



Eastern West Virginia  
Community & Technical College

Board of Governors  
MEETING AGENDA

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*April 17, 2013*  
*3:30 pm*  
*Eastern Campus; Moorefield, WV*

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BOARD MEMBERS:

Robert Tissue, Chair  
Debra Backus  
Curtis Durst  
Curtis Hakala  
Douglas Lambert  
Raven Mongold

Scott Staley, Vice Chair  
Dixie Bean  
Richard Gillespie  
Robert Hott  
Faron Shanholtz  
D. Scott Sherman

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:**

**RAVEN MONGOLD  
CURTIS HAKALA  
DEBRA BACKUS  
DIXIE BEAN**

**PERSONNEL COMMITTEE:**

**ROBERT TISSUE, CHAIR  
D. SCOTT SHERMAN  
DOUGLAS LAMBERT  
CURTIS DURST  
DIXIE BEAN**

**FINANCE & ADMINISTRATION COMMITTEE:**

**ROBERT TISSUE, CHAIR  
D. SCOTT SHERMAN  
ROBERT HOTT**

**BOARD OPERATIONS COMMITTEE:**

**SPECIAL COMMITTEES**

**FACILITIES COMMITTEE:**

**SCOTT SHERMAN, COMMITTEE CHAIR  
DEBRA BACKUS  
DIXIE BEAN  
BOB HOTT  
ROBERT TISSUE**

**FOUNDERS AWARD COMMITTEE:**

**ROBERT TISSUE, CHAIR**

**Eastern West Virginia Community and Technical College**

**Board of Governors**

**Meeting of April 17, 2013 at 3:30 pm**

**Eastern Campus; Moorefield, WV**

**I. Call to Order:**

**II. Action Items:**

- A. Minutes 3-20-13 Meeting ..... Page 5
- B. BP 3.10..... Page 8
- C. Boards' approval to continue with expansion of Moorefield Campus
- D. Lease to Purchase Agreement – Petersburg Technology Center ..... Page 9

**III. Board Chair's report: Committees Reports: Finance Committee Report / Recommendations**

- A. Budget, Tuition ..... Page 10
- B. WVNET agreement..... Page 11

**IV. President's Report:**

- A. Compact..... Page 12
- B. Meet & Greet Schedule ..... Page 26
- C. Other Updates:

<p><i>Strategic Plan</i></p> <p><b>April</b></p> <ul style="list-style-type: none"> <li>❖ Board of Governors' approve new budget and alignment with strategic initiatives</li> <li>❖ Institution submits tuition increase requests (if proposed) to WV State Council for Approval</li> <li>❖ Third quarter departmental review of status of strategic initiatives, funding and expenditures continues</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Student Access and Success</i></p> <ul style="list-style-type: none"> <li>❖ Enrollment</li> <li>❖ Developmental Education</li> <li>❖ Retention</li> <li>❖ Graduation</li> </ul>
<ul style="list-style-type: none"> <li>• Promising Practices-May 16 at Charleston Civic Center</li> <li>• Graduation recognition Harold Michael scholarship</li> </ul>
<p><i>Workforce Development</i></p> <ul style="list-style-type: none"> <li>❖</li> </ul>
<ul style="list-style-type: none"> <li>• Ward Malcolm</li> </ul>
<p><i>Serve More Adults</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Resources</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Reaccreditation</i></p> <ul style="list-style-type: none"> <li>• October 21-23, 2013 Self-Study visit</li> <li>• HLC updates from conference</li> </ul>
<p><i>Assessment &amp; Institutional Effectiveness</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Alignment of Budget &amp; Planning Processes</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Campus Safety and Security</i></p>
<ul style="list-style-type: none"> <li>• Blue Ridge CTC update</li> </ul>

<i>Public Relations</i>
<ul style="list-style-type: none"><li>• <i>Entrepreneurship Event 2013, April 25 at 10:00 am, Landes Art Center</i></li><li>• <i>Arts Society Show, April 26, 4:00 pm – 6:00 pm Main Campus</i></li><li>• <i>Spring Extravaganza, April 27, 10:00 am – 2:00 pm Main Campus</i></li><li>• <i>Outdoor Movie night at Eastern, May 3 at 8:00 pm, Main Campus</i></li><li>• <i>Graduation, May 11 at 10:00 am, Moorefield Middle School</i></li></ul>



