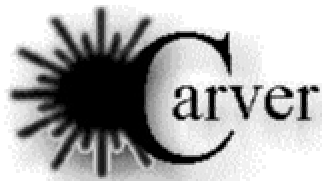


**WEST VIRGINIA COUNCIL FOR COMMUNITY AND
WEST VIRGINIA COUNCIL FOR COMMUNITY
TECHNICAL COLLEGE EDUCATION**

**Meeting of February 19, 2003
Carver Career and Technical Education Center
Charleston, WV**

Schedule

- 9:00 A.M. Tour of the Carver Career and Technical Center
 Mr. Jim Casdorph, Principal
- 9:30 A.M. Meeting
- Noon Adjournment



Carver Career and Technical Education Center

A West Virginia School of Excellence

LOCATION

Carver is located 5 miles east of the West Virginia Capitol Complex on old Route 60 at Malden. Take Exit 96 off of I77 and follow Route 60 East to the Malden/Rand exit. Take the Malden/Rand exit and turn left at the stop sign onto old Route 60. Carver is located on the right approximately 1.5 miles from the stop sign.

The WV Council for Community and Technical College Education meeting will be at the HEPC 9th floor conference room, if Kanawha County schools are closed or on a delayed schedule.

**WEST VIRGINIA COUNCIL FOR COMMUNITY AND
TECHNICAL COLLEGE EDUCATION**

**MEETING OF FEBRUARY 19, 2003
CARVER CAREER AND TECHNICAL EDUCATION CENTER
CHARLESTON, WV**

AGENDA

- I. Call to Order

- II. *Approval of Minutespg 1

- III. *Perkins Distribution Formula Rulepg 6

- IV. *Community and Technical College Institutional Compacts.....pg 15

- V. Tech Prep Initiativepg 31

- VI. Community and Technical College Performance Indicator Reportpg 32

- VII. Follow-Up Reportspg 41
 - A. Ad-Hoc Marketing Committee Report
 - B. Two-Year Programs Promotion by the Education Alliance
 - C. Fifteen Credit-Hour Resolutionpg 42

- VIII. Informational Items.....pg 43
 - A. Community College and Technical and Adult Education
Center Joint Activitiespg 44
 - B. Full Time and Adjunct Faculty Reportpg 62

*Action Item

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

Meeting of February 19, 2003

AGENDA

II. Minutes.....pg 2

MINUTES

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

December 18, 2002

The West Virginia Council for Community and Technical College Education met on December 18, 2002, at 9:30 a.m. at the Erickson Alumni Center on the campus of West Virginia State College. Present at the meeting were Council members Judi Almond, Robert Brown, Stanley Hopkins, Rebecca McClure, Fred Oelschlager, and Nelson Robinson. Danny Aderholt was absent. Vice Chancellor James Skidmore, institutional presidents and provosts, legislative staff and higher education staff attended the meeting.

1. Call to Order

Chairman Nelson Robinson called the meeting to order.

2. Minutes

Mr. Oelschlager moved the approval of the minutes for the October 24, 2002 meeting. Mr. Brown seconded the motion. Motion carried.

3. Council Participation in the Selection of Community and Technical College Chief Executive Officers

Mr. Robinson asked for comments and stated that the Council was open for input and recommendations for the Community and Technical College chief executive officers selection process. Mr. Brown moved that once three final candidates for the position are selected, a committee of three Council members appointed by the Chairman, shall interview the candidates and make a final recommendation to the Higher Education Policy Commission. The Vice Chancellor is to be involved in the selection process and will keep the Council apprised during the interview process until the three candidates are selected. Mr. Oelschlager seconded the motion. Motion passed. The Council's recommendation will be communicated to the Policy Commission.

4. Institutional Compacts Update

Vice Chancellor Skidmore presented the background information on the institutional compact narratives and recommended approval. Ms. Almond moved to adopt the resolution as presented. Mr. Oelschlager seconded the motion. Motion carried. The Council recommended the format on page

seventeen of the agenda be used in future reports. Also, comparative data is forthcoming and Vice Chancellor Skidmore will provide it.

5. Discussion

- A. Council members discussed how to get information about community colleges into the hands of parents, county superintendents, high school counselors, adults, and students. Chairman Robinson appointed Mr. Brown to chair a committee, which includes Ms. Almond, Dr. Harris, Dr. Griffin, Dr. Hopkins and Vice Chancellor Skidmore and himself. The committee will meet in January and bring recommendations to the February meeting.
- B. It was suggested that the Education Alliance be asked to undertake a project on the value of a two-year degree and give publicity in a similar manner as they did for the four-year degree. Mr. Brown will see if the Education Alliance will do this.
- C. A fact sheet, "Education for the 21st Century: Facts for Students, Parents and Educators," was distributed to Council members and it will be mailed to the community college presidents/provosts.

6. The Carl D. Perkins Vocational and Technical Education Act Formula

A procedural rule regarding the split of the Carl D. Perkins Vocational and Technical Education Act funds between the Higher Education Policy Commission and the State Department of Education was presented. Mr. Brown moved to approve the recommendation for the Perkins distribution formula to be sent out for the mandatory thirty-day comment period. Mrs. McClure seconded the motion. Motion carried. The rule will be filed with the Secretary of States office for a thirty-day comment period. Vice Chancellor Skidmore will provide the information to the community colleges and Dr. Hopkins will convey the same information to the vocational directors. After comments are received and considered by Dr. Hopkins and Vice Chancellor Skidmore, the formula will be on the Council's February agenda and after approval will be taken to the State Board of Education.

7. Reports

- A. Council members requested a spreadsheet that shows activities of the community colleges and technical and adult education centers. Vice Chancellor Skidmore will request the information from the community colleges and prepare the matrix for the next meeting.

Dr. Hopkins presented all of the WIA enrollment numbers except for Region III for the technical and adult education centers. The Region III report will be sent to Senator Unger or Delegate Mezzatesta. A copy of today's handout will be sent to the community and technical college presidents/provosts.

B. Mr. Brown reported on the Workforce Investment Council activities and the following policies are out for review: 1. Labor Market Information, 2. Management Information System, 3. Benchmark Against Other States, 4. Grants and Incentives, 5. Role of State Council and 6. Encourage a One-Stop Delivery System.

Mr. McDaniel will get information on the WIA process and suggestions for improvement to Mr. Brown.

C. Vice Chancellor Skidmore reported on the Advantage Valley Legislative Study.

8. Community and Technical College Presentations

The following individuals gave presentations on each community and technical college:

Dr. Mary Rittling, President, Potomac State College of WVU

Dr. Peter Checkovich, Provost, Community and Technical College of Shepherd

President Joann Tomblin, Southern WV Community and Technical College

Dr. Linda Dunn, President, Eastern WV Community and Technical College

Dr. Skip Sullivan, Provost, Glenville State College Community and Technical College

Dr. Ervin Griffin, Provost, WV State College Community and Technical College

9. Resolutions and Information

A. Council received two resolutions from the Southern WV Community and Technical College Board of Governors regarding reimbursement of non-credit activity delivered by the community and technical colleges and the issue of community and technical college faculty teaching a minimum of fifteen credit hours per semester. Ms. Almond moved to accept the resolution on non-credit course reimbursement. Mr. Brown seconded the motion. Motion carried. Council members want input from other institutions on the fifteen credit-hours minimum resolution.

B. Mr. Brown requested information on a college-by-college basis regarding the number of full-time versus adjunct faculty. Vice Chancellor Skidmore will determine if the information is available on the central office database.

10. Next Meeting

The next meeting of the WV Council for Community and Technical College Education is February 19, 2003, 9:30 a.m. at the Carver Career and Technical Education Center, Charleston. A tour will precede the meeting. The meeting is expected to adjourn at noon.

11. Adjournment

There being no further business Mrs. McClure moved to adjourn the meeting. Mr. Oelschlager seconded the motion.

_____, Chair

_____, Secretary

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

Meeting of February 19, 2003

AGENDA

III. Perkins Distribution Formulapg 7

**WV Council for Community and Technical College Education
Meeting of February 19, 2003**

ITEM: Procedural Rule Title 135 Series 1 to determine a formula for the division of Carl D. Perkins Vocational and Technical Education Act funds between the Higher Education Policy Commission and the State Department of Education

INSTITUTIONS: All Community and Technical Colleges and County School Systems

RECOMMENDED RESOLUTION: *Resolved*, that the WV Council for Community and Technical College Education approves Procedural Rule Title 135 Series 1 to be submitted to the West Virginia State Board of Education. If approved by the Board of Education, approval is granted for final filing with the Secretary of State's office.

