:

A. *Personnel Committee: President’s Evaluation*

Upon a motion by D. Lambert with a second by S. Staley to go into executive session to discuss personnel matters. The Board went into executive session at 1:20 pm and returned at 1:32 pm. R. Tissue reported no action was taken. Upon a motion by D. Lambert with a second by S. Staley, R. Tissue is to hold an informal evaluation with Dr. Terrell.

IV. President’s Report:

A. Meet & Greet Schedule.....Page 9

B. Administrative Regulations update *Link*

C. Moorefield Campus Expansion Hardy County RDA agreement

D. Ethics Commission on Campus Tentatively in August

Strategic Planning
•
Eastern West Virginia Community and Technical College College Wide Headcount/FTE For Summer 2014
Student Access and Success
<ul style="list-style-type: none"> • Summer 2013 HC 249 & FTE 96.1 • Summer 2014 HC 189 & FTE 68.4 • Fall 2013 HC 867 & FTE 476.3 • Fall 2014 HC 247 & FTE 160.1 • 2510 Career Pathways Workshop • KVC – Sugar Grove. <i>Dr. Terrell and Presidents Cabinet met with Wayne Sims, Tommy Bailey, Mark Downs, Anne Roberts to discuss the partnership with KVC. No agreement was reached at the meeting. Dr. Terrell will continue to follow up with Tommy Bailey.</i>
Workforce Development
<ul style="list-style-type: none"> • Creative Economy Summit-May • District Consortium and Economic Development Partnership meeting-June 27 • USDA LGBT Tour- July 11-<i>The USDA will be hosting a LGBT Rural Summit Series at the Guest House in lost river. Dr. Terrell has been ask to serve on the panel.</i>
Serve More Adults
Resources
<ul style="list-style-type: none"> • TAACCCT Grant-DOL • Department of Education-Experimental Site proposal - Thomas Miller and Associates • Schools for the Deaf and Blind-Discovery Center • The Benedum Foundation

Reaccreditation Post Self-Study visit
<ul style="list-style-type: none"> • Accreditation Commission for Education in Nursing (ACEN) <i>Dr. Terrell and R. Eagle attended the Nursing Board meeting to present Eastern case on reversing their decision to limit the nursing class size to 10. No action was taken by the Nursing Board to revise its decision. B Walker has assigned an attorney to pursue Eastern's options.</i> • WV Board of Examiners for Registered Professional Nurses • HLC Interim Report
Assessment & Institutional Effectiveness
Alignment of Budget & Planning Processes
•
Campus Safety, Security and Health
Concerns and Recommendations: See Below:
•
Public Relations
<ul style="list-style-type: none"> • Umpqua Community College, Roseburg, OR • Kauffman Slingshot college-AACC initiative July 22-26 • Small Business Boot camp, June 21-22

V. Next Meeting: 08-20-2014

VI. Adjournment:

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS RULE
BP-4.7**

TITLE: TEN CREDIT REQUIREMENT FOR WEB COURSE ENROLLMENT RULE

SECTION 1: GENERAL

- 1.1 Scope --** The Ten Credit Requirement for Web Course Enrollment Rule defines the criteria for advisement and approval of student enrollment in web-based courses.
- 1.2 Authority --** West Virginia Code §18B-1-1e and West Virginia Higher Education Policy Commission Procedural Rule Series 24
- 1.2 Effective Date --** **XXXXXX**
Replaces January 17, 2007

SECTION 2: DEFINITION

The purpose of this rule is to provide assurance that degree objective students have developed a foundation for success in college level courses and have attained the rudimentary skills necessary for success in web-based courses. This rule applies only to asynchronous, web-based courses. Students who have completed an Associate degree or higher are exempt from this regulation.

