

# **WV Council For Community & Technical College Education**

## **MEETING AGENDA**

**April 22, 2004**

### **Council Members**

**Judi Almond  
Jim Bowen  
Robert "Bob" Brown  
Stanley Hopkins  
J. Thomas Jones  
Rebecca McClure**

**Fred Oelschlager  
Clarence "Butch" Pennington  
Nelson Robinson  
David Satterfield  
Lydotta Taylor**

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**James L. Skidmore, Chancellor  
Community and Technical College Education  
And Workforce Development**

**Meeting of the West Virginia Council  
For Community and  
Technical College Education**

**APRIL 22, 2004**

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**Governor's Press Conference Room  
Suite 157K  
State Capitol  
Charleston, WV**

<b>9:00 A.M.</b>	<b>Meeting Governor's Press Conference Room</b>
<b>10:00 A.M.</b>	<b>AWARDS CEREMONY Governor's Reception Area</b>  <b>RECEPTION Lower Rotunda</b>
<b>11:45 A.M.</b>	<b>Meeting Governor's Press Conference Room</b>
<b>AFTERNOON</b>	<b>Adjourn</b>
<b>6:00 P.M.</b>	<b>Higher Education Policy Commission and WV Council for Community and Technical College Education Meeting Dinner Embassy Suites, Salon A</b>

**Meeting of April 22, 2004**

**GOVERNOR'S PRESS CONFERENCE ROOM  
STATE CAPITOL  
Charleston, West Virginia**

**AGENDA**

- I. Call to Order**
- II. Introduction of New Members and Oath of Office ..... pg. 1**
- III. \*Minutes ..... pg. 3**
- IV. Perkins Secondary Activities Report**
- V. Dual Credit Report ..... pg. 7**
- VI. Nominating Committee Appointments**
- VII. Presidential Search Committee Appointments**
- VIII. \*Adoption of Procedural Rules ..... pg. 42**
- IX. Phi Theta Kappa Ceremony (Governor's Reception Area) ..... pg. 46**  
**Reception (Lower Rotunda)**
- X. Board of Governors A.A.S. Degree Announcement**
- XI. Community and Technical College Budget Allocations ..... pg. 48**
- XII. \*Revised HERF Assessments and Capital Allocations for FY 2004 ..... pg. 54**

**XIII. \*Community and Technical College Tuition and Fee Increases .....pg. 58**

**XIV. \*Southern West Virginia Community and Technical College  
Master Facilities Plan.....pg. 82**

**XV. \*Northern Community College Master Facilities Plan and  
Wheeling College Square Project .....pg. 87**

**XVI. Information and Updates**

A. SB448 Activities, Timeframes and Higher Education  
Policy Commission Joint Activities .....pg. 95

B. Proposed Meeting Schedule for July 1, 2004 – June 30, 2005 .....pg. 97

C. Consolidated Annual Report .....pg. 98

D. National Collaborative Regional Meetings .....pg. 99

**XVII. Announcements and Member Comments**

**XVIII. Next Meeting**

**XIX. Adjournment**

**6:00 P.M. Higher Education Policy Commission and West Virginia Council for  
Community and Technical College Education Planning Meeting  
Dinner  
Embassy Suites, Salon A**

\*Action Item

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

**MEETING OF APRIL 22, 2004**

**AGENDA**

**I. Call to Order**

**II. Introduction of New Members and Oath of Office**

Membership List..... pg. 2

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

**Meeting of April 22, 2004  
Membership List**

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

**MEETING OF APRIL 22, 2004**

**AGENDA**

III. **\*Minutes** ..... pg. 4

## **MINUTES**

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

**March 18, 2004**

A meeting of the West Virginia Council for Community and Technical College Education was held on March 18, 2004, at 9:30 A.M. at the Marshall University Graduate College, South Charleston. Present at the meeting were Council members: Judi Almond, Robert "Bob" Brown, Stanley Hopkins, Rebecca McClure, Fred Oelschlager, Clarence "Butch" Pennington and Nelson Robinson. Also in attendance were James Skidmore, Jean Lawson, Candace Kraus, provosts, presidents, and higher education staff.

#### **1. Call to Order**

Chairman Robinson called the meeting to order.

#### **2. Minutes**

Fred Oelschlager moved the approval of the minutes of January 15, 2004, as corrected. Mr. Brown seconded the motion. Motion carried.

#### **3. Legislative Update**

Item 6d was moved to Item 3. Jean Lawson, Senate Education Legislative Analyst, gave the history leading to Senate Bill 448 and the responsibilities of the West Virginia Council for Community and Technical College Education. Candace Kraus, Attorney, House Education Committee, discussed the legislation as it relates to the community and technical colleges.

#### **4. Community and Technical College Updated Compact Submission Approval**

A summary of each community and technical college's compact data submission highlighting progress toward achieving compact goals was presented to the Council.

Mr. Fred Oelschlager moved to adopt the following resolution:

*Resolved:* That the West Virginia Council for Community and Technical College Education approves the compact update submission from each community and technical college and Potomac State College and recommends that the Higher Education Policy Commission approve the updates as submitted.

Ms. Judi Almond seconded the motion. Motion carried.

## **5. Board of Governors A.A.S. Degree Program**

Mr. Fred Oelschlager moved to adopt the following resolution as amended:

*Resolved:* That the West Virginia Council for Community and Technical College Education approves the degree criteria as revised and the name of the degree be changed to the Board of Governors Associate of Applied Science. The Board of Governors Degree will be offered at all community and technical colleges.

Mr. Brown seconded the motion. Motion carried.

## **6. Tech Prep Grants Review Committee**

Chairman Robinson appointed Mr. Pennington and Mr. Oelschlager to serve on the Tech Prep Grants Review Committee.

## **7. Information and Updates**

- A.** Vice Chancellor Skidmore reviewed the progress being made toward providing public higher education instruction at the Beckley Higher Education Center.
- B.** Dr. Kathy D'Antoni will make presentations on Earn a Degree-Graduate Early (EDGE) at the principals' academy, superintendents' meetings and to other administrative groups. Training workshops for students will be conducted at the high schools to show the impact of EDGE on the associate degree.
- C.** The community and technical college marketing vendor is conducting focus groups. The statewide logo will be available by July 1, 2004.
- D.** Series 45, the rule on community and technical college faculty instructional loads, was approved by the Higher Education Policy Commission.

## **8. Announcements and Member Comments**

- Dr. Stanley Hopkins met with West Virginia's Congressional delegation regarding the reauthorization of the Perkins Act to communicate his views on the reauthorization of the Act. Dr. Hopkins and Vice Chancellor Skidmore met prior to the meeting to coordinate views on the reauthorization.
- Information on the Wheeling College Square Project of West Virginia Northern Community College was distributed, and President Hunter will give a presentation on the project at the April meeting of the Council.
- Mr. Oelschlager suggested that the Council be given a presentation on the educational data and national trends as presented by the National Collaborative Post Secondary Education Policy Forum initiative staff.