STAFF MEMBER: Jim Skidmore

BACKGROUND:

Senate Bill 703 gives the Council the responsibility for promulgating a rule determining the percentage split of Carl D. Perkins Vocational and Technical Education Act funds between the Higher Education Policy Commission and the State Board of Education. This Procedural Rule is to be effective for determining the percentage split for fiscal year 2003 and subsequent years. The revised formula for determining the percentage split is the result of discussions between Higher Education Policy Commission and State Board of Education personnel. The revised formula is predicted upon the generation of full-time equivalent enrollment in occupational programs delivered by both systems.

During the December, 2002 meeting, the Council approved the Rule to be distributed for the mandatory thirty-day comment period. Comments received were evaluated for inclusion into the Rule, but no changes were made. The Rule now must go to the State Board of Education for acceptance. If accepted by the State Board, the Rule can be filed with the Secretary of State's office to become effective July 1, 2003.

-----Original Message-----

From: Mary Rittling [mailto:MERittling@mail.wvu.edu]

Sent: Monday, January 06, 2003 4:20 PM

To: Janene Seacrist

Subject: Re: Rule for Perkins Funding Split

Comments:

Section3.1 says that full- time enrollments will be based on the first semester enrollments.

Section3.3.3 says that contact hours will be based on the most recent full fiscal year. The full fiscal year makes the most sense for noncredit courses/ programs especially those that target workforce development.

Thank You! Mary

-----Original Message-----

From: dPerkins [mailto:dperkins@bluefield.wvnet.edu]

Sent: Thursday, January 16, 2003 12:10 PM

To: Janene Seacrist

Subject: Re: Rule for Perkins Funding Split

Jim Skidmore

Vice-Chancellor for Community & Technical Education

Jim...I have reviewed the proposed funding split for Perkins Vocational Funds. I strongly recommend that we seek to base the higher education portion of the funds on an ANNUALIZED ENROLLMENT formula rather than on a semester census date--e.g.(Fall Semester final FTE + Spring Semester final FTE / 2) + Summer / 2 = annualized enrollment-- I believe that this will result in a more accurate reflection of what community colleges do. The only draw back might be that summer "for credit" programs are sometimes severely limited by college budgets. On the other hand, receiving funding recognition for summer classes might encourage more summer offering, thus helping students to graduate at an earlier date.

David Perkins, Director and Assistant Provost GCCC/BSC

Janene Seacrist wrote:

Attached is the rule regarding the split of Perkins Vocational Funds between the Higher Education Policy Commission and the West Virginia Department of Education as approved by the West Virginia Council for Community and Technical College Education to be sent out for the required thirty-day comment period. Please review and send any comments that you may have to me.

Thanks.

Jim Skidmore

**TITLE 135
PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**

**SERIES 1
CARL D. PERKINS VOCATIONAL AND TECHNICAL EDUCATION ACT FUNDING FORMULA
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION AND THE
WEST VIRGINIA STATE BOARD OF EDUCATION**

SECTION 1 GENERAL

- 1.1 Scope – Procedural Rule for the division of Carl D. Perkins Vocational and Technical Education Act Basic Program funding between the West Virginia State Board of Education and the West Virginia Higher Education Policy Commission for any given fiscal year.
- 1.2 Authority – 18B-2B-6
- 1.3 Filing Date – December 20, 2002
- 1.4 Effective Date – July 1, 2003

SECTION 2 DEFINITIONS

- 2.1 Adult Preparatory Program:
Those programs delivered by State Board of Education schools that are intended to prepare individuals for employment and/or additional education/training and for a certificate and/or credential.
- 2.2 Adult Supplemental Program:
Those programs delivered by State Board of Education schools that are not continuing, full-time programs and are intended to prepare individuals for employment, enhance workplace skills, satisfy licensure requirements, or develop entrepreneurship skills.
- 2.3 Basic Grant:
Federal funds allocated to the State to support vocational education programs and services authorized under Title I of the Carl D. Perkins Vocational and Technical Education Act of 1998.
- 2.4 Board:
West Virginia State Board of Education

- 2.5 Carl D. Perkins Vocational and Technical Education Act of 1998:
Federal legislation creating funding for vocational-technical education and guidelines for expenditure of such funds.
- 2.6 Contact Hours:
The hours generated by programmatic activity determined by the number of participants times the number of session hours.
Example: 10 participants X 3 hour session = 30 contact hours
- 2.7 Commission:
West Virginia Higher Education Policy Commission
- 2.8 Council:
West Virginia Council for Community and Technical College Education
- 2.9 General Education Course:
Those courses contained within an occupational program that are intended to impart general academic skills into student learning. Examples of such areas are mathematical skills, communication skills and social sciences.
- 2.10 Non-Credit Program:
Those programs delivered by Higher Education Policy Commission institutions that do not carry college credit and are intended to prepare individuals for employment, enhance workplace skills, satisfy licensure requirements or develop entrepreneurial skills.
- 2.11 Occupational Course:
A content course contained in an occupational program and is not classified as a general education course.
- 2.12 Occupational Program:
Those programs delivered by Higher Education Policy Commission institutions that are for credit, are two years or less in length and are intended to prepare individuals for employment.
- 2.13 Secondary Programs:
Those programs delivered by State Board of Education schools that provide students with the academic and technical knowledge and skills needed to prepare for further education and for careers (other than careers requiring an associate, baccalaureate, master's, or doctoral degree) in current or emerging employment sectors.
- 2.14 Title I Programs:
All vocational programs and services offered by Higher Education Policy Commission institutions and State Board of Education schools other than Tech Prep, which is authorized under Title II of the Perkins Act.

SECTION 3 FORMULA ELEMENTS

3.1 Fiscal Year:

The full-time equivalent enrollments generated by Board institutions and Commission institutions will be based on first semester enrollments for the immediate preceding fiscal year unless otherwise noted.

3.2 Board of Education Enrollment Calculations:

3.2.1 Secondary Enrollments: First semester contact hours generated in Title I programs divided by 450, the number of semester instructional hours, equals total FTE enrollment. Family and consumer science and applied academic courses are excluded from the formula. Instructional hours are based on a full-day of instructional time (six hours) minus one hour for planning for eighteen weeks of the semester.

3.2.2 Adult Preparatory: First semester contact hours generated in Title I divided by 540, the number of semester instructional hours, equals the total FTE enrollment. Instructional hours are based on a full day of instruction time (six hours) for eighteen weeks of the semester.

3.2.3 Adult Supplemental: Contact hours generated in occupational programs divided by 1,080, the full-time program length, equals total FTE enrollment. Adult supplemental contact hours will be based on the most recent full fiscal year for which data are available.

3.3 Policy Commission Enrollment Calculations:

3.3.1 Declared Occupational Major: The total number of credit hours generated, including general education hours, by those students with a declared occupational program major divided by 15, the standard number for determining FTE, equals the total FTE enrollment.

3.3.2 Non-Declared Major: The total number of credit hours generated by those students with non-occupational majors enrolled in occupational program courses divided by 15 equals the total FTE enrollment. General education credit hours of these students are not entered into the formula.

3.3.3 Non-Credit Program: The total number of contact hours generated by non-credit programs divided by 1,080, the full-time program length, equals the total FTE. Non-credit program contact hours will be based on the most recent full fiscal year for which data are available.

SECTION 4 FORMULA CALCULATION

4.1 The Board and the Commission are allocated a percentage of the Basic Grant of the Carl. D. Perkins Vocational and Technical Education Act funds that is reflective of the percentage of the total FTE generated by each.

SECTION 5 REVISION OF FORMULA

- 5.1 The Council is to review the formula every three fiscal years to determine if changes are needed.
- 5.2 The Council may change the formula as needed to reflect changes in Federal or State Law.
- 5.3 Any revisions must be approved by the State Board of Education.

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

Meeting of February 19, 2003

AGENDA

IV. Community and Technical College Institutional Compactspg 15

**WV Council for Community and Technical College Education
Meeting of February 19, 2003**

ITEM: Approval of Institutional Compact Updates

INSTITUTIONS: All Community and Technical Colleges

RECOMMENDED RESOLUTION: *Resolved*, that the WV Council for Community and Technical College Education approves the staff recommendations for acceptance of the institutional compacts for 2002.

STAFF MEMBER: Jim Skidmore

BACKGROUND:

In the spring of 2001, each public higher education institution in West Virginia was required by law to submit to the Higher Education Policy Commission (HEPC) for approval an Institutional Compact and Master Plan covering a six-year planning period. Community and technical colleges within four-year institutions were to submit a separate Compact/Master Plan for the community and technical college. All Compacts/Master Plans were approved by the HEPC. The process also calls for an annual update to be submitted to the HEPC for approval.

Senate Bill 703 requires the review and approval of all community and technical college institutional compacts by the Council prior to final approval by the HEPC. Narrative updates were provided to the Council for approval on December 18, 2002. Data elements of the compacts were submitted to the Higher Education Policy Commission in December, and staff reviews have been completed with the recommendation that all compacts be approved. The two basic recommendations indicated on most compacts are to increase goals for adult student participation in community and technical college education and the review of institutional goals for alignment with state-level goals.