SECTION 3: IMPLEMENTATION

Prior to registering for web-based courses, a student must meet the following criteria:

1. Successfully complete at least 10 or more credits with a “D” or better in a traditional course format and have a minimum GPA of 2.0
 - a. Courses must have been completed within the last 5 years
2. Complete Reading/Study Skills (RDG 90) and Beginning Composition (ENL99) or have minimum acceptable placement scores in college level English
3. Complete all courses required as pre-requisites for the on-line course
4. Successfully complete Computer Fundamentals (CIS 108) or comparable course with a “D” or higher, or demonstrate proficient computer literacy skills
5. Once students have registered for a web-based course, they must attend the on-line orientation session

Exceptions to this regulation must meet the following criteria:

1. Student must demonstrate computer literacy skills via standardized assessment instrument, and
2. Be ready to enter college level English (English Composition: ENL 101)

The College will assure availability of ten credit hours offered in a traditional face-to-face format each semester. Courses include, but not limited to:

1. College Success (ORT 100)
2. Computer Fundamentals (CIS 108)
3. English Composition I (ENL 101) or other communication or English course
4. General Psychology (PSY 200) or other social science, general education requirement
5. Introduction to Keyboarding (BOS 101)
6. Developmental Courses (RDG 090, ENL 099, MTH 090, MTH 095, MTH 096, MTH 099)

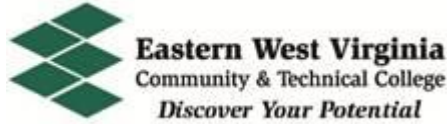
SECTION 4 DELEGATION OF AUTHORITY

The responsibility for implementation and interpretation of this rule is delegated to the Dean for Academic and Student Services.

BOARD OF GOVERNORS, CHAIR

DATE

<i>Eastern WV Community & Technical College Curriculum Proposal</i>	
Proposal Title: Terminate BP 4.7 Ten Credit for Web Course Enrollment Rule	
Nature of Proposal (Check one) Terminate BP 4.7 Course Proposal: <input type="checkbox"/> New Course <input type="checkbox"/> Course Modification <input type="checkbox"/> Course Withdrawal Skill Set Proposal: <input type="checkbox"/> New Skill Set <input type="checkbox"/> Skill Set Modification <input type="checkbox"/> Skill Set Termination Program Proposal: <input type="checkbox"/> New Program <input type="checkbox"/> Program Modification <input type="checkbox"/> Program Termination	
Proposed Implementation Date: upon approval	
Rationale: This proposal is being submitted to request the termination of BP 4.7. Based on tracking studies completed comparing success rate of students completing online courses, it was found that there was no significant difference in success between those students who delay enrollment in online courses until completion of the required 10 credits of traditional courses as compared to those students who do not adhere to the policy requirements. It was also found that the policy is inconsistently applied given restraints of students' personal schedules, course selections late in the registration process. After review of data by Academic Services and by Learner Support Services, it is recommended that the policy be terminated.	
Required Documentation: Course Proposal: <ul style="list-style-type: none"> • Rationale • Master Course Record Form (Proposed change) • Master Course Record Form (Current approved version, not required for new courses) • Sample Syllabus Skill Set Proposal: <ul style="list-style-type: none"> • Rationale • Skill Set Requirements • Skill Set Outcomes Program Proposal: <ul style="list-style-type: none"> • New Programs must submit required documentation as per Board of Governors BP 3.3 <i>Submission of Proposals for New Academic Programs</i> (Must submit all Master Course Record Forms for <u>all</u> courses in program including previously approved courses and general education courses.) Program Modification: <ul style="list-style-type: none"> • Rationale • Master Course Record Forms (All courses impacted by proposed changes including new, revised or terminated courses) • Catalog Program Format • Program Outcome Matrix • Program Assessment Plan 	
Proposal Initiator: Sherry Becker-Gorby Date of Submission: 7-11-14	
Interdepartmental Review for Submission to LOT NA Date:	
LOT Approval Recorded in Minutes Date of Approval: 7-14-14	
President's Approval (Signature required only for new Baccalaureate Transfer Programs) Date:	
Board of Governors Approval Recorded in Minutes (Signature required only for new Baccalaureate Transfer Programs) Date:	