## **9. Next Meeting**

The next meeting date was changed from April 15, 2004, to April 22, 2004, in the Charleston area. There being no further business, Mrs. McClure moved to adjourn the meeting. Mr. Pennington seconded the motion. Motion carried.

\_\_\_\_\_, Nelson B. Robinson, Jr.  
Chairman

\_\_\_\_\_, Judi Almond  
Secretary

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

**MEETING OF APRIL 22, 2004**

**AGENDA**

**V. Dual Credit Report .....pg. 8**

**Dual Credit Courses**

**For High School Students**

**Offered by**

**West Virginia Community and Technical Colleges**

# Eastern WV Community and Technical College

## Fall 2003 Semester

Course Name/Number	Location	Number of Students Enrolled
<b>Courses scheduled with only high school students enrolled</b>		
<b>Traditional (Face-to-Face) Courses</b>		
Care of the Aged / LT 101	Hampshire High School	11
Care of the Aged Practicum / LT 102	Hampshire High School	11
PC Maintenance / IT 180	Hampshire High School	14
General Biology I / BS 101	Tucker County High School	23
College Algebra / MT 130	Tucker County High School	9
<b>Video-Distance Learning (Multi-Site)</b>		
General Psychology / PY201	Pendleton County HS/Petersburg HS	22
<b>Courses with Mixed Enrollment</b>		
<b>Video-Distance Learning (Multi-Site)</b>		
College Algebra / MT 130	East Hardy / Moorefield high schools	5
General Psychology / PY 201	East Hardy / Moorefield high schools	26
<b>Web-Based Courses</b>		
Introduction to Business (Kentucky On-line) / BU 100	Hampshire County High School	1
American History I (Eastern Electronic)	Tucker County HS/Pendleton County HS	26
		148

# Eastern WV Community and Technical College

## Spring 2004 Semester

Course Name/Number	Location	Number of Students Enrolled
<b>Courses Scheduled with High School Students Enrolled</b>		
<b>Traditional (Face-to-Face) Courses</b>		
Advanced PC Maintenance / IT 181	Hampshire High School	9
Designing a Web Page / IT 133	Hampshire High School	8
<b>Courses with Mixed Enrollment</b>		
<b>Traditional (Face-to-Face) Courses</b>		
Speech Fundamentals / SP 103	Moorefield High School	2
<b>Web-Based Courses</b>		
Principles of Management (KY On-line) / MG 260	Hampshire High School	1
Introduction to Sociology (KY On-line) / SO 200	East Hardy / Moorefield / Petersburg / Pendleton Co.	16
American History II (Eastern Electronic) / HS 231	Tucker County / Pendleton County high schools	21
		57

# Fairmont State Community and Technical College

## Fall 2003 Semester

Course Name/Number	Location	Number of Students Enrolled
Art Appreciation 1120	Philip Barbour High School	4
Biology 1101	Philip Barbour High School	19
Biology 1102	Philip Barbour High School	11
History 1108	Philip Barbour High School	16
Intr 1100	Doddridge County High School	23
English 1104	Caperton Center	19
English 1104	Caperton Center	25
English 1104	Caperton Center	21
English 1104	Caperton Center	20
History 2211	Caperton Center	19
Psychology 1101	Caperton Center	26
Psychology 1101	Caperton Center	31
Psychology 1101	Caperton Center	25
Business 1102	Caperton Center	2
History 1107	Caperton Center	2
Speech 1100	Caperton Center	4
English 1104	Lincoln High School	21
Biology 1102	East Fairmont High School	14
French 1101	East Fairmont High School	13
Intr 1100	East Fairmont High School	20
Info 1100	East Fairmont High School	3
French 1101	Fairmont Senior High School	11

<b>Course Name/Number</b>	<b>Location</b>	<b>Number of Students Enrolled</b>
Intr 1100	Fairmont High School	29
Biology 1101	North Marion High School	22
Intr 1100	North Marion High School	13
English 1104	Clay Battelle High School	10
History 1107	Clay Battelle High School	25
Poli 1103	Clay Battelle High School	14
English 1104	Preston County High School	16
English 1104	Preston County High School	21
History 1107	Preston County High School	35
History 1107	Preston County High School	35
Chemistry 1101	Elkins High School	8
English 1104	Elkins High School	10
English 1104	Elkins High School	28
English 1108	Elkins High School	28
Spanish 1101	Elkins High School	10
Spanish 1102	Elkins High School	1
Math 1199	Elkins High School	19
Info 2205	Randolph County Technical Center	1
Ofad 2250	Randolph County Technical Center	9
Phed 1100	Randolph County Technical Center	15
Biology 1101	Tygarts Valley High School	27
English 1104	Grafton High School	15
Info 1100	Taylor County Technical Center	15
	<b>Fairmont State Community and Technical College</b>	755



**Spring 2004 Semester**

<b>Course Name/Number</b>	<b>Location</b>	<b>Number of Students Enrolled</b>
Art Appreciation 2255	Philip Barbour High School	3
English 1104	Doddridge County High School	12
English 1108	Doddridge County High School	11
Info 1100	Doddridge County High School	7
Math 1111	Doddridge County High School	8
Math 1112	Doddridge County High School	8
English 2230	Caperton Center	25
English 2230	Caperton Center	25
English 2230	Caperton Center	8
English 2230	Caperton Center	25
History 2221	Caperton Center	22
Sociology 1110	Caperton Center	32
Sociology 1110	Caperton Center	37
Sociology 1110	Caperton Center	28
Business 1102	Caperton Center	2
Geography 2210	Caperton Center	3
Info 1100	Caperton Center	3
Speech 1100	Caperton Center	2
English 1108	Lincoln High School	19
Biology 1102	East Fairmont High School	14
French 1102	East Fairmont High School	13
Intr 1100	East Fairmont High School	14

Math 1112	East Fairmont High School	6
Math 0094	East Fairmont High School	11
Math 0095	East Fairmont High School	3
<b>Course Name/Number</b>	<b>Location</b>	<b>Number of Students Enrolled</b>
French 1102	Fairmont Senior High School	11
Intr 1100	Fairmont Senior High School	33
Math 1112	Fairmont Senior High School	25
Math 0094	Fairmont Senior High School	7
Math 0095	Fairmont Senior High School	6
INTR 1100	North Marion High School	6
Biology 1102	North Marion High School	20
Math 1112	North Marion High School	11
Math 0094	North Marion High School	11
Math 0095	North Marion High School	3
English 1108	Clay Battelle High School	10
History 1108	Clay Battelle High School	25
Intr 1100	Clay Battelle High School	14
English 1108	Preston County High School	9
History 1108	Preston County High School	29
History 1108	Preston County High School	37
History 1108	Preston County High School	32
Info 1100	Preston County High School	18
Biology 1101	Elkins High School	5
Chemistry 1101	Elkins High School	15
English 1108	Elkins High School	7

Math 1199	Elkins High School	5
English 1104	Elkins High School	2
English 1108	Elkins High School	2
Accounting 2201	Randolph County Technical Center	7
Business 1102	Randolph County Technical Center	4
<b>Course Name/Number</b>	<b>Location</b>	<b>Number of Students Enrolled</b>
Info 1100	Randolph County Technical Center	5
Info 2251	Randolph County Technical Center	1
Marketing 2204	Randolph County Technical Center	3
English 1104	Tygart Valley High School	25
English 1108	Grafton High School	14
Ofad 2230	Taylor County Technical Center	15
		758