BLUEFIELD STATE COLLEGE COMMUNITY AND TECHNICAL COLLEGE

Narrative Goals

- Plans to fully participate in activities of the Southeastern West Virginia Tech Prep Consortium
- Will meet all essential conditions for the delivery of community and technical college education at all sites with the exception of staffing mandates for Beckley
- Will establish the mechanism for an independently accredited community and technical college in Beckley by 2005
- Will continue to deliver value-added workforce development and customized training services throughout the service area
- Will utilize the results of a recently conducted environmental scan to establish new certificate and associate degree programs

Comments on Data Compilation

- The percentage increase goal (10%) for the number of degrees to be granted in the areas of math, science, computer science, health fields, and engineering and related technologies is less than the statewide goal to double degree production in those areas
- The goal for the percentage (65%) of associate degree graduates remaining in the State is less than the statewide goal (85%)
- The goal of 80% of developmental education participants successfully completing the developmental education sequence exceeds the state-level goal of 75%
- The percentage goal (93%) for licensure exam passage rate exceeds the state-level goal (90%)
- There are no plans to increase community and technical college tuition and fees over the planning period
- The percentage goal increase (10.5%) in the number of adult student credit hours generated, the number of adults enrolled (9.3%) and the increase in the number of adult student graduates (17%) are significant percentages but equates to a small increase in total numbers

Recommendation

- Approval of the CTC compact update with a recommendation for the next update submission to align goals in those areas that are not consistent with state-level goals and re-examine the goals for adult student participation

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

Narrative Goals

- Plans to maintain the lowest tuition fee rate in the state
- Plans to operate seven *Access Eastern @ Centers* throughout the service district
- Will continue to broker distance education courses from the June Harless Center, Marshall University; Salem International University; Virginia Community College System; and the Kentucky Community and Technical College System
- Will implement cooperative Industrial Maintenance programs at the Mineral County Technical Center and the South Branch Career and Technical Center
- Will continue to develop skill sets to meet workforce needs

Comments on Data Compilation

- The credit hours delivery goal over the planning period is to increase from 1,688 to 6,480
- The full-time equivalent enrollment goal is to increase from 55.6 to 432
- The goal of student credit hours delivered to adults call for a significant increase (888 to 3,500) with the number of adults enrolling increasing by 417 over the period
- The tuition and fees are expected to increase a total of 15.2% over the period
- The six-year goal calls for a 38% increase in the number of participants in non-credit workforce education programs
- The goal for retaining certificate (90%) and associate degree (90%) graduates exceeds the state-level goal of 85%
- The goal (75%) for students successfully completing the developmental education sequence is consistent with the state-level goal

Recommendation

- Approval of the compact update with the notation that Eastern WVCTC is a developing institution with most categories indicating growth that exceeds state-level goals

FAIRMONT STATE COLLEGE COMMUNITY AND TECHNICAL COLLEGE

Narrative Goals

- The North Central Associate Accreditation Team Visit for the community and technical college is scheduled for April 2003
- Weekend College has been expanded to include offerings at the Gaston Caperton Center in Clarksburg
- Associate degree nursing courses are available via a televised link to the Gaston Caperton Center
- Plans to continue converting non-credit training offered to business and industry to college credit
- A downtown Fairmont location focusing on community and lifelong learning has been established

Comments on Data Compilation

- The goal for increasing the number of adults in for-credit programs is 10%, and the goal for increasing the number of adult student graduates is 10%
- The percentage goal increase for the number of degrees granted in the areas of math, science, computer science, health fields and engineering and related technologies is 32%, which is less than the state-level goal to double the awards in these areas
- The six-year goal for increasing the number of participants in workforce education programs is 68%, which exceeds the state-level goal of 25%
- The percentage goal for retaining certificate and associate degree graduates in West Virginia is 80% of those graduating, an increase from 74% and 73% respectively
- The percentage goal for participants successfully completing developmental education courses is 60%, which is less than the state-level goal of 75%
- The associate degree program licensure exam passage rate is 94% with the six-year goal being to continue improving on this rate which now exceeds the state-level goal
- The goal (200%) for increasing the number of credit hours generated through electronic delivery indicates a strong commitment to developing on-line and other electronic delivery systems

Recommendation

- Approval of the CTC compact update with the recommendation that goals be evaluated to determine the feasibility of aligning with state-level goals for the next update submission and increase the goals for adult participation

GLENVILLE STATE COLLEGE COMMUNITY AND TECHNICAL COLLEGE

Narrative Goals

- Developed and implemented a weekend college program
- Will develop additional courses focused on specific workforce development needs
- Plans to conduct a needs assessment to determine if the range of services provided by the college meets the needs of the service area
- Plans to utilize the Institutional Community and Technical College Advisory Council to guide decision making for the community and technical college
- Discussions have occurred with WVU-Tech to share programming in forestry, printing, engineering technology and criminal justice
- Plans to implement a new program in Licensed Practical Nursing that will transfer into an associate degree nursing program

Comments on Data Compilation

- There is a six-year goal to keep the community and technical college tuition at the current level
- The goal for increasing the number of adults in for-credit programs over the planning period is less than 10%, and the goal for the number of adult student graduates is up from 46 to 60
- The goal (140%) for increasing the number of certificate and associate degree graduates in the areas of math, science, computer science, engineering and related technologies will result in 65 additional graduates in these areas
- The goal for retaining associate degree graduates in West Virginia is a 10% increase to 75%, but is less than the state-level goal of 85%
- The goal for participants successfully completing developmental courses is consistent with the state-level goal of 75%
- The goal (45%) for the graduation rate of associate degree seeking students is below the state-level goal (50%)
- The percentage goal (86%) for licensure exam passage rate is an increase of 60% over the planning period, but is slightly less than the state-level goal (90%)

Recommendation

- Approval of the CTC compact update with the recommendation that goals for adult participation rates be increased and other goals be evaluated to determine consistency with state-level goals for the next submission update

MARSHALL UNIVERSITY COMMUNITY AND TECHNICAL COLLEGE

Narrative Goals

- Continues to work towards achieving independent accreditation and meeting the essential conditions for the delivery of community and technical college education
- Has conducted additional activities to attract more adults to the college
- Has participated in the Advantage Valley Community College Network initiatives for adult students
- Developed three new one-year certificate programs
- Developed a non-credit CISCO certification program for working adults that may be converted to credit towards a degree
- Has increased workforce development efforts by developing an on-line management degree option for Call Center Supervision, and an Inland Waterway Academy that will include radar and captain's training
- Continues to participate in the Seamless Curriculum and WV Edge programs with county school systems
- Plans to develop strategic enrollment plans and activities for adult and high school students and participants in workforce development programs

Comments on Data Compilation

- The goal for increasing the number of adult students enrolled in for-credit courses over the planning period is 50%, an increase of 773 adult students, and the goal for increasing the number of adult student graduates is 30%
- The goal for community and technical college tuition fee increases over the period is to be no more than 9%
- The goal for increasing the number of certificate and associate degree graduates in the areas of math, science, computer science, health fields, and engineering and related technologies is 123 students, an increase of 100% over the planning period
- The percentage goal (6.5%) for increasing workforce education programs is less than the state-level goal of 25%
- The goal for retaining associate degree graduates in West Virginia is consistent with the state-level goal of 85%
- The goal for participants successfully completing developmental courses is at the state-level goal of 75%, an increase of 25%
- There is a goal to increase the percentage of degree-seeking students graduation/enrollment rate from 36% to the state-level goal of 50%

- All programs requiring a licensure exam will have a passage rate of 91% by the end of the six-year period which is consistent with the state-level goal

Recommendation

- Approval of the CTC compact update with the recommendation that all goals be evaluated for alignment with state-level goals for the next update submission

POTOMAC STATE COLLEGE

Narrative Goals

- Has experienced an increase in enrollment over the past two years
- The College will receive a \$2 million Federal allocation to build an Information Technology Center addition to the library
- As a result of the NCHEMS review sponsored by the HEPC, the College plans to reorganize the existing student assessment structure
- Plans to pursue a Title III grant to establish a bridge program for non-traditional aged students
- The College is offering an AA in Business Administration in Morgantown through a partnership with the WVU Division of Extended Learning
- The College has now employed a full-time director of workforce development

Comments on Data Compilation

- The goal of delivering 3,000 student credit hours to high school students indicates a strong commitment to this effort
- The goal for increasing the number of adult student credit hours generated is 111%, the number of adult students enrolled (10.4%) and the number of degrees granted to adults increases 42%, from 21 to 30
- The goal for increasing the number of certificate and associate degree graduates in the areas of math, science, computer science, health fields, and engineering and related technologies is 28%, which is less than the state-level goal of doubling the awards in these areas
- The goal (10%) for increasing the number of participants served by workforce education programs is less than the state-level goal of 25%
- The goal for participants successfully completing developmental education courses is consistent with the state-level goal of 75%