Office of the President
316 Eastern Drive
Moorefield, West Virginia 26836
Voice (304) 434-8000 – Fax: (304) 434-7001

POSITION DESCRIPTION

Position Title Director of Human Resources	FLSA Status Exempt	Last Revision Date:
Division Office of the President	Location Main Campus	Reports to: President
Pay Grade/Salary	Classification Non-Classified	Position Number

JOB SUMMARY

Directs, evaluates, plans coordinates human resources function for the institution. Develops policy and directs activities of wide range of personnel service including employee relations, classification/compensation, benefit administration, employment employee and development programs. Researches, develops, and recommends human resources policies affecting faculty classified staff and non-classified staff of the institution. Advises president, deans, supervisors and employees regarding issues pertaining to human resources. Serves as administrative support to the President, President’s Cabinet and Board of Governors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the Colleges’ Equal Employment Opportunity Office, Title IX Coordinator, ADA 504 Compliance Office, Employee ADA Coordinator and FOIA Office, Title VII Coordinator.
- Responsible for the leadership and supervision of the Human Resource Office including payroll. Provide administrative directions in an effective manner; evaluate various projects, services, activities and staff to ensure that goals and objective are being met and maintained to the highest level.
- Responsible for obtaining human capital ensuring federal and state laws and regulations are followed. Assist the College in positioning itself in the proper level of human capital to meet future opportunities and challenges.
- Provide guidance to administrators and supervisors in regards to employee relations on matters such as accepted Labor law interpretations, employee/employer rights, appropriate disciplinary action, policy questions, investigation of harassment claims, legal issues and other matters related to area of responsibility. Participate and make

effective recommendations in mediation and settlement negotiations on behalf of the president.

- Administer Classification/Compensation programs making required modifications and recommendations for appropriate classification allocations. Perform and/or supervises persons performing tasks of job evaluations, desk audits, development of new positions, writing job descriptions, pay administration.
- Administer grievance procedures by advising president, managers, and supervisors of rights and responsibilities of employee and employer: investigate circumstances of grievance; recommend actions to the president; develop defense; represent administration in grievances filed by staff. Works closely with legal staff at Higher Education Policy Commission.
- Administer Employment Functions: review, analyze, evaluate and develop operational procedures for recruitment, screening, selection, testing and hiring. Review job description of vacant positions for proper classification and minimum requirements, write advertisement, decide circulation of ads, and determine appropriate closing date for receipt of applications.
- Draft and prepare employment contracts for all employees. Establish formulas and perform calculations to determine salary increase or changes for employee. Conduct salary surveys to determine relevant market salaries for classified, non-classified and other positions.
- Administer all aspects of the College's Payroll, benefits and leave system.
- Manages President's Travel: Prepares travel and other expenditure reimbursement forms; Prepare departmental purchase requisitions; Maintains a state purchasing card account ensuring accurate records are kept and reconciliation reports are completed on a monthly basis; and Designated purchasing agent for President's Office and Board of Governors.
- Plans and coordinates details for a variety of special events and projects, both internal and external, such as conferences, dinners, receptions, luncheons and meetings which may include community leaders, distinguished visitors, faculty, staff, students, administrators, and governmental officials. Examples of such events include: Annual Commencement Ceremony; WV Community & Technical System/WV Association of Developmental Education's Annual Conference; joint hosting for local Chambers of Commerce events, and Entrepreneurship Partner Events.
- Maintains the calendar by coordinating complicated schedule; Commits and schedules appointments utilizing judgment and knowledge of prior commitments; Coordinates scheduling of meetings and adjusts meeting dates and times to accommodate schedule; as well as those of the other participants in the meeting; and fully briefs the president prior to meetings.