## Marshall Community and Technical College

### Fall 2003 Semester

Course Name/Number	Location	Number of Students Enrolled
AAT 136 Word Processing	Harman High School	11
IT 101 Computer Technology	St. Joseph High School	2
IT 131 CISCO Systems I	Spring Valley High School	2
IT 231 CISCO Systems II	Spring Valley High School	1
		16

## Marshall Community and Technical College

### Spring 2004 Semester

Course Name/Number	Location	Number of Students Enrolled
IT 141 CISCO Systems III	Spring Valley High School	2
IT 241 CISCO Systems IV	Spring Valley High School	1
MG 226 Commercial Papers and Transactions	Wayne High School	5
		8

# New River Community and Technical College

## Fall 2003 Semester

Course Name/Number	Location	Number of Students Enrolled
BUSN 130	Greenbrier West High School	3
BUSN 130	Greenbrier East High School	37
BUSN 140	Greenbrier West High School	12
BUSN 140	Greenbrier East High School	4
BUSN 230	Greenbrier West High School	6
COSC 102	Monroe County Technical Center	23
COSC 201	Monroe County Technical Center	19
HLTH 201	Greenbrier East High School	16
HLTH 201	Greenbrier West High School	9
HOSP 101	Greenbrier East High School	7
HOSP 102	Greenbrier East High School	6
MAST 101	Greenbrier East High School	19
MAST 105	Greenbrier East High School	35
MAST 105	Greenbrier West High School	16
MEET 111	Monroe County Technical Center	6
MEET 111	Mercer County Vocational Center	2
MEET 112	Monroe County Technical Center	8
MEET 112	Mercer County Vocational Center	19
MEET 201	Monroe County Technical Center	6
POST 201	Greenbrier East High School	17
POST 201	Greenbrier West High School	4

POST 201	Monroe County Technical Center	15
POST 251	Greenbrier West High School	11
	<b>Total Duplicated Headcount</b>	<b>300</b>

# New River Community and Technical College

## Spring 2004 Semester

<b>Course Name/Number</b>	<b>Location</b>	<b>Number of Students Enrolled</b>
CNED 101	Pocahontas County High School	2
COSC 201	Pocahontas County High School	1
HOSP 102	Monroe County Technical Center	6
PSYC 103	Pocahontas County High School	8
	<b>Total Duplicated Headcount</b>	<b>17</b>

# Community and Technical College at Shepherd

## Fall 2003 Semester

<b>Course Name/Number</b>	<b>Location</b>	<b>Number of Students Enrolled</b>
ACFN 060-Basic Mathematics	Musselman High School	1
ENGL 101-Written English	Musselman High School	9
SPAN 101-Elem Spanish I	Musselman High School	2
PSYC 203-Intro to Psychology	Musselman High School	0
ENGL 101-Written English	Berkeley Springs High School	5
MATH 106 - Trigonometry	Pocahontas High School	1
ENGL 101 - Written English I	Pocahontas High School	18
ENGL 101 - Written English I	Pendleton High School	23
CIS 102 - Microcomputer Apps	Petersburg High School	25
		84

## Community and Technical College at Shepherd

### Spring 2004 Semester

Course Name/Number	Location	Number of Students Enrolled
ENGL 102-Writing for Arts	Musselman High School	7
SPAN 102-Elem Spanish II	Musselman High School	1
HIST 102-His Civ:Ren/Fren Rev	Jefferson High School	1
ENGL 102-Writing for Arts	Berkeley Springs High School	6
ENGL 101-Written English**	Berkeley Springs High School	5
PSYC 203-Intro to Psychology**	Berkeley Springs High School	4
BIOL 102-Gen Biological Science	Petersburg High School	20
BIOL 102-Gen Biological Lab	Petersburg High School	20
CHEM 209-General Chemistry	Petersburg High School	13
CHEM 209-Chemistry Lab	Petersburg High School	13
OFTC 229-Microsoft Apps Adv	Petersburg High School	11
OFTC 229-Microsoft Apps Adv	Petersburg High School	10
ENGL 101-Written English	Pendleton High School	23
COMM 202-Fund of Speech	Pendleton High School	22
MATH 108-Pre-Calculus	Pocahontas High School	24
COMM 202-Fund of Speech	Pocahontas High School	8
		188
<b>** These classes are teleconferenced to Berkeley Springs High School, the students are in Berkeley Springs and the instructor is in Martinsburg at the CTC.</b>		

# Southern WV Community and Technical College

## Fall 2003 Semester

Course Name/Number	Location	Number of Students Enrolled
CS108 Computer Fundamentals	Logan High School	6
CS116 Word Processing Concepts	Sherman High School	3
CS118 Spread Sheet Concepts	Duval High School	5
CS122 Desktop Publishing	Sherman High School	3
CS124 Creating a Web Site	Duval High School	5
CS125 Electronic Presentations	Duval High School	5
EN101 English Composition I*	Logan High School	12
EN101 English Composition I	Chapmanville High School	22
EN101 English Composition I	Scott High School	30
EN101 English Composition I	Matewan High School	12
EN101 English Composition I	Guyan Valley High School	4
EN101 English Composition I	Hamlin High School	7
EN101 English Composition I	Sherman High School	5
EN101 English Composition I	Van High School	4
IT133 Designing a Web Page	Sherman High School	4
IT180 PC Maintenance	Yeager Technical Center	5
MT123 Intermediate Algebra	Chapmanville High School	9
MT123 Intermediate Algebra	Guyan Valley High School	17
MT125 Trigonometry	Scott High School	5
MT137 Pre Calculus	Scott High School	11
PY201 General Psychology	Scott High School	24

SN101 Elementary Spanish I	Scott High School	14
SN102 Elementary Spanish II	Scott High School	29
<b>Course Name/Number</b>	<b>Location</b>	<b>Number of Students Enrolled</b>
SO200 Introduction to Sociology	Scott High School	5
SO200 Introduction to Sociology	laeger High School	13
		259
*This section of EN101 was offered as a high school college credit only section.		