Recommendation

- Approval of the compact update with the recommendation that local goals be evaluated for alignment with state-level goals for the next update submission

SHEPHERD COLLEGE COMMUNITY AND TECHNICAL COLLEGE

Narrative Goals

- The Community and Technical College will re-locate to the Dunn Building within the former Blue Ridge Center complex
- The College is partnering with Beckley County Schools in the delivery of adult basic education programs
- Plans to increase the community and technical college education participation rate to 3% of the service area population
- Has recently hired a director of workforce development and continuing education
- Plans to achieve independent accreditation for the community and technical college by 2004
- Plans to increase the number of full-time community and technical college faculty to a range of 15-20 and rely less on part-time faculty to deliver high demand programs
- Plans to expand the delivery of non-credit workforce development offerings

Comments on Data Compilation

- The goal for increasing adult student enrollment is 12%, an increase from 1,129 to 1,264 over the planning period
- The goal for community and technical college tuition increases over the six-year period is 12.5%
- The goal for increasing the number of associate degree graduates in the areas of math, science, computer science, health fields, and engineering and related technologies is less than the state-level goal of doubling the awards in these areas
- The goal (17%) for increasing the number of participants in workforce education programs is less than the state-level goal of 25%, but the goal for vocational skill upgrades delivered is an increase of 35%
- The goal (91%) for licensure exam passage rates is consistent with the state-level goal

Recommendation

- Approval of the CTC compact update with the recommendation that goals be evaluated for alignment with state-level goals for the next update submission and the goal for adult student participation be increased

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

Narrative Goals

- The College plans to develop a Lincoln County Access Center as part of the consolidated high school to be constructed
- Plans to develop a master facilities plan to expand or renovate space to increase the capacity to deliver allied health, information technology and other career-technical programs
- Plans to be an active partner in the proposed Higher Education Center for Beckley
- Plans to increase enrollment in web-based courses offered through the West Virginia/Kentucky Community and Technical College System partnership
- Plans to implement an AAS degree in Individualized Career Studies in an effort to increase adult student enrollment
- Plans to maintain low tuition and fee rates to keep programs financially accessible
- Plans to increase the implementation of workforce development programs eligible for HEAPS funding

Comments on Data Compilation

- The percentage goal for increasing student credit hours for adults is a slight increase of 3.4% while the goal for increasing the number of adults enrolled is 6%
- The goal for tuition fee increases over the six-year period is 15.2%
- The percent goal (50%) for the number of degrees awarded to adults equates to an increase from 100 to 150 students
- The percentage goal for retaining associate degree graduates in West Virginia is an increase from 65% to 70%, but it is less than the state-level goal of 85%
- The percentage (50%) goal for increasing the number of certificates and associate degrees in the areas of math, science, computer science, health fields, and engineering and related technologies is significant but is less than the state-level goal
- The percentage goal (10%) for increasing workforce education program activity is less than the state-level goal of 25%
- The percentage goal (77%) of participants successfully completing developmental courses exceeds the state-level goal of 75%
- The goal for instructional cost per FTE student is to decrease the cost by 3%
- The goal of increasing the number of credit hours generated electronically by 50% indicates a strong commitment to providing access through on-line and other electronic means

- The percentage goal for successful licensure exam passage rate is 100% which exceeds the state-level goal of 90%

Recommendation

- Approval of the compact update with the recommendation that goals be evaluated for alignment with state-level goals for the next update submission and that the goal for adult participation be increased

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Narrative Goals

- Continues to expand the development of the Center for Adult Learners/ Developmental Education to better serve the adult learner
- Will expand professional development opportunities for faculty and staff
- Will continue partnerships with county school systems to jointly deliver technical education
- Plans to expand campus service hours into evenings and Saturdays to better serve students
- Created the Northern Panhandle Institute for Entrepreneurial and E-Business Skills Development

Comments on Data Compilation

- The percentage goal for increasing the number of credit hours delivered to adult students is 10% with the total number of adult students to be increased by 10%
- The goal for tuition costs is to limit the increase to 18% over the planning period, which equates a total increase of \$300.00
- The percentage goal (10.6%) for increasing the number of degrees granted in the areas of math, science, computer science, health fields, and engineering and related technologies is less than the state-level expectation of doubling the number of graduates in these areas
- The percentage increase (10.75%) in workforce education programs delivered is less than the state-level goal of a 25% increase
- The percentage goal (76.7%) for participants successfully completing developmental education courses exceeds the state-level goals of 75%
- The established goal (92%) for successful licensure exam passage rate is consistent with the state-level goal

Recommendation

- Approval of the compact update with the recommendation that the institution evaluate the feasibility of increasing those goals not consistent with state-level goals for the next update submission

WEST VIRGINIA STATE COLLEGE COMMUNITY AND TECHNICAL COLLEGE

Narrative Goals

- The College is facing the challenge of developing additional cooperative health care programs with other providers to offset the high cost of delivery and achieving accreditation for the programs
- The number of certificate and associate degrees awarded has increased 46% over the previous year
- The College has partnered with WVU-Tech Community and Technical College, Carver Career Center and area hospitals to expand Respiratory Therapy education to non-traditional students
- Plans to increase dual credit programs and contract courses with the vocational-technical centers in the service region
- Plans to continue the development of on-line or web-assisted courses in the areas of marketing and developmental education
- The Community and Technical College plans to achieve independent accreditation by 2004

Comments on Data Compilation

- The percentage goal for increasing adult student credit hours generated is 8%, the number of adults enrolled by 7.8% and the number of degrees awarded to adults by 7.4%, an increase of eight additional graduates during the six-year period
- There is a goal to maintain tuition at the current level over the planning period
- The percentage goal increase for granting degrees in the areas of math, science, computer science, health programs, engineering and related technologies is 13.33%, which is less than the state-level goal of doubling the number of degrees awarded in these areas
- The percentage goal (3.5%) for increasing the delivery of workforce education programs is much less than the state-level goal of 25%
- The goal for retaining associate degree graduates in West Virginia increases from 68% to 75%, but the goal is less than the state-level goal of 85% retention
- The percentage goal (79%) for participants to successfully complete developmental education courses exceeds the state-level goal of 75%
- The goal of 50% of degree-seeking students having either graduated or continue enrollment in higher education is consistent with the state-level goal

Recommendation

- Approval of the CTC compact update with the recommendation that the goals for adult participation and the number of adult graduates be reviewed for possible increases and all goals reviewed to determine the feasibility of alignment with state-level goals for the next update submission

WEST VIRGINIA UNIVERSITY INSTITUTE OF TECHNOLOGY COMMUNITY AND TECHNICAL COLLEGE

Narrative Goals

- The Community and Technical College is continuing the process of seeking independent accreditation
- An Adult Basic Education Center has been established within the community and technical college facility
- Has entered into five joint programs with vocational-technical centers to deliver technical programs
- Has increased the number of weekend and evening offerings of technical courses, both on-and off campus
- The College has been involved in three collaborative grants through the Advantage Valley Community College Network that addresses the training needs of employers in the region
- Industry has donated over \$600,000 of equipment and supplies to the printing and engineering technology programs
- Plans to increase marketing efforts to attract more adults and additional women into technology programs

Comments on Data Compilation

- The goals for the percentage increase (30%) in the number of credit hours generated by adult students, the percentage increase (30%) of headcount enrollment for adults, and the percentage increase (70%) for degrees granted to adults are commendable
- The percentage goal for tuition increases over the planning period is 16.5%, an increase from \$2,730 to \$3,183
- The percentage goal (45%) for increasing the number of degrees granted in the areas of math, science, computer science, health fields, and engineering and related technologies is significant, but is less than the state-level goal of doubling the degrees awarded in these areas
- The percentage goal (80%) for retaining associate degree graduates in West Virginia is slightly less than the state-level goal of 85%
- The percentage goal for successful passage of licensure exams is 100% which exceeds the state-level goal of 90%

Recommendation

- Approval of the CTC compact update with the recommendation that for the next update submission goals be evaluated to determine if they are consistent with state-level goals

WEST VIRGINIA UNIVERSITY AT PARKERSBURG

Narrative Goals

- The College has developed partnerships with four area hospitals to expand the nursing program and address critical shortages in other health care professions
- Has experienced growth in the number of high school students enrolled in college classes and the number of students participating in classes delivered through alternative means
- Has acquired a new facility at the Jackson County Center to accommodate enrollment growth in that region
- The number of Wood County high school students enrolled in programs through the Gaston Caperton Center has remained at maximum levels
- The Business, Industry and Development Services Division continues to increase the delivery of customized services to area employers
- Plans to further develop the ACT Center to provide skill-specific training modules, computer-delivered assessments and licensure testing
- Plans to pursue developing a research center on the Parkersburg campus in partnership with the Polymer Alliance Zone