- Serves as administrative support to the Board of Governors with responsibility for the following: With the President's approval, prepare all meeting agendas, develop, duplicate, and e-mail all Board packets prior to each meeting; In consultation with the President, prepares annual schedule of Board meetings and activities; Plans and manages all aspects of the full Board meetings, its committees, and retreats initiating follow-up actions required following each meeting. Transmit notice of Board actions to appropriate constituencies; prepare official minutes in cooperation with the Board Chair; maintain official permanent meeting records and other documents pertinent to the Board of Governors in both hard copy and electronic form; publish items to the website. Coordinate mailings from the President and Board Chair; Assist board members with travel plans, accommodations, and expense reimbursements when necessary.
- Maintains President's file on matters presented to the Cabinet; Gather information required for the meeting. Schedules and coordinates meetings for the Cabinet; Takes minutes of action items for the Cabinet meetings; and Posts meeting agendas to the internal shared file.
- Other duties as assigned by the President.

QUALIFICATIONS

- Demonstrated experience and competence in hiring, contract negotiation; employment law management; session planning
- Excellent writing skills; the ability to clearly articulate policies, procedures and professional responses to inquiries or complaints.
- Ability to read, analyze and interpret complex laws and information;
- Tact, diplomacy and a professional demeanor.

EDUCATION, EXPERIENCE AND TRAINING

- Master's degree in business or human resources required. Human resource certification preferred (PHR; SPHR; IMPCA)
- Minimum of five years hands-on experience in human resources. Experience in higher education is preferred.
- Experience in recruitment, deployment and management of human resources. Experience with legal compliance and human resources administration;

AMERICANS WITH DISABILITY SPECIFICATIONS PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually minimal to moderate. May be required to periodically travel domestically.