# Southern WV Community and Technical College

## Spring 2004 Semester

Course Name/Number	Location	Number of Students Enrolled
CS116 Word Processing Concepts	Guyan Valley High School	1
CS116 Word Processing Concepts	Duval High School	5
CS116 Word Processing Concepts	Sherman High School	1
CS118 Spread Sheet Concepts	Logan High School	2
CS122 Desktop Publishing	Duval High School	5
CS122 Desktop Publishing	Sherman High School	1
EN101 English Composition I	Sherman High School	5
EN102 English Composition II	Chapmanville High School	17
EN102 English Composition II	Scott High School	16
EN102 English Composition II	Matewan High School	12
EN102 English Composition II	Guyan Valley High School	4
EN102 English Composition II	Hamlin High School	6
IT181 Advanced PC Maintenance	Yeager Technical Center	4
IT231 Advanced Router Technologies	Yeager Technical Center	1
IT241 Project Based Learning	Yeager Technical Center	1
MT125 Trigonometry	Scott High School	1
MT130 College Algebra	Chapmanville High School	8
MT130 College Algebra	Guyan Valley High School	15
MT137 Pre Calculus	Scott High School	4
MT229 Calculus I	Scott High School	8
MT230 Calculus II	Scott High School	2

PY201 General Psychology	Scott High School	15
SN101 Elementary Spanish I	Scott High School	46

Course Name/Number	Location	Number of Students Enrolled
SO200 Introduction to Sociology	Scott High School	18
SP103 Speech Fundamentals	Duval High School	9
		207

# WVU-Parkersburg

## Fall 2003 Semester

Course Name/Number	Location	Number of Students Enrolled
CIT 105	CAPERTON CENTER	21
CS 101	RITCHIE COUNTY HIGH SCHOOL	23
CS 101	CAPERTON CENTER	22
CS 101	CAPERTON CENTER	17
DRAF 111	CAPERTON CENTER	18
DRAF 112	CAPERTON CENTER	16
DRAF 115	CAPERTON CENTER	18
ELEC 120L	CAPERTON CENTER	10
ELEC 105	CAPERTON CENTER	9
ELEC 105L	CAPERTON CENTER	9
ELEC 120	CAPERTON CENTER	10
ENGL 101	WIRT COUNTY HIGH SCHOOL	14
ENGL 101	SAINT MARYS HIGH SCHOOL	17
ENGL 101	ROANE COUNTY HIGH SCHOOL	7
ENGL 101	ROANE COUNTY HIGH SCHOOL	4
ENGL 101	RITCHIE COUNTY HIGH SCHOOL	24
HIST 152	WIRT COUNTY HIGH SCHOOL	11
HIST 152	ROANE COUNTY HIGH SCHOOL	17
HIST 152	PHS	24
HIST 152	SAINT MARYS HIGH SCHOOL	4
HIST 152	CAPERTON CENTER	8

MFGT 107	CAPERTON CENTER	17
MFGT 107	CAPERTON CENTER	20
<b>Course Name/Number</b>	<b>Location</b>	<b>Number of Students Enrolled</b>
PSYC 101	WILLIAMSTOWN HIGH SCHOOL	11
PSYC 101	ROANE COUNTY HIGH SCHOOL	22
PSYC 101	PHS	29
PSYC 101	PHS	28
PSYC 101	CAPERTON CENTER	24
SOC 101	PHS	26
SOC 101	PHS	24
WELD 134	RJTC	2
WELD 251	RJTC	1
WELD 122	RJTC	1
WELD 121	RJTC	5
WELD 132	PRT	1
WELD 236	PRT	1
WELD 122	PRT	2
WELD 131	PRT	1
WELD 121	PRT	2
		520

# WVU-Parkersburg

## Spring 2004 Semester

Course Name/Number	Location	Number of Students Enrolled
CIT 101	CAPERTON CENTER	22
CIT 106	CAPERTON CENTER	20
CS 101	CAPERTON CENTER	8
DRAF 111	CAPERTON CENTER	17
DRAF 115	CAPERTON CENTER	14
DRAF 116	CAPERTON CENTER	16
ENGL 101	CAPERTON CENTER	23
ENGL 102	WIRT COUNTY	15
ENGL 102	SAINT MARYS HIGH SCHOOL	13
ENGL 102	ROANE COUNTY HIGH SCHOOL	9
ENGL 102	ROANE COUNTY HIGH SCHOOL	9
HIST 153	WIRT COUNTY	12
HIST 153	WILLIAMSTOWN HIGH SCHOOL	8
HIST 153	SAINT MARYS HIGH SCHOOL	5
HIST 153	ROANE COUNTY HIGH SCHOOL	27
HIST 153	PHS	8
HIST 153	CAPERTON CENTER	4
MATH 129	PHS	11
MFGT 107	CAPERTON CENTER	14
MFGT 108	CAPERTON CENTER	18
POLS 102	PHS	9

PSYC 101	PHS	12
PSYC 101	PHS	11
<b>Course Name/Number</b>	<b>Location</b>	<b>Number of Students Enrolled</b>
PSYC 101	CAPERTON CENTER	2
SOC 101	ROANE COUNTY HIGH SCHOOL	18
SOC 101	PHS	12
SOC 101	PHS	7
SOC 101	CAPERTON CENTER	22
WELD 121	RJTC	4
WELD 121	PRT	1
WELD 122	RJTC	2
WELD 134	RJTC	1
WELD 134	PRT	3
WELD 135	RJTC	2
WELD 135	PRT	1
WELD 173	CAPERTON CENTER	10
WELD 221	PRT	1
WELD 233	PRT	1
WELD 251	PRT	1
		393

# Community and Technical College of WVUIT

## Fall 2003 Semester

Course Name/Number	Location	Number of Students Enrolled
BIOL-107-D1 Anatomy and Physiology	Capital High School	29
BSSU-105-D1 Introduction to Business	George Washington High School	9
ELET-121-D3 Internetworking I	Tolsia High School	13
ELET-221-D1 Internetworking III	Harrison County Vo-Tech	7
ELET-221-D2 Internetworking III	Tolsia High School	1
ENGL-101-D0 English Composition I	Fayetteville High School	16
ENGL-101-D2 English Composition I	Midland Trail High School	25
HIST-152-D0 US History I	Oak Hill High School	6
MATH-155-D1 Calculus I	Capital High School	18
MATH-156-D1 Calculus II	George Washington High School	5
OTEC-280-D0 WordPerfect	Fayette Plateau Vo-Tech	2
PSYC-221-D1 General Psychology	Capital High School	41
PSYC-221-D2 General Psychology	Nitro High School	21
		193

# Community and Technical College of WVUIT

## Spring 2004 Semester

Course Name/Number	Location	Number of Students Enrolled
BIOL-108-D1 Anatomy and Physiology	Capital High School	28
CSCI-101-D1 Computer Science 0	Clay County High School	1
CSCI-101-D2 Computer Science 0	Valley High School	2
ENGL-101-D0 English Composition I	Valley High School	6
ENGL-102-D0 English Composition II	Valley High School	6
ENGL-102-D2 English Composition II	Fayetteville High School	1
ELET-110-D1 Computer Hardware Systems	Ben Franklin Career Center	11
ELET-111-D1 Computer Software Systems	Ben Franklin Career Center	11
ELET-122-D1 Internetworking II	RC Byrd High School	1
ELET-122-D2 Internetworking II	Tolsia High School	4
ELET-222-D3 Internetworking IV	RC Byrd High School	1
MATH-126-D1 College Algebra	Nitro High School	24
MATH-156-D0 Calculus II	Capital High School	13
MATH-251-D1 Multivariable Calculus	George Washington High School	5
OTEC-182-D0 Business Finance	Fayette Plateau Vo-Tech	2
SOCI-101-D1 Principles of Sociology	Capital High School	21
		137