**V. Next Meeting: May 15, 2013 at (time to be determined)**

**VI. Adjournment:**

Eastern West Virginia Community and Technical College

Board of Governors Meeting of **March 20, 2013**

**3:30** pm Eastern Campus; Moorefield, WV

**WORKING DRAFT MINUTES**

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Attending were R. Tissue, S. Hott, R. Hott, R. Mongold, D. Backus, D. Bean, D. Lambert, C. Hakala, C. Terrell, P. Reardon, and D. Kelly, Recorder

Not attending were: R. Gillespie, F. Shanholtz, S. Sherman, C. Durst

**VII. Call to Order:**

*The meeting was called to order at 3:39 pm by R. Tissue, Chair*

**VIII. Action Items:**

*E. Minutes 2-20-13 Meeting: Retain Greg Bailey as legal counsel for the policy review. –update in minutes:*

*M. D. Lambert*

*S. R. Hott*

*Motion carried and minutes are approved with revision as mentioned above.*

*F. Allied Health CAS:*

*Trying to provide options for career pathway for students who were registered as “pre-nursing” students. All of these courses transfer to various nursing programs – this certificate will allow for transfer – no new courses developed – Certificate in Applied Science.*

*M: D. Lambert*

*S. D. Bean*

*Motion carried as presented.*

**IX. Board Chair’s report:**

*C. Committees Reports:*

*a. Recommendation of independent counsel to review Board Personnel Policies – Greg Bailey will be retained to review the Board Policies and will plan for him to make a presentation in April. More information to follow.*

*D. Miscellaneous*

*a. Student Government Request/Presentation – R. Mongold*

*Ms. Mongold presented to the Board a proposal for a request for more funds to SGA and sponsorship for the purchase of a large grill. Currently we have ~520 to ~800 students in Eastern’s SGA. Allocated funds have not increased since the creation of Eastern’s Student Government Association. Requesting increase from \$3,000 to \$5,000.*

***Cost of grill ~ \$699.00***

*Received donations to the Foundation/SGA earmarked for the grill from Curtis Hakala \$10.00; Doug Lambert \$20.00; Dixie Bean \$25.00; Robert Hott 30.*

*~Board discussed adding a fee per full-time student joining SGA*

*~will review proposal to add a student activity fee and bring back to the Board at the next meeting or at the 3/27/13 finance committee*

*~or can the college offset the cost of the grill from donations earmarked for the grill*

b. *Board Training Requirement*

- i. ACCT training, March 20 – had several attendees – quality presentation and will join the AACCC Board Membership
- ii. Autumn Perry, CFWV, April 17
- iii. Entrepreneurship Event, April 25
- iv. PPTs from WVCTCS

X. **President’s Report:**

D. *Review of Board Policies – P. Reardon*

*Upon reviewing Eastern’s policy to others – did not find the salary allocations across all three staffing categories. We do not have a performance review procedure developed. Merritt increases cannot be granted if classified staff are not fully funded (at proper step). Discussed faculty rank procedure.*

*Received a motion by Robert Hott that this policy (BP 5.10) be reviewed by the Personnel Committee in addition, that the policy regulating faculty rank and promotion - BP-5.13 Academic Rank for Fulltime Faculty and AR-5.15 Rank and Promotion for Full-time Faculty - also be reviewed; Second by Curtis Hakala. Motion carried.*

E. *Meet & Greet Schedule*

- Dean Penny Reardon, Executive Dean for Finance and Operations has resigned. Kudos and thanks to Penny for her ethics, professionalism, and character. The Board expressed thanks to Penny for her service and dedication.
- WVUP Education Program Partnership has been signed – this 4 year program will be completed through a distance learning opportunity
- Will sign the Shepherd Agreement for the Education Program tomorrow at Higher Ed Day at Legislature – this will be a traditional 2+2 program (2 years at Eastern and next 2 years at Shepherd)
- 91 graduation students applying for graduation
- Lease for Purchase of the Grant County Training Center – additional expenses were included that were not in the original agreement – will be up for approval

F. *Other Updates:*

<p><i>Strategic Plan</i></p> <p><b>March</b></p> <ul style="list-style-type: none"> <li>❖ President’s Cabinet reviews budget requests</li> <li>❖ Finance and Personnel Committees of BOG meet to review budget</li> <li>❖ End of budget’s third quarter</li> <li>❖ Comprehensive status review of strategic plan is conducted to adjust objectives, timelines and funding allocations as determined by departmental reviews.</li> <li>❖ Board of Governor’s review tuition rates</li> <li>❖ Third quarter departmental review of strategic initiatives, funding and expenditures begins</li> </ul>
<p>•</p>
<p><i>Student Access and Success</i></p> <ul style="list-style-type: none"> <li>❖ Enrollment</li> <li>❖ Developmental Education</li> <li>❖ Retention</li> <li>❖ Graduation</li> </ul>
<ul style="list-style-type: none"> <li>• Spring enrollment:  <i>Spring FY 12: Headcount 673; FTE 412.70</i>  <i>Spring FY 13: Headcount 717; FTE 415.20</i></li> <li>• WVUP Elementary Education agreement is signed First cohort to begin spring 2014</li> <li>• Shepherd Elementary Education agreement target goal March 22</li> <li>• Retention</li> <li>• Graduation 91 students eligible to graduate</li> <li>• Summer Academy WIB Youth Council</li> </ul>