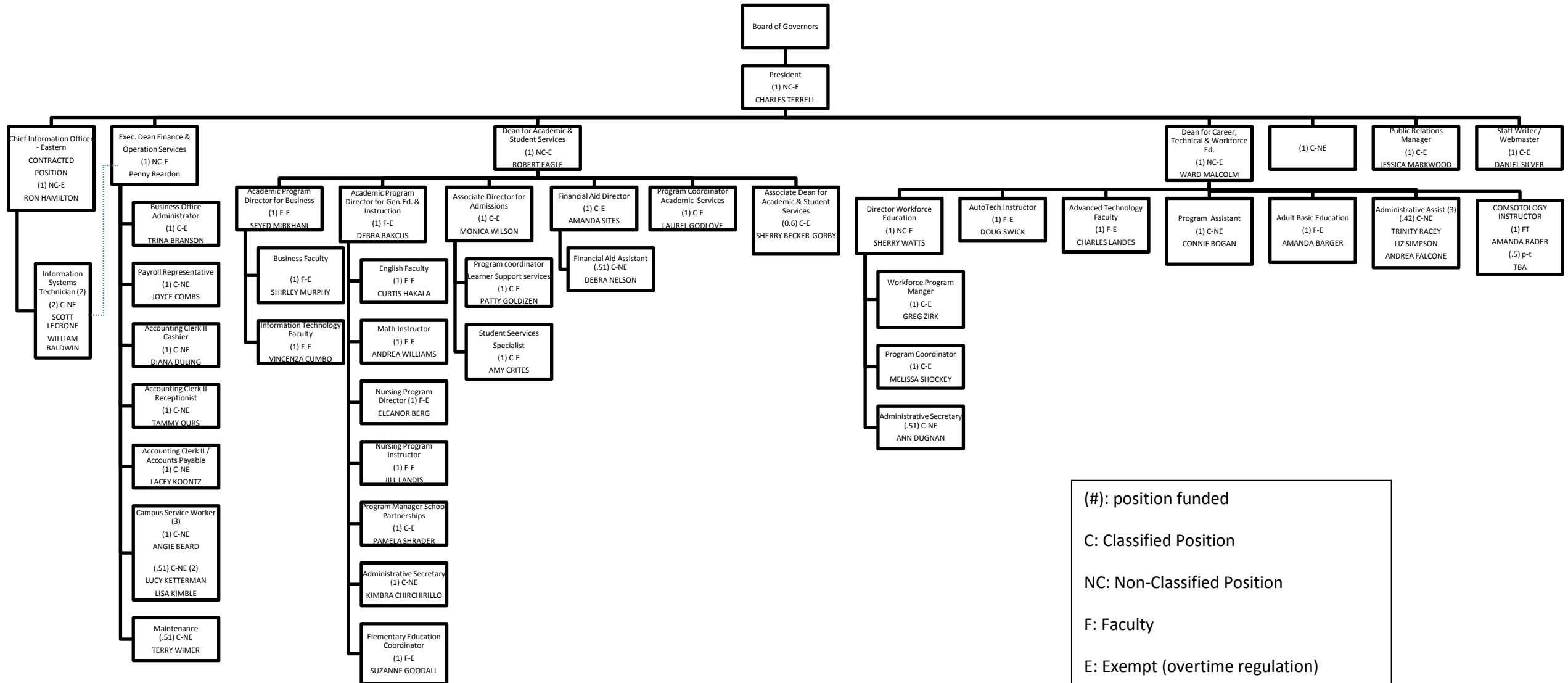
REQUIRED SIGNATURES

President _____

Date _____

Employee _____

Date _____



(#): position funded
 C: Classified Position
 NC: Non-Classified Position
 F: Faculty
 E: Exempt (overtime regulation)
 NE: Non-Exempt (overtime regulation)

Eastern WV Community & Technical College
FY 14 Organizational Chart

Revised: 09-09-13

Eastern WV Community & Technical College
FY 14 Organizational Chart

Board of Governors

President (1) NC-E	(CHARLES TERRELL)
Chief Information Officer – Eastern CONTRACTED POSITION (1) NC-E	(RON HAMILTON)
Information Systems Technician (2) (1) C-NE (SCOTT LeCRONE) (1) C-NE	(WILLIAM BALDWIN)
Exec. Dean Finance & Operation Services (1) NC-E	(LUANNE BOWMAN)
Business Office Administrator (1) C-E	(TRINA BRANSON)
Payroll Representative (1) C-NE	(JOYCE COMBS)
Accounting Clerk II Cashier (1) C-NE	(DIANA DULING)
Accounting Clerk II Receptionist (1) C-NE	(TAMMY OURS)
Accounting Clerk II / Accounts Payable (1) C-NE	(LACEY KOONTZ)
Campus Service Worker (3) (1) C-NE (ANGIE BEARD); (.51) C-NE (2)	(LUCY KETTERMAN)
.....	(LISA KIMBLE)
Maintenance (.51) C-NE	(TERRY WIMER)
Dean for Academic & Student Services (1) NC-E	(ROBERT EAGLE)
Academic Program Director for Business (1) C-E	(SEYED MIRKHANI)
Business Faculty (1) F-E	(SHIRLEY MURPHY)
Information Technology Faculty (1) F-E	(VINCENZO CUMBO)
Academic Program Director for Gen.Ed. & Instruction (1) C-E	(DEBRA BACKUS)
English Faculty (1) F-E	(CURTIS HAKALA)
Math Instructor (1) F-E	(ANDREA WILLIAMS)
Nursing Program Director (1) F-E	(ELEANOR BERG)
Nursing Program Instructor (1) F-E	(JILL LANDIS)
Program Manager School Partnerships (1) C-E	(PAMELA SHRADER)
Administrative Secretary (1) C-NE	(KIMBRA CHIRCHIRILLO)
Elementary Education Coordinator (1) F-E	(SUZANNE GOODALL)
Associate Director for Admissions (1) C-E	(MONICA WILSON)
Program Coordinator Learner Support Services (1) C-E	(PATTY GOLDIZEN)
Student Services Specialist (1) C-E	(AMY CRITES)
Financial Aid Director (1) C-E	(AMANDA SITES)
Financial Aid Assistant (.51) C-NE	(DEBRA NELSON)
Program Coordinator Academic Services (1) C-E	(LAUREL GODLOVE)
Associate Dean for Academic & Student Services (0.6) C-E	(SHERRY BECKER-GORBY)
Dean for Career, Technical & Workforce Ed. (1) NC-E	(WARD MALCOLM)
Director Workforce Education (1) NC-E	(SHERRY WATTS)
Workforce Program Manger (1) C-E	(GREG ZIRK)
Program Coordinator (1) C-E	(MELISSA SHOCKEY)
Administrative Secretary (.51) C-NE	(ANN DUGAN)
AutoTech Instructor (1) F-E	(DOUG SWICK)
Advanced Technology Faculty (1) F-E	(CHARLES LANDES)
Program Assistant (1) C-NE	(CONNIE BOGAN)
Adult Basic Education (1) F-E	(AMANDA BARGER)
Administrative Assist (instructional aids) (3) (.42) C-NE	(TRINITY RACEY)
.....	(LIZ SIMPSON)
.....	(ANDREA FALCONE)
Executive Secretary (1) C-NE	(DREAMA KELLY)
Public Relations Manager (1) C-E	(JESSICA MARKWOOD)
Staff Writer / Webmaster (1) C-E	(DANIEL SILVER)