Comments on Data Compilation

- The percentage goal for tuition increases over the planning period is 16%, which equates to \$248.00
- The percentage increase goals for the student credit hours generated by adult students is 7.5%, the increase in headcount enrollment of adults is 10% and the number of adult student graduates at 5.3%
- The percentage increase goal (9.2%) for granting degrees in the areas of math, science, computer science, health fields, engineering and related technologies is less than the state-level goal of doubling the number of graduates in these fields
- The percentage goal increase (10%) for workforce education delivery is less than the state-level goal (25%)
- The percentage goal (73%) for retaining graduates in West Virginia is less than the state-level goal of 75% for baccalaureate-level graduates and 85% for associate degree graduates
- The percentage goal (75%) for participants successfully completing developmental education courses is consistent with the state-level goal
- The percentage goal (96%) for successful licensure passage rate exceeds the state-level goal

Recommendation

- Approval of the compact update with the recommendation that adult student participation and graduation rates be evaluated for possible increases and for the next update submission conduct an evaluation of data elements to determine if they are aligned with state-level goals

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

Meeting of February 19, 2003

AGENDA

V. Tech Prep Initiativepg 31

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

Meeting of February 19, 2003

AGENDA

VI. Community and Technical College Performance Indicator Reportpg 33

**WV Council for Community and Technical College Education
Meeting of February 19, 2003**

ITEM: Community and Technical College
Performance Indicator Report

INSTITUTIONS: All Community and Technical Colleges

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Jim Skidmore

BACKGROUND:

Senate Bill 703 requires that institutional progress made toward meeting legislative goals for the delivery of community and technical college education be measured annually. The enclosed information reflects the first two years of data collection on the performance Indicators for the delivery of community and technical college education.

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Summary of Community and Technical Colleges

I. ACCESS	2000-2001	2001-2002
1. Population of citizens aged 18 and above in community and technical college district:	<u>1,752,860</u>	<u>1,752,860</u>
2. Number of citizens aged 18 and above enrolled in community and technical college credit and non-credit programs/courses:		
- credit	<u>18,209</u>	<u>21,269</u>
- non-credit	<u>14,575</u>	<u>21,557</u>
3. Participation rate:		
- enrollment/population = participation rate	<u>1.83%</u>	<u>2.44%</u>
4. Adult population enrollment:		
a. Number of students 25-44 years of age enrolled in community and technical college programs/courses:		
- credit	<u>6,212</u>	<u>6,864</u>
- non-credit	<u>10,359</u>	<u>16,521</u>

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Summary of Community and Technical Colleges

II. WORKFORCE DEVELOPMENT	2000-2001	2001-2002
1. Number of career-technical certificate degrees and associate degrees offered:	214	223
2. Number of students completing a skill set certificate other than the one-year certificate degree program:	2,479	4,553
3. Number of students completing a career-technical associate degree:	1,598	1,528
4. Job placement rate of career-technical program completers:	73.57%	60.53%
5. Number of new programs implemented in:		
a. Certificate/AAS in Technical Studies Programs	6	3
b. AAS in Occupational Development Programs	2	0
6. Number of customized education or training programs delivered to employers:		
- credit	138	263
- non-credit	145	1,049
7. Number of courses/programs offered at an employer site:		
- credit	150	136
- non-credit	86	478
8. Total number of enrollees receiving customized education or training programs: (duplicated Headcount)	8,613	18,583
9. Total number of focused courses and workshops offered pertaining to entrepreneurship skill development:	283	318

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Summary of Community and Technical Colleges

III. STUDENT SUCCESS	2000-2001	2001-2002
1. Percentage of community and technical college students completing a certificate/associate degree or still enrolled within five-years of initial enrollment:	<u>54.85%</u>	<u>54.70%</u>
2. Percentage of students successfully meeting the appropriate levels in the areas of mathematics and reading on the ACT WorkKeys assessment:	<u>83.13%</u>	<u>92.93%</u>
3. Percentage of students successfully completing required national and state licensure/certificate exams in field of study:	<u>85.04%</u>	<u>86.68%</u>
4. Number of certificate degrees awarded:	<u>138</u>	<u>138</u>
5. Number of associate degrees awarded:	<u>1,904</u>	<u>2,012</u>

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Summary of Community and Technical Colleges

IV. IMPROVED LITERACY	2000-2001	2001-2002
1. Percentage of students enrolled in developmental education successfully completing the course(s):		
- English	64.63%	73.74%
- Mathematics	67.77%	69.12%
- Reading	71.42%	73.77%
2. Percentage of students enrolled in development education courses successfully completing the next subsequent college-level course work:		
- English	69.27%	67.90%
- Mathematics	55.05%	54.92%
3. Percentage of students enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:	29.31%	22.27%
4. Percentage of developmental education enrollment above the age of 25:	21.38%	27.08%
5. Number of partnerships developed with Adult Basic Education programs to improve the literacy rate:	12	28

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Summary of Community and Technical Colleges

I. COLLABORATION	2000-2001	2001-2002
· Total number of courses brokered from other higher education institutions in West Virginia:	<u>32</u>	<u>130</u>
2. Total number of courses brokered from out-of-state institutions:	<u>9</u>	<u>70</u>
3. Total number of courses brokered from or in collaboration with vocational/technical centers in West Virginia:	<u>181</u>	<u>244</u>
4. Total number of seamless curricula projects completed:	<u>11</u>	<u>28</u>

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Summary of Community and Technical Colleges

VI. TRANSFER EDUCATION	2000-2001	2001-2002
1. Percentage of community and technical college student enrollment in transfer programs:	<u>41.35%</u>	<u>27.10%</u>
2. Number of community and technical college students transferring to baccalaureate programs:	<u>965</u>	<u>975</u>

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

Meeting of February 19, 2003

AGENDA

- VII. Follow-Up Reportspg 41
 - A. Ad-Hoc Marketing Committee
 - B. Two-Year Programs Promotion by the Education Alliance
 - C. Fifteen Credit-Hour Resolution.....pg 42

CREDIT-HOURS OF INSTRUCTION SURVEY

Community and Technical Colleges

Institution	Number of hours	Comments
Bluefield State College, Community and Technical College	12-15	
Greenbrier Community College Center of Bluefield State College	15	
Eastern West Virginia Community and Technical College	15	
Fairmont State College Community and Technical College	15	
Glennville State College Community and Technical College	15	Exception for Tenure
Marshall University Community and Technical College	15	
Potomac State College	15	
Shepherd College Community and Technical College		
WVU at Parkersburg	15	
WVU Institute of Technology Community and Technical College	15	Contact hours
West Virginia Northern Community College	15	
West Virginia State College Community and Technical College	15	Policy in process

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

Meeting of February 19, 2003

AGENDA

VIII. Informational Items.....pg 43

 A. Community College and Technical and Adult
 Education Center Joint Activitiespg 44

 B. Full Time and Adjunct Faculty Report.....pg 62

**WV Council for Community and Technical College Education
Meeting of February 19, 2003**

ITEM: Community and Technical College/Public
School and Vocational-Technical
Education Cooperative Efforts

INSTITUTIONS: All Community and Technical Colleges

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Jim Skidmore

BACKGROUND:

During the December 18, 2002 meeting, the Council expressed an interest in receiving information on cooperative efforts between community and technical colleges and the public school technical education centers. The enclosed information highlights those activities and initiatives as reported by community and technical colleges.

**WV Council for Community and Technical College Education
Meeting of February 19, 2003**

ITEM: Community and Technical College/Public
School and Vocational-Technical
Education Cooperative Efforts

INSTITUTIONS: All Community and Technical Colleges

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Jim Skidmore

BACKGROUND:

During the December 18, 2002 meeting, the Council expressed an interest in receiving information on cooperative efforts between community and technical colleges and the public school technical education centers. The enclosed information highlights those activities and initiatives as reported by community and technical colleges.