<ul style="list-style-type: none"> <li>• <i>HS recruitment</i></li> </ul>
<i>Workforce Development</i>
❖
<ul style="list-style-type: none"> <li>• <i>New Page training update 3009 grant application</i></li> <li>• <i>Chamber of Commerce and CVB luncheon, March 13</i></li> <li>• <i>Mineral County STEM Festival, March 23</i></li> <li>• <i>Paramedic training at Sugar Grove Summer 13 per student cost</i></li> <li>• <i>Paramedic training fall 2014</i></li> <li>• <i>CNA training in Hampshire Valley Health</i></li> <li>• </li> </ul>
<i>Serve More Adults</i>
<ul style="list-style-type: none"> <li>• <i>Lord Fairfax Community College update</i></li> </ul>
<i>Resources</i>
<ul style="list-style-type: none"> <li>• <i>Moorefield Campus expansion</i></li> <li>• <i>Student Success Sponsors</i></li> <li>• <i>Wal-Mart Foundation proposal was submitted on March 1</i></li> <li>• <i>Nursing Campaign</i> <i>Working on a presentation that will be presented to local health care institutions for annual donation pledges</i></li> </ul>
<i>Reaccreditation</i>
<ul style="list-style-type: none"> <li>• <i>October 21-23,2013 Self-Study visit</i></li> <li>• <i>Update from Sherry Becker-Gorby (handout).....Page 11</i></li> <li>• <i>HLC conference April 5-9</i></li> </ul>
<i>Assessment &amp; Institutional Effectiveness</i>
•
<i>Alignment of Budget &amp; Planning Processes</i>
•
<i>Campus Safety and Security</i>
<ul style="list-style-type: none"> <li>• <i>Blue Ridge CTC Safety Director – to conduct Assessment of EWVCTC Campus Safety &amp; Security</i></li> </ul>
<i>Public Relations</i>
<ul style="list-style-type: none"> <li>• <i>Higher Education Day March 21</i></li> <li>• <i>PTK and Awards Ceremony, March 22</i> <i>Eastern has approached sponsors to offset ceremony costs –</i></li> <li>• <i>Entrepreneurship Event at Landes Art Center, April 25</i></li> <li>• <i>Arts Society Show, April 26</i></li> <li>• <i>Vendor Day at Eastern, April 27</i></li> </ul>

XI. **Next Meeting:** April 17, 2013 at 3:30 pm

XII. **Adjournment:** 4:50 pm upon a motion by Robert Hott with a second by Scott Staley.

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE**

**BOARD OF GOVERNORS**

**POLICY NO. BP-3.10**

**TITLE: CATALOG ADHERENCE**

**SECTION 1. GENERAL**

- 1.1 Scope
- 1.2 Authority
- 1.3 Effective Date July 17, 2003

**SECTION 2. STATEMENT**

Eastern West Virginia Community and Technical College's Academic Catalog contains official announcements of College policies, programs of study and courses offered for the period specified therein. The College reserves the right to repeal, revise or amend the information contained in the Catalog.

Interim Catalog Addenda may be issued during the life of any edition of the Catalog. It is the responsibility of the student to read and abide by the Catalog and any of the subsequent Addenda that may be published. Such Addenda will be available from the Learner Support Services staff in the College's Headquarters and from the ~~Access Center Advisors at each of the College's Access Centers~~ **College's official web site.**

Students enrolling at Eastern West Virginia Community & Technical College must follow the program requirements listed in the Catalog in effect at the time of entry into the College (provided graduation requirements are completed within five years). Students have the option of meeting program requirements in a later Catalog provided that they make a formal written request to the Dean ~~for Learner Support Services~~ **of Academic and Student Services** and that they meet all requirements of the later Catalog.

This policy does not imply that the College will necessarily continue to offer all courses needed to complete all programs for which students may have enrolled. If a substitution course is needed, a suitable course must be recommended by the advisor and approved by the Dean ~~for Academic Services~~ **Academic and Student Services** prior to the student enrolling in the course.