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP- 6.6

TITLE: EQUAL OPPORTUNITY, NON-DISCRIMINATION, and AFFIRMATIVE ACTION

SECTION 1. GENERAL

- 1.1 Scope - This policy states and reaffirms the College’s positions on equal opportunity, non-discrimination, and affirmative action.
- 1.2 Authority - Title VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments and Civil Rights Act of 1972; Equal Employment Opportunity Commission interpretative guidelines issued in March 1980; Executive Order 11246; Age Discrimination in Employment Act; Rehabilitation Act of 1973; Sections 503 and 504; Vietnam Era Veterans Readjustment Act of 1974; Americans with Disabilities Act; Disabled Veterans Act; Sections 503 and 504 of the Rehabilitation Act; Equal Pay Act; Immigration Reform and Control Act of 1986; West Virginia Human Rights Act of 1967, West Virginia Code Sections 18B-1-6; **Title 133 Procedure Rule WVHEPC Series 40**
- 1.3 Effective Date - August 20, 2003
- 1.4 Repeal of Former Rule - Repeals and replaces Eastern West Virginia Community & Technical College Board of Governors Transitioned Policy No. 4.1, and the former State College System Board of Directors Series 56, titled “Social Justice,”

SECTION 2 STATEMENT

The Eastern West Virginia Community & Technical College Board of Governors is committed to equal opportunity and non-discrimination for all employees, students, prospective students and applicants for employment. This commitment applies to all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, **genetic information, gender identity and veteran** status or any other basis which is proscribed by law, in employment or in the application, admission, participation, access and treatment of persons in instructional programs and activities.

The Board concurs with the American Association of Community Colleges (AACC) that such a commitment to equal opportunity and non-discrimination “*ensures and recommits to open door access, the cornerstone of the community college mission. This fundamental commitment is critical to our democracy’s cherished principle of equal opportunity for every individual and to the social and economic vitality of our nation.*”

The College will take affirmative action measures to insure the continued entry of qualified minorities, women, veterans and the disabled, as defined by law, into the staff and student bodies.

SECTION 3 DELEGATION OF AUTHORITY

The Board reaffirms its delegation to the President the responsibility to develop administrative regulations and complaint procedures, which implement this policy.