BLUEFIELD STATE COLLEGE COMMUNITY AND TECHNICAL COLLEGE

Vocational Partnerships Designed to Provide Community College and Workforce Education

- Ongoing Cisco-Certified computer networking and information technology training, through the College's Center for Economic Enhancement and the Division of Engineering Technology, for students and faculty at the following Local Academies in the Cisco Regional Networking Academy Program: Monroe County Technical Center; Wyoming County Technical Center; Raleigh County Academy of Careers and Technology; McDowell County Vocational Center; Summers County High School; Greenbrier East High School; and Pocahontas County High School.
- Certified General Electric Fanuc Computer Numeric Controlled Manufacturing Training and a Machine Tool Technology Certificate program for students and employees of business and industry. Delivered by the Greenbrier Community College Center of Bluefield State College through a partnership with the Monroe County Manufacturing Assistance Center, a division of the Monroe County Technical Center. Some of the hands-on equipment in this program was secured in a grant obtained through the WV Workforce Development Initiative (HB3009).
- Pre-Employment Training orientation sessions through the Center for Economic Enhancement; presented at the Raleigh County Academy of Careers and Technology and the Mercer County Technical Education Center. Designed for a consortium of business and industry including: Flowers Baking Products – Bluefield, WV; Georgia-Pacific Corporation – Princeton, WV; Custom Manufacturing Services – Princeton, WV; Superior Manufacturing Services – Beckley, WV; Triple S Manufacturing Corporation – Beckley, WV; and REIC Laboratories – Beckley, WV. This program was supported through a grant obtained through the WV Workforce Development Initiative (HB3009) and also conducted in partnership with RESA-1.
- A Work Keys occupational profile, delivered by the BSC Center for Economic Enhancement, for Triple S Corporation in Beckley, WV; served as a guide for revision and improvement of a customized electronic assembly program developed at the Raleigh County Academy of Careers and Technology. The customized electronic assembly program was developed as a result of activities conducted during the Pre-Employment Training program mentioned in the previous entry.
- Ongoing Work Keys technical assistance through the Center for Economic Enhancement for Adult and Basic Education programs throughout the service region of Region 1 Workforce Investment Board in development of an integrated system to provide Work Keys profiling, assessment, and training for dislocated workers.
- Dual enrollment articulation opportunities for students at Monroe County Technical Center, Greenbrier East High School, Greenbrier West High School, and Pocahontas County High School via the Greenbrier Community College Center of Bluefield State College
- An accelerated LPN-to-RN program that will provide opportunities for graduates of vocational school LPN programs to obtain their RN while maintaining current employment.
- The College's Division of Engineering Technology shared equipment and "hands-on" instructional opportunities with faculty from the Raleigh County Academy of Careers and Technology in the design, construction and testing of ground robotics vehicles using global positioning systems and solar/energy savings technology.
- Partnership between the Division of Engineering Technology and the faculty and students of Raleigh County Academy of Careers and Technology, Mercer County Technical Education Center, McDowell County Vocational Center, and Monroe County Technical Center to revise and improve common curriculum programs and to participate in the annual

Bluefield State College Engineering Technology Olympics, a program combining applied math and science and athletic competitions.

- Dual enrollment articulation opportunities for students in Drafting Technology and Computer Electronics Technology programs at Raleigh County Academy of Careers and Technology, in Drafting Technology at McDowell County Vocational Center, in Drafting Technology, Surveying Technology, Technical Office Systems and Procedures, and Professional Office Systems Technology at Mercer County Technical Education Center, and in Computer Integrated Manufacturing Technology at Monroe County Technical Center.
- Ongoing opportunities, through the BSC Division of Engineering Technology, for students at the Raleigh County Academy of Careers and Technology, McDowell County Vocational Center, Monroe County Technical Center, and the Mercer County Technical Education Center to pursue scholarships and tour the College and its laboratory facilities prior to making an enrollment decision.
- Adjunct Instructional opportunities through the Divisions Business and of Engineering Technology for faculty at McDowell County Vocational Center, Monroe County Technical Center, and the Mercer County Technical Education Center.
- Partnership with the Mercer County Technical Education Center and the Division of Engineering Technology to provide dual participation by faculty members from each institution on the other's technical advisory boards.
- Utilization of the facilities of the Mercer County Technical Education Center and the Monroe County Technical Center to provide traditional academic courses offered by the Division of Engineering Technology.
- Ongoing discussions through the Division of Engineering Technology for collaborative efforts in Programmable Logic Controller training at the Mercer County Technical Education Center and the McDowell County Vocational Center.
- Partnership in a joint advisory board for Business Education through the BSC Division of Business, Concord College and the Mercer County Technical Education Center.
- Partnership with the Commercial Arts program at the Mercer County Technical Education Center to develop materials for the College's Center for Applied Research and Technology that were utilized in presentations with the Rahall Transportation Institute at Marshall University.
- Partnership through the College's Creative Retirement Center to provide computer training for senior citizens at the Mercer County Academy of Adult Learning, a division of Mercer County Adult and Basic Education.
- On-site, quarterly meetings with students at all area vocational-technical centers for discussion of BSC's programs of study, admission processes and financial aid/scholarship opportunities and procedures.
- McDowell Technical Education Center hosted the College's Adult Emerging Scholars Program; program was made available to staff and to family members of Center's students.
- The College offers six scholarships annually to Mercer County Technical Education Center graduates; additional scholarships offered at the other vocational-technical centers in the service region.
- Most students enrolled in the region's vocational-technical centers are Tech Prep participants. All 10th grade Tech Prep students are hosted for career days on the BSC campus each year.

Other Partnerships/Cooperative Efforts with Public Education to Provide Community College and Workforce Education

- Development and implementation of a grant through the College's Instructional Technology Center to support the installation of interactive video classrooms at Pocahontas County High School and Mount View High School that are connected to the interactive video system of Bluefield State College that is utilized to provide "real-time" academic instruction to remote sites.
- Partnership through the College's Instructional Technology Center to provide Social Science instruction via instructional television for the Gifted Students Program at Pocahontas County High School.
- Partnership through the College's Division of Business and the Center for Economic Enhancement with the Mercer County Board of Education to provide ongoing communication skills and career education workshops for the Career Connections (formerly School to Work) program.
- Partnership through the College's Division of Business with the Mercer County Board of Education to provide communication skills and diversity training for central office administrative personnel.
- Partnership through the College's Bachelor of Science Nursing program with the Mercer County Board of Education to provide clinical experience and instruction in school nursing that meets requirements of the WV State Board of Education.

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

- Partnered with District's 6 county school systems to build seamless academic programs
 - WV EDGE pilot program
 - Dual and College credit courses
 - High School foreign language courses
- Offered, in cooperation with Potomac Highlands College Tech Prep Consortium, 3 summer day academies at Mineral County Technical Center, South Branch Career Technical Center, and Tucker County Vocational Center for 100+ students and 20 high school teachers
- Awarded financial assistance to 92 students under consortium arrangements with WV Northern Community College and South Branch Career Technical Center
- Collaborated with South Branch Career Technical Center to share services of Financial Aid Director and single contact point for business and industry outreach
- Purchased program equipment and located Industrial Maintenance Program lab sites at Mineral County Technical Center and South Branch Career Technical Center
- Established Eastern Access Centers at Mineral County Technical Center and South Branch Career Technical Center
- Offered Certified Nursing Assistant (CNA) certification program with Hampshire High School and local nursing home to high school and Eastern students
- Facilitated courses for K-12 school aides to complete paraprofessional certification with six county school systems
- Joined with South Branch Career Technical Center faculty for local manufacturing facilities tours
- Invested resources to equip lab at Hampshire County High School for A+ and Cisco certification training course offerings
- Developed with James Rumsey Technical Center and RESA VIII a WIB proposal to provide WorkKeys Assessment Services
- Provided learning and office spaces for Hardy County Adult Basic Ed (ABE)
- Arranged secure parking for Mobile Computer Training Center through Hardy County School District
- Designed and delivered contracted training services to Hampshire County School System staff at reduced public school rates

**FAIRMONT STATE COLLEGE
COMMUNITY AND TECHNICAL COLLEGE**

- Seamless curriculum issues between the community college and area vocational schools are being explored through the college's Tech Prep Coordinating Council. For example, the region's ProStart programs are being articulated into the food service management program at FSC&TC. Individual courses at high schools within the service region are being evaluated for articulation through the statewide EDGE program.
- Twenty seven courses are currently being explored by the faculty for possible credit at FSC&TC through the EDGE program.
- Math 94 (Algebra I or II) and Math 96 (Geometry) are EDGE eligible
- Four other EDGE courses are in a pending status at present beyond what had been originally approved through FSC&TC for EDGE credit.
- Two Criminal Justice courses have been articulated with Marion County Vocational -- Technical Center
- Pro-Start articulations have been agreed to with Randolph County Vocational -- Technical Center and Marion County Vocational -- Technical Center. We are awaiting the paperwork from four additional Vocational --Technical Schools for Pro-Start articulations similar to the ones agreed to with Marion and Randolph Counties.
- A draft articulation exists with Monongalia Educational Technical Center for Early Childhood and a separate articulation agreement is pending for Computer Assisted Drafting and Design.
- Articulations exist region wide for students completing the ASE Certified Automotive Technician Program.