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**BOARD OF GOVERNORS, CHAIR**

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**DATE**



Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of April 17, 2013

ITEM: Lease to Purchase Agreement – Petersburg  
Technology Center

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors review for  
approval the Lease to Purchase Agreement.

BACKGROUND: *See Attached PDF of Lease Agreement*

Eastern West Virginia Community and Technical College

Board of Governors  
Meeting of April 17, 2013

ITEM:	Budget and Tuition
COMMITTEE:	Finance Committee to the Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, That the Board of Governors, upon recommendation of the Finance Committee, review for approval the tuition and budget proposal.
BACKGROUND:	

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of April 17, 2013

ITEM: WV-Net Agreement

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved, That the Board of Governors review for approval the WV-Net Agreement

BACKGROUND: Policy No. BP-6.1  
Title: Change in the Organization of Administrative Units

In accordance with Board Policy 6.1 (*attached*) the President's Office is providing written notification to the Board prior to the reorganization of the Department of Information Systems and Technology which includes Facilities. The attached WVNET proposal includes services as a Chief Information Officer (CIO) for Eastern West Virginia Community and Technical College. The WVNET proposal was reviewed by the Board of Governors Finance and Administration Committee on March 27, 2013. Facilities will be temporarily supervised by the President's Office until an Executive Dean of Financial and Operations Services is recruited.

Eastern West Virginia Community and Technical College  
Board of Governors  
Meeting of April 17, 2013

ITEM:	Compact
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Accept the 2013 – 2014 Compact was presented.
BACKGROUND:	The attached Compact was submitted to the Chancellor's Office on March 28, 2013.



# **Meeting the Challenge: MASTER PLAN**

## **for the Community and Technical College System of West Virginia**

### ***Compact Update***

#### **Academic Year 2013-2014**

**Institution:**

Eastern West Virginia Community and Technical College

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**INSTRUCTIONS**

**Section A – Contact Information**

1. Provide a contact to which questions should be addressed.

**Section B – Institutional Mission**

1. Provide the approved institutional mission statement if the statement has changed since the 2011-2012 compact submission.

### Section C – Compact Strategy Updates

1. For each goal and strategic priority, provide new specific strategies with timeframes and outcomes for each covering academic year 2013-2014. Also, provide an update of completed and continuing strategies.
2. Provide under Goal 1 specific strategies for organizing and addressing the College Completion Agenda.
3. Indicate, within the relevant goal, any new academic programs to be implemented over the next academic year.
4. Under Goal 4, provide a list of the top three critical capital facility projects for new construction or major renovation. Provide the list in priority order.
5. **Strategic priorities are to be combined as a component of the appropriate compact goal as indicated on the strategy update document. This is a change from the initial master plan compact submission.**
6. If one or more underserved counties are included in the community and technical college consortia district in which an institution provides services; please provide any new or continuing strategies for increasing the community and technical college participation rates in those counties. (Goal 3)
7. Narrative text may be provided for each strategy update to provide additional information or clarification. The narrative is optional.

### Section D – Performance Indicator Definitions

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**The Institutional Compact Updates are due in the Council office  
on or before April 1, 2013**

**Once updates are completed, convert to Adobe PDF format and submit electronically to  
June Heckel at [heckel@wvctcs.org](mailto:heckel@wvctcs.org)**

### Section A

#### Contact Information:

Name: CHARLES TERRELL - EASTERN WV COMMUNITY & TECHNICAL COLLEGE

Address: 316 EASTERN DRIVE

City: MOOREFIELD State: WV Zip: 26836

Telephone: 304-434-8000; 304-434-8001 Fax: 304-434-7001

Email: [cterrell@eastern.wvnet.edu](mailto:cterrell@eastern.wvnet.edu) | [dkelly@eastern.wvnet.edu](mailto:dkelly@eastern.wvnet.edu)

## Section B

### Institutional Mission Statement:

*Eastern provides accessible and affordable educational opportunities for academic, technical, workforce training and life-long learning for the Potomac Highlands regional community.*

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## Section C

**GOAL I: Produce graduates with the general education and technical skills needed to be successful in the workplace or subsequent education.**