BOARD OF GOVERNORS, CHAIR

DATE

Contact Activities
Dr. Chuck Terrell
July 3-September 4
Page 1

July

- 7 Nursing Student Orientation
- 7 White House Summit
- 8 Wardensville WVU Main Street meeting
- 11 USDA LGBT Rural Summit
- 17 Region 8 Planning and Development Comprehensive Plan meeting
- 23-25 Umpqua Community College, Roseburg OR site visit

August

- 5 Tracy Chenoweth, South Branch Technical Center Director
- 6 Dr. Gordon Gee, WVU President
- 7 Construction meeting
- 11 Anthony Van Meter, Moorefield Examiner
- 13 Kauffman Slingshot Network conference call
- 15 Tucker County tour with Anne Jones, Tucker County RDA
- 19 Conference e call Jen Worth, AACC
- 19 Hardy County Chamber of Commerce Board meeting
- 20 WV Council for CTC Education meeting
- 23 Hardy County Courthouse celebration
- 24 Poetry Reading event at Lost River Trading Post
- 25 Congressman McKinney
- 26 Sugar Grove meeting with Senator Machin and Commissioner of Corrections

September

- 4 Meeting in Charleston with KVC

Eastern West Virginia Community and Technical College

REGULATION NO. – AR- 3.17

DRAFT 1-15-14

TITLE: GENERAL EDUCATION CURRICULUM

DEFINITION: This regulation applies to the general education goals and curriculum requirements for all associate and certificate degree programs at Eastern West Virginia Community and Technical College. **This regulation complies with Series 11: Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs**

EFFECTIVE DATE: Fall 2012, Replaces BP 3.6, November 29, 2002 **need to update**

STATEMENT

Eastern West Virginia Community and Technical College defines its vision of what it means to be an educated person through the associate and certificate degree programs it establishes. Awarding an associate or a certificate degree is the way by which the College indicates that the student has completed a program of academic development and has achieved a level of performance reflected in student learning outcomes sufficient to move on to upper division collegiate work or to enter directly into specific occupations in the workplace. Each associate and certificate degree program must consist of a coherent and sequenced set of courses that lead to the attainment of the defined outcomes of the learning process. **Defined general education curriculum requirements comply with Series 11: Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs.**

The general education curriculum is the foundation of all associate degrees. Through the general education requirements, the College establishes its vision for the common core of learning outcomes that are essential to the definition of an educated person regardless of the field of study undertaken. The general education curriculum demonstrates the College's commitment to provide appropriate and relevant education to enhance the growth and development of learners as they face the challenges of the 21st Century.

SECTION 3: GOALS FOR GENERAL EDUCATION

The Board of Governors establishes as the goals for the general education of all students who seek to earn an associate degree awarded by the College that the students will demonstrate post-secondary competencies and accuracy in:

3.1 Critical Thinking Skills

Students will demonstrate their ability to think critically by observing critically, reading critically, planning, reflecting, analyzing, evaluating and synthesizing.

3.2 Oral and Written Communications

Students will demonstrate their oral and written communication skills by listening actively, speaking effectively, and writing effectively.

3.3 Mathematical Skills and Reasoning

Students will demonstrate their abilities to think mathematically by applying mathematical concepts in problem-solving including estimation, computation, analysis, assimilation, application, transference and modeling strategies as needed for living in today's and tomorrow's world.

3.4 Informational Access and Literacy Skills

Students will demonstrate their inquiry and research skills by using electronic tools and non-electronic resources to acquire, process, and manage information as well as to locate, retrieve, and evaluate information.

3.5 Scientific Inquiry and Research Skills

Students will demonstrate their scientific inquiry and research skills by using scientific methods effectively in problem solving; posing a question to be answered or make a prediction about objects or events; using multiple lines of inquiry to collect information; organizing, evaluating, analyzing, and interpreting findings.

3.6 A Cultural, Artistic, and Global Perspective

Students will demonstrate cultural, artistic and global perspectives through understanding their own culture; recognizing and valuing differences among cultural groups, artistic modes, and cultural artifacts; and understanding the role of diversity in the expanding global context.