# WV Northern Community College

## Fall 2003 Semester

Course Name/Number	Location	Number of Students Enrolled
BA 120	Brooke High School	1
BIO 114	Brooke High School	78
CIT 161	Brooke High School	1
CIT 166	Brooke High School	1
CIT 182	Brooke High School	1
ENG 101	Brooke High School	36
ENG 102	Brooke High School	36
HIST 110	Brooke High School	27
HIST 111	Brooke High School	27
ENG 101	Hundred High School	17
CIT 123	John D. Rockefeller Center	18
CIT 142	John D. Rockefeller Center	6
CIT 183	John D. Rockefeller Center	18
CIT 242	John D. Rockefeller Center	1
PSYC 210	John D. Rockefeller Center	2
PSYC 212	John D. Rockefeller Center	2
TEAT 101	John D. Rockefeller Center	8
TEAT 150	John D. Rockefeller Center	8
TEBC 101	John D. Rockefeller Center	7
TEBC 250	John D. Rockefeller Center	2
TEBC 255	John D. Rockefeller Center	2

TECR 101	John D. Rockefeller Center	1
TECR 250	John D. Rockefeller Center	1
<b>Course Name/Number</b>	<b>Location</b>	<b>Number of Students Enrolled</b>
TEEL 104	John D. Rockefeller Center	12
TEEL 201	John D. Rockefeller Center	5
TEWD 101	John D. Rockefeller Center	3
TEWD 201	John D. Rockefeller Center	3
TEWD 250	John D. Rockefeller Center	3
ART 100	John Marshall High School	6
MUS 105	John Marshall High School	31
PSYC 105	John Marshall High School	40
SOC 125	John Marshall High School	31
SPCH 105	John Marshall High School	11
TEAT 101	John Marshall High School	12
TEAT 200	John Marshall High School	6
TECR 101	John Marshall High School	9
TECR 250	John Marshall High School	6
TEWD 101	John Marshall High School	13
TEWD 205	John Marshall High School	3
CIT 142	Magnolia High School	9
CIT 152	Magnolia High School	2
CIT 161	Magnolia High School	19
CIT 166	Magnolia High School	18
CIT 242	Magnolia High School	1
ENG 101	Magnolia High School at WVNCC Campus	26

ENG 101	Oak Glen High School	18
ENG 102	Oak Glen High School	18
PSYC 105	Oak Glen High School	12
ENG 101	Paden City High School	10
<b>Course Name/Number</b>	<b>Location</b>	<b>Number of Students Enrolled</b>
ENG 101	Weirton Madonna High School at WVNCC	19
ENG 101	Weir High School at WVNCC	25
ENG 101	Tyler Consolidated High School	41
MUS 105	Valley High School	1
SPCH 105	Weir High School	11
HPE 100	Wheeling Park High School	32
HPE 110	Wheeling Park High School	16
SPAN 101	Wheeling Park High School	12
SPCH 105	Wheeling Park High School	5
PSYC 105	Wheeling Central at WVNCC	16
MATH 108	Wheeling Central at WVNCC	19
MATH 279	Wheeling Central at WVNCC	24
		849

# WV Northern Community College

## Spring 2004 Semester

Course Name/Number	Location	Number of Students Enrolled
ENG 101	Brooke High School	41
ENG 102	Brooke High School	41
HIST 110	Brooke High School	23
HIST 111	Brooke High School	23
ENG 102	Hundred High School	13
AHS 103	John D. Rockefeller Center	3
CIT 123	John D. Rockefeller Center	3
CIT 152	John D. Rockefeller Center	8
CIT 242	John D. Rockefeller Center	4
CIT 252	John D. Rockefeller Center	4
HS 204	John D. Rockefeller Center	3
PSYC 210	John D. Rockefeller Center	1
PSYH 212	John D. Rockefeller Center	1
TEAT 110	John D. Rockefeller Center	2
TEAT 250	John D. Rockefeller Center	2
TEBC 105	John D. Rockefeller Center	5
TEEL 110	John D. Rockefeller Center	1
TEEL 205	John D. Rockefeller Center	4
TEEL 260	John D. Rockefeller Center	2
TEWD 201	John D. Rockefeller Center	1
MUS 105	John Marshall High School	18

PSYC 105	John Marshall High School	23
SOC 125	John Marshall High School	17
<b>Course Name/Number</b>	<b>Location</b>	<b>Number of Students Enrolled</b>
TEAT 110	John Marshall High School	13
TEAT 250	John Marshall High School	12
TECR 150	John Marshall High School	6
TECR 260	John Marshall High School	6
TEWD 201	John Marshall High School	10
TEWD 250	John Marshall High School	5
CIT 152	Magnolia High School	5
CIT 162	Magnolia High School	18
CIT 167	Magnolia High School	18
CIT 252	Magnolia High School	2
ENG 102	Magnolia High School at WVNCC	25
ENG 101	Oak Glen High School	12
ENG 102	Oak Glen High School	11
HIST 110	Oak Glen High School	14
HIST 111	Oak Glen High School	14
MATH 280	Oak Glen High School	9
ENG 102	Paden City High School	6
ENG 102	Tyler Consolidated High School	39
ENG 102	Valley High School	13
ENG 101	Weir High School	12
ENG 102	Weir High School	25
SPCH 105	Weir High School	13

ENG 102	Weirton Madonna High School at WVNCC	10
PSYC 105	Wheeling Central Catholic at WVNCC	22
MATH 210	Wheeling Central Catholic at WVNCC	21
		584

## WV State Community and Technical College

### Fall 2003 Semester

Course Name/Number	Location	Number of Students Enrolled
ENGL 101	Clay County High School	17
ENGL 102	Clay County High School	17
ENGL 101	Poca High School	34
		68

## WV State Community and Technical College

### Spring 2004 Semester

Course Name/Number	Location	Number of Students Enrolled
ENGL 101	Poca High School	19
ENGL 102	Poca High School	24
		43

## **Earn a Degree – Graduate Early (EDGE)**

Listed below are those courses that have been agreed upon by the public school system and the community and technical colleges as meeting requirements as an EDGE course.