**GLENVILLE STATE COLLEGE
COMMUNITY AND TECHNICAL COLLEGE**

- GSCTC offers academic for credit classes in the evenings at the Fred Eberle Center in Buckhannon.
- Seamless curriculum developed in Environmental Technical and Forestry with Calhoun/Gilmer Career Center.
- Developing joint evening LPN program to be offered at the Calhoun/Gilmer Career Center and Nicholas County Career Center
- 191 Edge students in Braxton, Calhoun, and Lewis County.
- Articulated agreements with Calhoun/Gilmer Career Center, Calhoun County High School, Gilmer County High School, and Lewis County High School in business, criminal justice, and computer science.
- Developing AAS in Technical Studies with Calhoun/Gilmer Career Center, Fred Eberle Career Center, and Nicholas County Career Center.
- Participate jointly in the Central West Virginia Tech-Prep Consortium.
- Sponsorship of annual career fairs and parents nights at high schools and vocational schools.

**MARSHALL UNIVERSITY
COMMUNITY AND TECHNICAL COLLEGE**

- Developed a new Tech Prep seamless curriculum model in Finance and Accounting
- Implemented a Dental Lab Technology Certificate and AAS program in partnership with Putnam County Vocational Center
- Developed articulation agreement with Jackson/Roane County Vocational Center in Administrative Assistant Technology and Hospitality Management
- Continued the development of agreements with Cabell County Career Technology Center in the program areas of Culinary Arts, Interior Design, Electronics and A+ Certification
- For 2002-03, complete upgrade of culinary lab for program located at Cabell County Career Technology Center. Increase marketing and recruitment for certificate and associate degree level (high school students, through Pro-Start articulation, and adult population).
- For 2002-03, will implement Railroad Conductor Training Program, in partnership with Rahall Transportation Center and Cabell County Career Technology Center
- For 2002-03, will continue development of Cabell County Career Technology Center partnership for shared programs and facilities
- For 2002-03, participate in the State EDGE pilot project with Wayne County schools

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

- Partnerships with each of the county school systems individually and as a group: to provide college courses for high school students; to jointly provide technical education; and to provide information and guidance regarding careers and postsecondary education; *Edge/Tech-Prep articulation and Entrepreneurial course in one high school*
 - Formed Northern Panhandle Technical Education and Training Partnership with the six Northern Panhandle county school systems to enhance technical education in the region.
 - Agreement signed to offer joint programs in:
 - Automotive Technology
 - Aviation Maintenance Technology
 - Building Construction Technology
 - Collision Repair Technology
 - Electronics Technology
 - Welding Technology
 - Cisco computer networking classes included in agreement with articulation into the Computers and Information Technology program
 - For fall semester, approximately 30 students participated from John D. Rockefeller Technical Center (Hancock County) and 25 students from John Marshall High School (Marshall County)

POTOMAC STATE COLLEGE OF WVU

- Participates in the Potomac Highlands Tech Prep Consortium and the WV EDGE program to provide seamless transition for high school students
- Four semesters of the CISCO program are being taught in conjunction with the Mineral County Technical Center
- Laboratory sites for the agriculture classes at Mineral County Technical Center are provided at the College
- Potomac, Mineral County Technical Center and Allegany College of Maryland collaborated to prepare brochures and a power point presentation detailing opportunities in nursing careers in the region

SHEPHERD COLLEGE

COMMUNITY AND TECHNICAL COLLEGE

- Agree to collaborate with vocational centers and high schools by offering Tech Prep seamless curricula
- Have dual enrollment with all of the adult programs at James Rumsey Technical Institute
- Refine and market the joint programs with James Rumsey

Additional Points:

- Our first joint degree program was started in the late 1970's with Rumsey in electronics. This program was the only joint effort until 1990.
- We then began a serious commitment to work with each other and started to articulate all of the other adult programs at Rumsey.
- For the next ten years we worked through all of those programs and by the year 2000, all of the adult programs at Rumsey included an option for students to dual enroll at Shepherd. Those programs include Office Technology; Culinary Arts; Automotive Technology; Heating, Ventilating, Air Conditioning and Refrigeration; Electronics; Electro-Mechanical Technology; and an LPN to RN transition.
- In addition to the degree work that we have jointly created, in the past we have operated a joint video broadcast facility (to connect Rumsey to our branch in Petersburg), created a regional printing institute, created the beginnings of a workforce development center, and are working now on a regional warehousing institute. We have shared faculty, facilities, and programs.
- Our video facility was funded by special allocations from the governor's office and the legislature. The technology for this system is now outdated and has been replaced by video over IP technology which is much cheaper and reliable. This pilot effort brought us into a close working relationship and proved to be one catalyst for solidifying our work together.
- The printing institute was also created from special funding. It is a regional (four-state) effort to bring together printers from the Shenandoah and Cumberland Valleys, basically along the I-81 corridor. These industries contain some the largest printers in the world as well as many smaller printers. We have created an advisory board, a director, and a general membership committee to determine the best ways that Rumsey and Shepherd can collaborate to bring educational solutions to the printers' problems. We have created a printing supervision degree program, held countless workshops, and even a couple of longer conferences. Our relationship with Quad Graphics has been especially good.
- Our workforce development efforts have spun off into other areas of the state. In 1998, we traveled with then Governor Underwood to Battle Creek, Michigan, to visit Kellogg Community College. Our visit included individuals from the governor's office, higher education, vocational ed, and public schools. We learned many useful strategies on that visit which are benefiting our community college today. Those strategies include tailoring our educational offerings to the employers needs (as opposed to higher education's needs), listening carefully to the employers to determine what they want and then delivering it, and delivering services when, where, and how the employer desires.
- Also, we learned ways to re-design the curriculum that are more appropriate for delivery to business. In many cases the staff at Kellogg found that in their initial work with business, there was a great deal of suspicion and distrust of higher education, even bordering on a

feeling of irrelevance to the mission of businesses. In other words, higher education had become entrenched and almost condescending in its approach to business, and businesses were rightfully indignant.

- Enter into this mix the workforce development concept. We learned a great deal in our work with Kellogg concerning how to re-design ourselves, our programs, and our delivery so that our business partners could benefit. Our early joint efforts in visiting Kellogg have created many new opportunities for both Rumsey and CTC Shepherd.
- After our visits to Kellogg, we traveled to Wisconsin to visit with Quad Graphics owners and managers. Our joint work with the plants and schools there helped us to understand the need for education at Quad and how we could work to deliver it. The result has been a successful enrollment in a Technical Studies Associate Degree in Printing Supervision.
- In the near future we will be operating with Rumsey a warehousing institute on a similar basis to the printing institute. There are a number of major warehousing operations along the I-81 corridor and there are many similar issues facing those industries as those facing the printing industries. Our work in setting up the printing institute will surely be a model that can be replicated with warehousing.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

- The College recognizes the need to build on existing collaboration and partnerships with K-12 in seamless curriculum. Southern has been an active participant in the development of seamless curriculum models in the Health Cluster -Therapeutic Services major and the Business/Marketing Cluster – Management/Marketing major.
- Southern personnel provide training for high school and vocational-technical center teachers in the use of Instructional Performance Systems, Inc. [IPSI] software in the development of competency-based course syllabi.
- The College is a member of the Southern Mountains Regional Education Partnership – Tech Prep Consortium. Activities conducted by the consortium have resulted in updating existing agreements for the articulation of credit from vocational-technical centers and high school programs into Southern’s certificate and associate degree programs.
- Southern conducts annual “Tech Prep” Days for all sophomore students from the high schools in Boone, Lincoln, Logan, Mingo, Raleigh (two schools), and Wyoming Counties. These students visit one of Southern’s campuses and are introduced to the associate degree and certificate programs available to them within the Cluster/Major they have selected in high school.
- Southern participates in the WV EDGE (Earn a Degree - Graduate Early) program by providing college credit for high schools students for specified course work taken while in high school. A total of 1125 students have been identified as Tech Prep participants from the high schools in the College’s service district.
- The College continues to increase access to college courses by high schools students. In the Fall 2001, Southern, through the College’s Early Entrance program, enrolled 509 (duplicated headcount) high school students in college credit courses. In the Spring 2002, this number increased to 546 (duplicated headcount) high school students enrolled in courses for college credit.
- Of the total course offerings during the 2001-2002 academic year. 69 course sections, with a total duplicated headcount enrollment of 564 students, were offered in area high schools during the school day. Many of these course sections provided both college and high school (dual) credit.
- Southern has updated and expanded articulation agreements with all vocational-technical centers within the service district. These agreements now provide options for students enrolled in a number of vocational-technical programs such as Building Construction, HVAC, Automobile Collision Repair, Masonry, Diesel Mechanics and others, to receive credit toward a certificate or associate degree through the College’s Technical Studies program.
- Southern’s Boone Campus is physically attached to the Boone County Career and Technical Center. Because of the close working relationship between the College and BTC, the location of the new campus at this site increased the sharing of resources between the two.
- The College, working with the Lincoln County Board of Education, has secured funding through the state’s Economic Development Committee to add a community college wing to the new consolidated high school. This will increase access to college courses and programs for the high school students and other residents of Lincoln County. The anticipated opening date for this facility is January 2005.
- Several of the College’s associate degree and certificate programs in technical fields rely on the use of vocational-technical center facilities, equipment and staff. Course offerings in

programs such as Applied Industrial Management, Office Information Technology, Information Technology and Technical Studies are offered at off-campus sites utilizing resources available at the vocational/technical centers.