3.7 Workforce and Citizenship Skills

Students will demonstrate workforce and citizenship skills needed for professional success through punctuality, cooperation, negotiation, self-discipline, teamwork, leadership, conflict resolution, ethics, commitment/loyalty, responsibility and accountability; and by recognizing the benefits and the need for participating in lifelong learning activities and civic and community programs.

SECTION 4: GENERAL EDUCATION CURRICULUM REQUIREMENTS

4.1 To achieve the goals for general education, Eastern West Virginia Community and Technical College establishes the following requirements for all associate degrees, and ~~appropriately for all~~ certificate degree programs.

4.1.1 The General Education Curriculum will consist of a coherent and sequenced set of courses, including an evaluation procedure that assesses the learning outcomes of the goals for general education. Courses will be organized in ~~according to the nationally recognized curriculum~~ categories of: Communications, Humanities, Social Sciences, Natural Sciences, Mathematics, Information Sciences, and the Arts.

4.1.2 Each degree and certificate program will include an appropriate percentage or standard number of semester hours dedicated to the general education competencies. The following are the minimum number of semester hours required in each of the degree and certificate program areas:

Degree Program	Minimum Number of General Education Semester Hours
Associate in Arts	45 semester hours
Associate in Science	35 semester hours
Associate in Applied Science	18 15 semester hours
Certificate	6 semester hours

4.2 The Associate in Arts (A.A.) degree prepares students to transfer to an upper division baccalaureate degree program and gives emphasis to those majoring in the arts, humanities, social sciences, and similar areas. ~~According to national guidelines, a substantial component of the associate in arts degree, three quarters of the work required, shall be in general education. Therefore, a~~ A minimum of forty-five (45) semester hours of general education shall be required for completion of the associate in arts degree.

The required distribution of the curriculum sequence shall be:

Communications	9 semester hours
Humanities	6 semester hours
Social Sciences	12 semester hours
History	3 semester hours
Natural Sciences	4 semester hours

Mathematics	3 semester hours
Information Sciences	3 semester hours
General Education Electives	<u>5 semester hours</u>
Total	45 semester hours

- 4.3 The Associate in Science (A.S.) degree prepares students to transfer to an upper division baccalaureate degree program and gives emphasis to those majoring in engineering and technology, natural sciences, mathematics, and similar areas. ~~According to national guidelines, a large component of the associate in science degree, at least one half of the work required, shall be in general education. Therefore, A~~ minimum of thirty-five (35) semester hours of general education shall be required for completion of the associate in science degree.

The required distribution of the curriculum sequence shall be:

Communications	9 semester hours
Humanities	3 semester hours
Social Sciences	6 semester hours
Natural Sciences	8 semester hours
Mathematics	6 semester hours
Information Sciences	<u>3 semester hours</u>
Total	35 semester hours

- 4.4 The Associate in Applied Science (A.A.S.) degree is designed to lead the individual directly to employment into a specific career. ~~According to national guidelines, at least one third of the work for the associate in applied science degree shall be in general education. Therefore, a~~ A minimum of ~~fifteen (15) twenty one (21)~~ semester hours of general education shall be required for completion of the associate in applied science degree.

The required distribution of the curriculum sequence shall be:

Communications	6 3 - 6 semester hours
Social Sciences	3 - 6 semester hours
Mathematics/Science	6 semester hours
Information Sciences	<u>3 semester hours</u>
Total	15 - 18 21 semester hours

- 4.5 The Certificate degree program (C.P.) is designed for direct employment into a specific career. A minimum of six (6) semester hours of general education shall be required for completion of the certificate in applied science degree.

~~The six semester hour general education core requirements consist of:~~
The required distribution of the curriculum sequence shall be:

Communications
Mathematics
Information Sciences
Total

3 semester hours
3 semester hours
3 semester hours (recommended)
6 – 9 semester hours

DR. CHARLES TERRELL, PRESIDENT

12-16-11

DATE