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- [20th and 21st Century History](#) (WVEIS 7011)
- [A+ Computer Maintenance & Repair](#) (WVEIS 1703) **WVDOE**
- [Accounting Principles I](#) (WVEIS 1401) **WVDOE**
- [Accounting Principles II](#) (WVEIS 1403) **WVDOE**
- [Air Conditioning Refrigeration Technology](#) (WVEIS 1605)
- [Algebra II](#) (WVEIS 3041)
- American Heart CAR
- [Basic Control Circuits](#) (WVEIS 1601)
- [Basic Darkroom Procedures](#) (WVEIS 1831)
- Basic Electronics (WVEIS 1761)
- [Business Communications](#) (WVEIS 1409)
- [Business Computer Applications I](#) (WVEIS 1411) **WVDOE**
- [Business Computer Applications II](#) (WVEIS 1413) **WVDOE**
- [Chemistry 11-12](#) (WVEIS 6302)
- [Child Development Specialist I](#) (WVEIS 1003)
- [Child Development Specialist II](#) (WVEIS 1004)
- [Cisco I - Networking Fundamentals](#) (WVEIS 1645)
- [Cisco II - Routing Theory and Routing Technologies](#) (WVEIS 1651)
- [Cisco III - Advanced Routing and Switching](#) (WVEIS 1649)
- [Cisco IV - Project Based Networking](#) (WVEIS 1647)
- [Civics](#) (WVEIS 7031)
- [Computer Applications I](#) (WVEIS 1461)
- [Concepts of Health Care](#) (WVEIS 0715) **WVDOE**
- Digital Imaging/Multimedia (WVEIS 1431)
- [Domestic Refrigeration](#) (WVEIS 1603)
- [Drafting Techniques](#) (WVEIS 1727)
- [Economics of Business](#) (WVEIS 0404, 1435)
- Electronic Imaging (WVEIS 1833)
- EMT Certification
- [Engineering Graphics](#)
- [Fundamentals of Drafting I](#) (WVEIS 1729, 2439) **WVDOE**
- [Fundamentals of Welding Technology](#) (WVEIS 1985)
- [Gas Metal Arc Welding](#) (WVEIS 1987)
- Gas Tungsten Arc Welding (WVEIS 1989)
- [Geometry](#) (WVEIS 3045)
- [Heating Systems](#) (WVEIS 1607)
- [Human Anatomy and Physiology](#) (WVEIS 6103)
- [Human Services, Development and Relationships](#) (WVEIS 0928)
- [Introduction to Business and Marketing](#) (WVEIS 0413, 1439) **WVDOE**
- [Keyboarding and Information Processing](#) (WVEIS 1441)
- Keyboarding and Information Processing II
- [Lodging I](#) (WVEIS 1203, 1204)
- [Lodging II](#) (WVEIS 1205, 1206)

- [Management and Entrepreneurship](#) (WVEIS 0416, 1445) **WVDOE**
- [Marketing Principles II](#) (WVEIS 0425) **WVDOE**
- [Materials & Processes](#)
- Medical Assisting Certificate
- **Medical Terminology** (WVEIS 0721)
- [Microbiology](#)
- [Office Management](#) (WVEIS 1449) **WVDOE**
- **Offset Press & Bindery Operations** (WVEIS 1841)
- [Physics - Technical/Conceptual I](#) (WVEIS 6303)
- [Physics - Technical/Conceptual II](#) (WVEIS 6304)
- Principles of Technology
- [ProStart I](#) (WVEIS 1013, 1953, 1014, 1954, 4102) **WVDOE**
- [ProStart II](#) (WVEIS 1019, 1955, 1020, 1956, 4202) **WVDOE**
- [Psychology](#) (WVEIS 7047)
- Technical Studies - Block Credit
- [Trigonometry](#) (WVEIS 3048)
- [Written and Oral Communications](#)



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

**MEETING OF APRIL 22, 2004**

**AGENDA**

VIII. **\*Adoption of Procedural Rules** ..... pg. 43

**WV Council for Community and Technical College Education  
Meeting of April 22, 2004**

**ITEM:** Adoption of Existing Higher Education Policy Commission Rules Pertaining to Community and Technical Colleges

**INSTITUTION(S):** All Community and Technical Colleges

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Council for Community and Technical College Education approves the adoption of existing rules as listed and that such rules will be utilized for the operation of community and technical colleges and shall continue until rescinded, revised, altered or amended, and; *Further Resolved*, That the Chancellor is authorized to file these rules with the Secretary of State and to make technical, non-substantive changes in the language of the rules to solely reflect the change in governance made in Senate Bill 448, and *Be It Further Resolved*, That the Council adopts the internal policies of the Higher Education Policy Commission relating to administration, the workplace, and personnel for those employees transferred to the jurisdiction of the WV Council for Community and Technical College Education.

**STAFF MEMBER:** Jim Skidmore

**BACKGROUND:**

Senate Bill 448 stipulates that rules of the Higher Education Policy Commission that pertain to community and technical colleges, or which the WV Council for Community and Technical College Education finds necessary for exercise of its powers and duties, may be adopted by the Council and remain in effect until rescinded, revised, altered or amended. It is further recommended that the Chancellor be authorized to file these rules with the Secretary of State and to make technical, non-substantive changes in the language of the rules to solely reflect the change in governance made in Senate Bill 448. It is also recommended that the internal policies of the Policy Commission relating to the administration, the workplace, and personnel, be adopted for those employees transferred to the jurisdiction of the Council.

Staff reviewed existing rules and determined which of those are pertinent to the delivery of community and technical college education and is recommending that the Council approve the adoption of rules as listed.

# WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

## Rules and Policies

- Series 2: Higher Education Finance Policy - Legislative rule
- Series 3: Report Card - Legislative rule
- Series 4: Rules, Guidelines and Other Policy Statements by Governing Boards
- Series 5: Guidelines for Governing Boards in Employing and Evaluating Presidents or Other Administrative Heads of Institutions
- Series 8: Personnel Administration
- Series 9: Academic Freedom, Professional Responsibility, Promotion and Tenure
- Series 10: Policy Regarding Program Review
- Series 11: Submission of Proposals for New Academic Programs and the Discontinuance of Existing Programs - Procedural rule
- Series 12: Capital Project Management - Procedural rule
- Series 13: Change in Organization of Colleges and Schools - Procedural rule
- Series 14: Holidays
- Series 15: Acceptance of Advanced Placement Credit - Legislative rule
- Series 16: College Level Examination Program - Procedural rule
- Series 17: Transferability of Credits and Grades at the Undergraduate Level
- Series 18: Assignment of Academic Credit and Financing Noncredit Instruction
- Series 19: Guidelines for College Courses for High School Students - Procedural rule
- Series 20: Authorization of Degree Granting Institutions - Procedural rule
- Series 21: Freshman Assessment and Placement Standards - Procedural rule

- Series 22: Grade Point Average for Associate and Baccalaureate Degree Students - Procedural rule
- Series 23: Standards and Procedures for Undergraduate Admissions - Procedural rule
- Series 24: Preparation of Students for College - Procedural rule
- Series 25: Residency Classification for Determining Tuition and Fees - Procedural rule
- Series 29: Travel - Procedural rule
- Series 30: Purchasing - Procedural rule
- Series 31: Ethics - Procedural rule
- Series 35: Correspondence, Business, Occupational, and Trade Schools - Legislative Rule (transferred from previous Boards)
- Series 36: Sports Programs at Community and Technical Colleges - Procedural rule (transferred from Board of Directors)
- Series 37: Increased Flexibility for Community and Technical Colleges - Procedural rule (transferred from Board of Directors)
- Series 38: Employee Leave - Procedural rule (transferred from previous boards)
- Series 39: Classified Employees - Procedural rule (transferred from previous boards)
- Series 40: Equal Opportunity and Affirmative Action - Procedural rule (transferred from previous boards)
- Series 43: Purchasing Efficiencies – Emergency Legislative Rule. Legislative Rule approved by Policy Commission for submission to LOCEA and Legislature
- Series 44: Policy Regarding Action to be Taken on Audit Reports - Procedural Rule (transferred from University System rule)
- Series 45: Community and Technical College Faculty Instructional Load - Procedural Rule (Effective April 5, 2004)

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

**MEETING OF APRIL 22, 2004**

**AGENDA**

**IX. \*Phi Theta Kappa Ceremony ..... pg. 47**

Governor's Reception Area

**Reception**

Lower Rotunda

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

Nelson Robinson, Jr.  
Chair

James L. Skidmore  
Chancellor

**TO:** Members, Council for Community and Technical College Education

**FROM:** Jim Skidmore

**DATE:** April 9, 2004

**SUBJECT:** **Phi Theta Kappa All-West Virginia Academic Team Ceremony**

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Each year our community and technical colleges have students who compete for national recognition through Phi Theta Kappa, the international honor society for two-year colleges. Those students that compete nationally comprise our All-West Virginia Academic Team.