- The College's President and members of the administration, faculty and staff have conducted over 60 personal visits to middle schools and high schools in the service area during the past 18 months to provide information and to encourage students to consider going to college.
- The College President meets twice a year with the Superintendents of Schools from Boone, Lincoln, Logan, Mingo, McDowell, Raleigh, and Wyoming Counties to discuss mutual concerns and to develop new initiatives that enhance the relationship between the College and the public schools. A grant to provide interactive audio/video classrooms for all high schools in each of these counties is currently being developed by this group.
- Southern's Financial Aid Office staff has conducted 28 financial aid workshops in all high schools for students, parents, and high school counselors in Boone, Lincoln, Logan, Mingo, and Wyoming Counties during 2001-2002.
- College personnel participate in regularly scheduled college fairs for high school students at locations throughout the service district.
- During the annual celebration of Black History Month, over 2500 public school students visited a Southern campus and participate in "Harmony Week" activities.

WEST VIRGINIA STATE COLLEGE COMMUNITY AND TECHNICAL COLLEGE

Existing Cooperative Agreements

- The A. A. S. Medical Assisting is a cooperative degree program with Ben Franklin Career and Technical Center (BFCTC). BFCTC provides the medical assisting courses for 28 credit hours and WVSCTC provides 34 credit hours in additional Allied Health, business and general education courses. To date 23 students have graduated from the program.
- The A. A. S. Electronics Technician cooperative degree program with Ben Franklin Career and Technical Center (BFCTC). BFCTC provides the electronics technology courses for 31 credit hours and WVSCTC provides 33 credit hours in additional technology, business and general education courses.
- A cooperative degree program in respiratory therapy is being offered to employees of the following hospitals: Charleston Area Medical Center, Saint Francis Hospital, and Thomas Memorial Hospital. WVSCTC will offer all but one of the general education courses and Carver Career Center will offer the job specific training. WVU Institute of Technology will offer one general education course and be the degree granting institution for the Respiratory Therapy Program. WVSCTC received a \$107,360 grant from the Governor's Development Office from HB3009 funds and an equal amount in matching funds from the three hospitals totaling \$214,720.
- WVSCTC continues to work with the Whitewater Consortium to implement Tech Prep Transcripts in Escrow opportunities granting, to date, 30 credits in various associate degree programs for high school courses to be applied to CTC programs.
- The Business Studies articulation agreement with Garnet Career Center was updated this year. To date 10 students have graduated from the program.
- Through the Adult Advantage Program, courses have been offered for adults that are interested in attending college but are in need of developmental course work at Putnam Technical Center and Clay County High School during the 2001-02 academic year. The Adult Advantage Program for the 2002-03 focuses on adults interested in careers in health care and in need of developmental work at the Putnam County Technical Center and at the WVSC Capitol Center in downtown Charleston.
- Through a cooperative agreement WVSCTC is offering college courses at Poca High School for high school students.
- Through a cooperative WVSCTC is offering college courses at Clay County High School for high school students and adults in the community.
- WVSCTC is planning for the seventh annual College Transition Program, which is a cooperative program with West Virginia Rehabilitation Center and the College's Office of Collegiate Support and Counseling. West Virginia Rehabilitation Services high-school-age clients from across the state enroll in two academic credit courses during the summer term to help field counselors determine the level of college readiness among participants.

Cooperative Agreements Currently Being Developed

- WVSCTC is currently working cooperatively with BFCTC to develop an A.A.S. degree in Diesel Equipment Technology. BFCTC provides the diesel equipment technology courses

for 31 credit hours and WVSCTC will provide the additional technology, business and general education courses. Potential Student Enrollment 50 (Adults and Secondary Students).

- WVSCTC is currently working cooperatively with BFCTC to develop an A.A.S. degree in Machine Tool Technology. BFCTC provides the machine tool technology courses for 30 credit hours and WVSCTC will provide the additional technology, business and general education courses. Potential Student Enrollment 22 (Adults and Secondary Students)
- WVSCTC is currently working cooperatively with BFCTC to develop an A.A.S. degree in Air Conditioning and Refrigeration. BFCTC will provide the air conditioning and refrigeration technology courses for 30 credit hours and WVSCTC will provide the additional technology, business and general education courses. Potential Students 38 (Adults and Secondary Students).
- WVSCTC has begun discussions with WVU Institute of Technology (WVU-IT) to explore the development of cooperative degree programs with WVSCTC offering the degree in the following programs: Communications, Banking and Finance Chemical Technology, Community Behavioral Health Technology, Criminal Justice, Gerontology, Hospitality Management, Marketing, Merchandising, Nuclear Medicine, and Paramedic Technology. Also discussed were possible cooperative degree programs with WVU-IT offering the degree in the following programs: Business Technology/Restaurant Management, Engineering Technology (Civil and Mechanical), Occupational Development (Corrections and Culinary), Dental Hygiene, Printing, and Respiratory Therapy. The planned basic agreements involve providing students the opportunity to remain at their "home" CTC to complete agreed upon general education requirements and transfer to the degree conferring school to enroll in the program/major courses.
- WVSCTC is developing a cooperative A.A.S. Degree Program in Applied Process Technology with the Advantage Valley Community College Network and Ashland Technical College.
- WVSCTC will be signing three articulation agreements with the West Virginia Rehabilitation Center in Computer Aided Drafting and Design (4 courses totaling 12 credit hours), in Accounting (3 classes totaling 9 credit hours), and in Office Administration (4 courses = 12 credit hours).
- Allied Health and Science and Technology Program Directors have begun discussions about possible cooperative degree programs and articulation agreements with Boone County Career and Technical Center.

**WVU INSTITUTE OF TECHNOLOGY
COMMUNITY AND TECHNICAL COLLEGE**

- Partnerships in 5 joint programs with vocational-technical centers, offering general education combined with technical courses for awarding of an associate degree:
 - Carver Career and Technical Education Center
 - Automotive Service Technology
 - Respiratory Therapy
 - Surgical Technology
 - Culinary Arts
 - Wyoming County Vocational-Technical Center
 - Diesel Technology
- Articulation agreements in multiple program areas (e.g., printing, engineering technology, business and office, information technology)
 - Fayette Plateau Vocational-Technical Center
 - Carver Career and Technical Education Center
 - Academy of Careers and Technology
 - Garnet Career Center
 - Ben Franklin Vocation-Technical Center
 - Nicholas County Vocational-Technical Center
 - Putnam County Vocational-Technical Center
 - Wayne County Vocational-Technical Center
 - Comprehensive High Schools—Webster County and Valley (Fayette)
 - Wyoming County Vocational-Technical Center
- Partnership with Fayette Plateau Vocational-Technical Center Adult Basic Education program through hosting satellite center at WVU Tech CTC
- Participation in the Tech Prep seamless curriculum project, as county systems in the Consortium implement the model

WVU AT PARKERSBURG

- Articulation agreements in place with vocational technical centers
- Additional courses being delivered to high schools in seamless curriculum programs
- Offering courses through distance education
- Early admission courses offered to qualified students
- Local CISCO Academies offered at four area technical education centers
- Twenty-two articulation agreements with technical education centers state-wide in welding and industrial maintenance
- Articulation agreements with area technical schools in CISCO and criminal justice
- Articulation agreements with the technical education components at Mt. Olive and St. Marys correctional centers
- Participation in the EDGE Program
- Seamless curriculum programs with Wood County Schools through the Caperton Center for Applied Technology

FACULTY BY FULL-TIME/PART-TIME, FALL 2001
Includes All Faculty Types

Institution	Full-Time Faculty	Part-Time Faculty	% of Part-Time Faculty
Bluefield State College	81	114	58.5%
Concord College	99	86	46.5%
Eastern WV Community and Technical College	3	32	91.4%
Fairmont State College	199	235	54.1%
Glenville State College	74	98	57.0%
Marshall University	715	399	35.8%
Shepherd College	139	190	57.8%
Southern WV Community and Technical College	59	88	59.9%
West Liberty State College	113	50	30.7%
WV Northern Community College	54	80	59.7%
WV School of Osteopathic Medicine	40	3	7.0%
West Virginia State College	148	134	47.5%
West Virginia University	1,827	622	25.4%
Potomac State College of WVU	36	47	56.6%
WVU Institute of Technology	118	57	32.6%
WVU at Parkersburg	88	84	48.8%
TOTAL	3,793	2,319	37.9%