**Strategic Priority 1 – Produce More Graduates**

Strategies Completed	Date
The number of certificates awarded increased from 24 to 35	05-11-13
Identified a mentor college (Patrick Henry Community College) to assist with new developmental education (DE) strategies. Conference call between Eastern and PHCC Faculty held in January, 2013 to discuss DE strategies.	01-10-13
Submitted and awarded funding from CTC System to revamp developmental English and Math course structure and sequencing.	02-22-13
Met with program directors to emphasize importance of college completers to align with WV College Completer Initiative. Can be achieved through Certificate Program completion.	
Strategy enhanced through acquiring CAPP software. Staff and faculty training completed 3/12/13.	03-12-13
Funding option for developmental division with Title III grant being	

explored. Conference call with WVNCC to discuss content from their successful Title III Grant submission.	10-22-12
Conference call with Jennifer Kerns, Consultant, to discuss Title III 2013 proposal.	11-15-12
Retention Committee has become more active and has met on the following dates: 11/18/12, 12/12/12, 2/13/13, 4/10/13	11-18-12
Elimination of graduation fee and diploma fee for certificates.	01-01-13
Centralized tutoring services under Learner Support Services.	Spring 2013
Elementary Education Articulation Agreement completed between EWVCTC and WVUP	Spring 2013
Institutional research data reviewed by President's Cabinet through the participation of WVNET's Database Systems Consultants	Fall 2012
Hired Fulltime Business Instructor	Fall 2012
Elementary Education Articulation Agreement completed between EWVCTC and Shepherd University. First cohort to start Fall 2014. Goal 15 students	Spring 2013
<b>Continuing Strategies</b>	<b>Target Date</b>
BA Pathway WVU – 2 students have enrolled in the BA Pathway	Ongoing
Degree Now project – 3 students enrolled in the Degree Now promotion	Ongoing
Engaging EWVCTC's Board of Governors to be directly involved in planning of student success activities/strategies	Spring 2014
Develop an internal data dashboard to make data driven decisions	Spring 2014
Retool Information Technologies program –Hire a full-time IT Instructor	Fall 2013
With the hiring of a full-time IT instructor, the current curriculum will be evaluated and enhanced.	
<b>Strategies (2013-2014)</b>	<b>Target Date</b>
Eliminate graduation and diploma fees for Associates Degrees ; OM-1; OM-2	Fall 2013
Implementation of Developmental English and Math strategies; PM-2; PM-5	Spring 2014
Develop a College level Occupational Math course for Career and Technical terminal degrees; OM-1; OM-2; PM-1; PM-2; PM-5	Fall 2014
Hire a full-time Elementary Education Coordinator to advise, teach and manage Elementary Education program OM-1; OM-2	Fall 2014
Medical Assistant Certificate to be included in Degree Inventory; OM-1; OM-2	Fall 2013
Welding Certificate to be included in Degree Inventory; OM-1; OM-2	Fall 2014

Narrative (Optional): Strategies (2013-2014) are aligned with Common College Completion Metrics



- OM-1 Increase the number of associate degrees and certificates awarded annually.
- OM-2 Increase the rate at which students complete degree/certificates awarded annually
- PM-1 Decrease the proportion of students who enroll in remedial coursework
- PM-2 Increase the proportion of students who complete remedial education and go on to complete a college-level course in the same subject within two academic years.
- PM-5 Increase the rate at which students return to the community and technical college from Fall to Spring semesters adjusted for transfer outs and graduates

**GOAL 2: Provide workforce development programs that meet the demands of West Virginia’s employers and enhance West Virginia’s economic development efforts.**

**Strategic Priority 2 – Promote Strong Employer Partnerships**

Strategies Completed	Date
Sector-Based partner meetings established for Allied Health and had meetings on the following dates: 09/12/12 and 01/30/13	01/30/13
Sector-Based partner meetings established for Energy/Manufacturing	09/20/13
Economic Development Summit organized & hosted by EWVCTC. Economic Development & Education Partnership established and meeting quarterly at Eastern.	09/20/12
Distributed new Workforce Branding/Marketing materials to district employers to promote customized and open enrollment training (100 Folders Distributed FY 12)	06/30/12
Chamber/CVB Director Initiative to increase business participation and awareness of needs and course offerings. Recognition & Planning luncheon held at Eastern.	<b>03/13/13</b>
Continuing Strategies	Target Date
Quarterly meetings with Allied Health Sector	Ongoing
Quarterly meetings with Manufacturing/Energy Sector	Ongoing
Quarterly meetings with District Consortium	Ongoing
Quarterly meetings with Economic Development & Education Partnership	Ongoing
Articulate workforce trainings into credit	Ongoing
Offer applicable skill credit training modules as a part of semester courses	Ongoing
Distribute new Workforce Branding/Marketing materials to district employers to promote customized and open enrollment training	Ongoing