To honor these outstanding community and technical college students, each Spring we have a ceremony in the Governor's Reception Room to recognize their accomplishment. Immediate family members and/or a guest of the honorees are welcome to attend.

It is my pleasure to invite you to this year's ceremony. Details are as follows:

April 22, 2004

10:00 a.m.

Governor's Reception Room - Suite 157

The Honorable Bob Wise will present students with certificates/medallions

Photographs will be taken

A reception will immediately follow in the Lower Rotunda

We look forward to seeing you on April 22, 2004.

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

**MEETING OF APRIL 22, 2004**

**AGENDA**

X. **\*Community and Technical College Budget Allocations.....pg. 49**

**WV Council for Community and Technical College Education  
Meeting of April 22, 2004**

**ITEM:** Funding Allocations for FY 2005

**INSTITUTION:** Community and Technical Colleges

**RECOMMENDED RESOLUTION:** *Resolved*, That the WV Council for Community and Technical College Education approves the allocation of funds for FY 2005 as shown on the attached Tables 1 and 2.

**STAFF MEMBER:** James A. Winter

**BACKGROUND:**

The total state appropriation for higher education for FY 2005 is \$421,996,733 which includes both Promise Scholarships and capital funded from state excess lottery revenue. This is an increase of \$1,186,734 or 0.28% from the continuing base for FY 2004. Excluding \$10 million in additional funding for Promise that is required under statute and the research and capital dollars, operating budgets will decrease by 3.5% in FY 2005. The average institutional budget decrease is 4.0%. Four-year institutions are reduced by 4.5% and two-year institutions are reduced by 2.5%. The budget decrease for the medical schools was 3.6% due to additional funding supplied for BRIM premiums. Small variances in these reduction amounts exist due to the allocation of a \$920,000 credit for PEIA and BRIM premiums in proportion to the amount of general revenue expended for these costs. Unused higher education capital funds of \$17.5 million was included as revenues in the FY 2005 budget, with approximately half of these funds included in the base budgets of the institutions.

Senate Bill 197 provides for Research funding at 0.5% of net terminal income of racetrack video lottery terminals, which is estimated at \$4.0 million annually. This funding is for coal research and other development projects at institutions. This funding will be allocated at a later date with the assistance of the EPSCOR Advisory Board.

No funding was provided in the FY 2005 higher education budget for the SB 653 funding pools of Independently Accredited Community and Technical College Development and Incentive for Institution Contribution to State Priorities, and Peer Equity and Sustained Quality.

Table 1 calculates the distribution of the FY 2005 Unclassified Lottery funds. The unclassified amount for FY 2004 was \$3 million. This line item for FY 2005 is

reduced because of the budget cuts. This schedule allocates the \$2.7 million to the institutions in the same proportion as in previous years. While this funding has been consistently considered part of the institutions' base budgets for a number of years, changes could occur as a result of the Budget Digest which will be issued in June. The allocation of lottery funds will be amended, if necessary, based on the recommendations of the digest. In addition, this table shows the FY 2005 Special Projects which will be allocated at a later date.

Table 2 is a summary schedule that shows each of the institutions' base budgets as line itemed in the FY 2005 budget bill. In addition, Unclassified Lottery funds and the Special Project funding is also included on this page.

Table 3 is for informational purposes and shows the funding for the Commission Office, WVNET, and the WV Council for CTC Education.

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

**MEETING OF APRIL 22, 2004**

**AGENDA**

**XII. \*Revised HERF Assessments and Capital Allocations for FY 2004.....pg 55**

**West Virginia Council for Community and Technical College Education  
Meeting of April 22, 2004**

**ITEM:** Revised HERF Assessments and Capital Allocations for FY 2004

**INSTITUTIONS:** New River Community and Technical College of Bluefield State College, Fairmont State Community and Technical College, and Glenville State College

**COMMITTEE:** Finance

**RECOMMENDED RESOLUTION:** *Resolved*, That the Council approves the revised FY 2003-2004 HERF assessments and capital allocations for New River Community and Technical College of Bluefield State College, Fairmont State Community and Technical College and Glenville State College as shown in this agenda item.

**STAFF MEMBER:** James Winter

**BACKGROUND:**

This agenda item is being presented to both the Higher Education Policy Commission as well as the West Virginia Council for Community and Technical College Education due to the impact on both two-year and four-year institutions. In the past these allocations have been made to the institution in total, but in future periods the allocations will be segregated by each component.

As directed in HB 2224, the community college responsibility districts changed for Bluefield State College, Fairmont State College and Glenville State College effective July 1, 2003. The new structure passed in the bill resulted in significant enrollment transfers between these institutions for FY 2004. As the allocations for HERF assessments and capital assessments are based upon fee collections from students, the assessments should be adjusted accordingly. The FY 2004 HERF assessments to the institutions were approved at the April 24, 2003 meeting of the Policy Commission. The Policy Commission approved the capital assessments to the institutions for FY 2004 using the carry-forward basis on August 22, 2003.

The final allocation of general revenue from the transfer of Glenville's community college was approved at the June 5, 2003 meeting using FTE enrollment. The funds were allocated 75% to New River Community and Technical College of Bluefield

State College and 25% to Fairmont State Community and Technical College. The same methodology will be used to allocate the HERF assessment and capital adjustments. Table 1 contains the calculations for both the HERF and capital assessments which are discussed below.

Glenville State College's fall 2003 enrollment shows a reduction of 274.2 FTE in students enrolled in two-year programs, which when compared to the fall 2002 total enrollment of 1,789 is a decrease of 15.33%. The original FY 2004 HERF assessment for Glenville State College was \$91,704. The school's assessment should be reduced by 15.33% or by \$14,055 to reflect the transfer of the community college operations. The reallocation of HERF assessments to the other two institutions using the 75/25 split is as follows: Bluefield \$10,541 and Fairmont \$3,514.

The original obligation from the 1992 system wide debt for Glenville State College for FY 2004 was \$270,417, but the allocation of the first year savings from the bond refinancing attributable to Glenville State College reduces this debt assessment to \$258,953. When the enrollment reduction percentage of 15.33% is applied, it calculates to a reduction of \$39,635 in the capital assessment to Glenville State College. The reallocation of capital assessments to the other two institutions using the 75/25 split is as follows: Bluefield State College \$29,725 and Fairmont \$9,910.