Chamber/CVB Director Initiative to increase business participation and awareness of needs and course offerings. A registration discount will be available for select workforce seminars for Chamber members.	Ongoing
<b>Strategies (2013-2014)</b>	<b>Target Date</b>
Develop Cosmetology workforce training in partnership with South Branch Technical Center	Fall 2013
Increase workforce credit headcount and FTE Fall 2013 by 25% as a target and Increase workforce credit headcount and FTE Spring 2014 by 25% as a target	FY14
Integrate workforce seminars into credit bearing courses	Fall 2013
Partner with BRCC and Sugar Grove Naval Base NROCC to offer Paramedic Program	Fall 2013
Further develop relationships with the businesses within Eastern's service district to identify common training needs	FY14
Identify 25 potential instructors to meet the training needs of businesses and individuals in Eastern's service district	FY14
Develop Welding and Electrical Training Programs for NewPage Corp.	FY14

Narrative (Optional):

**GOAL 3: Provide access to affordable, comprehensive community and technical college education in all regions of West Virginia.**

**Strategic Priority 3 – Serve More Adults**

<b>Strategies Completed</b>	<b>Date</b>
<b>Number of Eastern GED graduates who enrolled Fall 2012, 7</b>	<b>Fall 2012</b>
<b>Degree Now Enrolled 3 students</b>	<b>Spring 2013</b>
<b>Adult Basic Education to support Eastern students who have developmental course needs. A group of courses listed as 80's level have been developed to assist adults who may need additional support in Math, reading, and English. Courses offered at the main campus and the Advanced Technical Center Fall 2012, 11 students, Spring 2012, 9 students</b>	
<b>Marketing the agreement with WVU (B.A. Pathways) to complete a B.A. degree online (EWVCTC Website)</b>	<b>Spring 2013</b>
<b>Articulation Agreement between EWVCTC and American Public University</b>	<b>Spring 2013</b>
<b>Elementary Education Agreement between EWVCTC &amp; WVUP</b>	<b>Spring 2013</b>
<b>Capon Bridge, WV established as new site for Eastern classes</b>	<b>Spring 2013</b>

Continuing Strategies	Target Date
Annual review and update of Enrollment Management, Marketing and Retention Plan	June 2013
Maintain affordable tuition for Potomac Highlands region	Ongoing
Continue to market Degree Now opportunities	Ongoing
Marketing the agreement with WVU (B.A. Pathways) to complete a B.A. degree online (EWVCTC Fall 2013 Catalog)	Ongoing
Shepherd Elementary Education Agreement Target goal is to enroll 15 students, Fall 2014	Fall 2014
WVUP Elementary Education Agreement first cohort of students to begin January 2014	Spring 2014
Adult Basic Education to support Eastern students who have developmental course needs. A group of courses listed as 80's level have been developed to assist adults who may need additional support in Math, reading, and English. Courses offered at the main campus and the Advanced Technical Center	Ongoing
Reciprocity agreement discussions with Lord Fairfax Community College for Capon Bridge region of Hampshire County.	02-25-2013
Strategies (2013-2014)	Target Date
Enter Eastern ABE Students into Banner to track transition into college level courses & programs OM-1; OM-2	Fall 2013
Market and engage ABE students enrolled at other ABE programs within Eastern's service district OM-1; OM-2	Fall 2013
Develop a Welding Certificate in cooperation with local career and technical centers OM-1	Fall 2014

Narrative (Optional): ): Strategies (2013-2014) are aligned with Common College Completion Metrics

OM-1 Increase the number of associate degrees and certificates awarded annually.

PM-2 Increase the proportion of students who complete remedial education and go on to complete a college-level course in the same subject within two academic years.

**GOAL 4: Provide resources to meet the needs of community and technical college students and employees.**

**Strategic Priority 4 – Build and Maintain Facilities**

<b>Strategies Completed</b>	<b>Date</b>
Meeting with Hardy County Development Authority to discuss transfer of property to Eastern.	<b>08-08-2012</b>
Capon Bridge sites identified to offer distance learning and seated classes	<b>January 2013</b>
Extend lease to purchase agreement with Grant County Development Authority for the Technology Center in Petersburg. Extensions will pay off building debt in September 2015.	<b>April 2013</b>
Establish partnership with Moorefield National Guard to access classrooms in their new facility and identify training for enlisted soldiers.	Spring 2013
<b>Continuing Strategies</b>	<b>Target Date</b>
Acquire 1.5 million to construct a 16,000 SF wing on the Moorefield campus building to accommodate academic classes. Square footage will be dependent upon available funding.	Ongoing
Hardy County Development Authority to seek funding to pay-off land loan which will permit transferring property to Eastern	Ongoing
Improvements to HVAC System to Moorefield Main Campus building	Ongoing
<b>Strategies (2013-2014)</b>	<b>Target Date</b>
Construction of a wing on the Moorefield campus building to accommodate academic classes. Square footage will be dependent upon available funding. OM-1;OM-2	Summer 2013
Sign MOUs with South Branch Technical Center and Mineral County Technical Center to access career and technical labs for academic and workforce training for traditional and adult learners. Evening and weekend classes will be organized. OM-1; OM-2	Fall 2013

Narrative (Optional): Strategies (2013-2014) are aligned with Common College Completion Metrics

OM-1 Increase the number of associate degrees and certificates awarded annually.

OM-2 Increase the rate at which students complete degree/certificates awarded annually

## Section D

### Performance Indicator Definitions

<b>AAS in Occupational Development</b>	Program administered by West Virginia community and technical colleges in cooperation with Registered Apprenticeship programs that recognizes for college credit the competencies and skills achieved in the apprentice program.
<b>ACT WorkKeys</b>	An assessment program developed by American College Testing (ACT) that measures workforce readiness skills necessary to be successful in the workforce for a given occupation.
<b>Adult Basic Education</b>	Program administered by the West Virginia Department of Education that assists individuals in enhancing general education skills and preparing for the General Education Development (GED) examination.
<b>Adult Students</b>	Students age 25 or above.
<b>Advanced Skill Set</b>	A series of courses or competencies that prepare individuals for a specific skill and carry a value of 12 or more but less than 30 credit hours of non-credit contact hours equivalent to 12 or more but less than 30 credit hours.
<b>Annual Headcount Enrollment</b>	The unduplicated for-credit student (full- and part-time) enrollment number of all enrollment periods during the academic year.
<b>Associate Degree</b>	A defined program for students in a specific occupational area consisting of a minimum of sixty (60) collegiate credit hours.
<b>Average Net Tuition Rate</b>	The difference between the average resident student cost of attendance and offsetting federal and state financial aid.

<b>Baccalaureate Program</b>	College courses or programs leading to a four-year degree.
<b>Brokering</b>	The act of a community and technical college facilitating the delivery of a program or course into the district from another educational provider.
<b>Business Consultation</b>	A one-on-one meeting between college personnel, students, or business assistance organizations hosted by the college with a representative for a "for profit" or nonprofit business organization at which meeting technical information is conveyed to or assistance is rendered to the business organization. The number of sessions is the number of distinct occurrences of assistance; the number of hours is the total number of hours of assistance rendered. Examples of business consultations are (but not limited to) student business internships, business consulting by college faculty, technical support given to businesses housed within a business incubator owned or managed by the college, and technical support provided to businesses by Small Business Development Center personnel.
<b>Career-Technical Program</b>	Community and technical college degree programs that prepare students to enter the workforce directly upon completion of the program.
<b>Certificate/AAS in Technical Studies Program</b>	Program administered by a West Virginia community and technical college that is either customized to meet an employer or group of employers' needs or recognizes employer training programs for college credit.
<b>Certificate Degree Program</b>	A defined program of study in a specific occupational area consisting of a minimum of thirty (30) collegiate credit hours.
<b>Certification Passage Rate</b>	The percentage of students taking and passing a certification examination within one year after graduation.
<b>College-Going Rate</b>	The percentage of high school graduates in the community and technical college consortia district enrolling in post-secondary education during the Fall term following graduation.
<b>Consortia District</b>	The counties in West Virginia that comprise a geographic region as defined in WV Code 18B-3C-4.
<b>Contact Hours</b>	Number of Students X Number of Session Hours <i>Example:</i> 10 students x 3 hour session = 30 contact hours
<b>Continuous Enrollment</b>	Enrollment of students (full- and part-time) from one academic year to the next without interruption.
<b>Cost Savings</b>	The reduction in institutional costs through innovative activities and practices that allow for redirection of funding.

<b>Credit Program</b>	Those programs delivered by a community and technical college that are assigned a specific number of college credits.
<b>Customized Education or Training Program</b>	A program developed by the community and technical college that meets documented employer needs and may be for credit or non-credit, short-term or long-term.
<b>Degree Production</b>	The total number of certificate and associate degrees awarded annually.
<b>Developmental Education</b>	Courses, generally in areas of mathematics, reading and writing, offered to those that lack the fundamental education competencies to be successful in college-level course work.
<b>Developmental Education Success</b>	The percentage of students enrolling in an English or mathematics developmental course and successfully completing the subsequent college-level course within two years of the initial enrollment in the developmental course.
<b>Distance Education</b>	The delivery of courses by synchronous or asynchronous technology via the internet, electronic, digital, on-line, video or any other technology driven delivery.
<b>Dual Credit</b>	Those courses in which an early admission student is receiving both high school and college credit for the course.
<b>Early Admission Students</b>	High school students enrolled in a college-level course.
<b>Education Program</b>	A defined sequence of instruction that results in the awarding of collegiate credit.
<b>Entrepreneurship Program</b>	Programs developed to assist individuals in operating their own business or to be self-employed.
<b>External Funding</b>	Funding secured from sources other than state general revenue allocations, tuition and fees, Federal Perkins allocations, West Virginia Advance and Technical Program Development. In addition to funding secured from private sources, funding that may be counted as external are: (a) House Bill 3009 and the matching funding received to secure the grant; (b) Any matching external funding secured for West Virginia Advance and Technical Program Development Grants; and, (c) Funding secured for contract training and continuing education.
<b>Faculty Salary National Average</b>	The average salary of full-time faculty as reported by CUPA-HR.
<b>Graduation Rate</b>	The percentage of first-time students (full- and part-time) graduating with a certificate or associate degree within six years.

<b>Hybrid Course</b>	A course delivered utilizing a combination of on-line and face-to-face instruction.
<b>Job Placement</b>	Full-time or part-time employment in a field or related field of study, continuation of education or enlistment in military service.
<b>Licensure Passage Rate</b>	The percentage of students taking and passing a licensure examination within one year after graduation.
<b>Non-Credit Program</b>	Those programs delivered by a community and technical college that are not assigned a designated college credit unit, and in most cases, are not counted as meeting requirement for degree completion, but does lead to specific skills or skill enhancement.
<b>Non-Traditional Age Student</b>	Students age 25 and above.
<b>On-Line Course</b>	A course that is delivered totally using on-line instruction.
<b>Participation Rate</b>	Percentage of citizens in a given district attending a community and technical college.
<b>Program</b>	A program that is a coherent, specialized curriculum or skill sets designed to deliver a specific body of knowledge for personal/career development or professional continuing education.
<b>Regional Industry Sector Partnership</b>	Organizing an institution's workforce and technical program planning and development process by involving multiple employers of a particular economic sector; i.e., manufacturing, healthcare, energy, having a partnership steering committee and meeting at least three times a year.
<b>Retention Rate</b>	The percentage of students (full- and part-time) enrolled during the academic year (fall, spring or summer) and enrolled for the next Fall semester at any West Virginia public higher education institution.
<b>Skill Set</b>	A series of courses or competencies that prepare individuals for a specific skill and carry a value of fewer than 12 credit hours or non-credit contact hours equivalent to fewer than 12 credit hours.
<b>Student Financial Aid Participation Rate</b>	The percentage of a college's total student enrollment receiving student financial aid assistance consisting of grants, scholarships and tuition waivers, but not student loans.
<b>Student Success Rate</b>	The percentage of students in each six year cohort earning a certificate degree, an associate degree or transferring to a four-year college without earning a certificate degree or associate degree.



<b>Traditional Age Student</b>	Students between the ages of 18-24.
<b>Training Program</b>	A defined sequence of instruction with competencies in a specific area and may be for-credit or not-for-credit.
<b>Transfer Program</b>	A community and technical college program intended to prepare a student to transfer to a baccalaureate institution or program.
<b>Transfer Rate</b>	Percentage of credit students enrolled in community and technical colleges in a given semester and enrolled in a baccalaureate institution the next Fall semester.
<b>Underserved County</b>	A county that has a low number of community and technical college enrollment in proportion to other counties. Those counties are: Barbour, Braxton, Calhoun, Clay, Hampshire, Lewis, McDowell, Putnam, Randolph, Summers, Upshur and Wayne.
<b>Workshop</b>	An offering of knowledge over a period of time, usually no more than one or two days, that generally combines instruction with laboratory or experimental activity.

Submitted to June Walker @ HEPC 03-28-2013

Contact Activities

Dr. Chuck Terrell

March 20, 2013- April 17, 2013

March

21	Higher Education Day, Charleston
22	PTK Induction Ceremony
22	Eastern Awards Ceremony
26	Hardy County Chamber of Commerce Board meeting
26	Civics/ESL Planning meeting

April

2	Brian Kleptach, Blue Ridge Community and Technical College-Campus Safety meeting
4-9	Higher Learning Commission conference-Chicago