Below is a summary of the total original assessments along with the revised assessments for the three institutions.

Revised HERF Assessments for FY 2004

Total Institution	Original Assessment	Adjustment For Student FTE Transfers	Revised Assessment
Bluefield	\$96,414	\$10,541	\$106,955
Fairmont	\$252,499	\$3,514	\$256,013
Glenville	\$91,704	(\$14,055)	\$77,649
Total	\$440,617	0	\$440,617

Revised Capital Assessments for FY 2004

Total Institution	Original Assessment of 92 Debt	Refinancing Savings	Adjustment	Revised Assessment of 92 Debt
Bluefield	\$39,857	(\$1,743)	\$29,725	\$67,839
Fairmont	\$1,002,658	(\$43,841)	\$9,910	\$968,727
Glenville	\$270,417	(\$11,824)	(\$39,635)	\$218,958
Total	\$1,312,932	(\$57,408)	0	\$1,255,524

Table 1  
 Reallocation of HERF and Capital Assessments

**HERF**

<u>Reduction in HERF Assessment for Glenville State College</u>				
Two-year enrollment reduction for fall 2003		274.2	=	15.33%
Total Glenville State College enrollment for fall 2002		1,789.00		
Glenville's HERF assessment for FY 2004		\$91,704		
Less: Reduction in HERF based on enrollment change		<u>\$14,055</u>		
Revised HERF assessment for Glenville State College		<b>\$77,649</b>		
<u>Increase in HERF Assessment for Bluefield and Fairmont</u>				
Bluefield	75.00%	\$14,055	=	<b>\$10,541</b>
Fairmont	25.00%	\$14,055	=	<b>\$3,514</b>

**1992 Debt**

<u>Reduction in Capital Assessments for Glenville State College</u>				
Total original payments for Glenville State College on 1992 Debt		\$270,417		
Less: Allocation of first year savings		<u>\$11,824</u>		
Revised FY 2004 payment on 1992 Debt		\$258,593		
Percentage based upon enrollment change above		<u>15.33%</u>		
Amount to be allocated to Bluefield and Fairmont		\$39,635		
Bluefield	75.00%	\$39,635	=	<b>\$29,725</b>
Fairmont	25.00%	\$39,635	=	<b>\$9,910</b>

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

**MEETING OF APRIL 22, 2004**

**AGENDA**

XIII. \*Community and Technical College Tuition and Fee Increases ..... pg. 59

**WV Council for Community and Technical College Education  
Meeting of April 22, 2004**

**ITEM:** Approval of Community and Technical College Tuition and Fee Increases for Academic Year 2004-2005

**INSTITUTION(S):** All Community and Technical Colleges

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Council for Community and Technical College Education approves the institutional compact updates for all community and technical colleges as meeting the performance requirements at a satisfactory or better level for purposes of the Council's evaluation of tuition and fee increases for 2004-2005. *Be it further resolved*, tuition and fee increases are approved for each community and technical college as determined by the Council.

**STAFF MEMBER:** Jim Skidmore

**BACKGROUND:**

The WV Council for Community and Technical College Education now has approval authority for annual tuition and fee increases for community and technical colleges. Each community and technical college will submit a tuition increase request for academic year 2004-05 to the Chancellor's office by April 14, 2004. While the institutional governing boards are responsible for setting the level of tuition and fees, subject to the approval of the Council, state statute limits tuition increases for community and technical colleges to 4.75% per year.

In order to be granted an increase, the community and technical college must be making satisfactory progress in achieving the benchmarks established in the institutional compact and the statewide goals of "It All Adds Up." Upon review and assessment of institutional performance, all institutions were at or above a satisfactory level in making progress toward achieving these goals. During the March 2004 meeting, the Council accepted each institution's compact update as submitted. Based upon the review by staff, it is recommended that each compact submission be approved as satisfactory for the purpose of tuition and fee increases.

The compact update summary for each community and technical college follows, and the tuition and fee increase request for each institution will be sent under separate cover.

**REVIEW OF INSTITUTIONAL COMPACTS  
WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION  
COMMUNITY AND TECHNICAL COLLEGES**

**March 18, 2004**

West Virginia public community and technical colleges and Potomac State College have responded to data elements in completion of the annual update to the institutional compacts. The reporting elements, which were revised for 2001-02 to focus on essential areas that effectively, indicate institutional commitment to the six statewide goals — preparation, participation, affordability, competitive workforce, economic development, and accountability, are the same elements that have been used this year. For community and technical colleges, a total of twelve elements have been employed.

In this year's review, the basic assessment year is 2002-03 with Fall 2003 enrollment data utilized when available. Changes in performance have been measured against performance in 2001-02, plus the first two years of the compact. Additionally, the review looked at 2002-03 performances as measured against institutional six-year goals (2006-07) and the state master plan goals in *It All Adds Up*.

The comments on institutional compact performance, both positive indicators and challenges, are staff observations on the success of each college in addressing compact goals and are keyed to the twelve indicators for community and technical colleges. Notations on performance in the institutional compact summaries are comparisons between 2002-03 and 2001-02, unless noted otherwise. Also included in this report is a tabular grid which indicates institutional performance on the twelve indicators in 2002-03.

**REPORTING IN 2004-05**

For next year's institutional compact reports which will be submitted in November 2004, each institution will need to submit a new compact. This report will do more than provide an update. It will allow each institution to assess its progress in meeting institutional, legislative and *It All Adds Up* goals. While the reporting elements may remain virtually the same, this process will permit institutions the opportunity to reassess their progress and adjust goals.

The statewide committee, chaired by President Hardesty, is charged with developing the format for next year's compact submission.

## BASIS FOR EVALUATION OF INSTITUTIONAL PROGRESS REPORTS

MARCH 18, 2004

### Positive Indicators — Community and Technical Colleges

1. – 2. Enrollment	Enrollment increases and participation rate in community and technical college district
3. Retention – 1 <sup>st</sup> to 2 <sup>nd</sup> year	Steady increase
4. Graduation rate	Increases approaching 35%
5. Degree production	Increases, with substantial increase in certificates awarded
6. Licensure pass rates	At least 90%
7. Percentage of students successfully completing developmental courses	At least 75%
8. Workforce Development Activities	Increases
9. Financial audit: Unqualified audit opinion and no material weakness in auditor's management letter	Meets expectation
10. Timely completion of annual audit	Meets expectation
11. Non-resident tuition fee established at a level at least equal to cost of instruction	Meets expectation
12. Independent Accreditation	Progress

**Compact Progress Report  
2-Year Campuses  
2002-2003 Actuals**

	BSC	EWVCTC	FSCTC	MU	SC	SWVCTC	WVNCC	WVSC	PSC	WVUIT	WVUP
<b>1 Fall Headcount Enrollment</b>											
Total	2,330	355	3,128	2,328	1,478	2,543	2,917	1,406	1,322	599	3,516
Full-time, Under 25	1,020	39	1,170	848	217	993	630	580	721	348	1,239
Full-time, 25 and Older	457	32	373	361	149	408	508	288	79	103	626
Part-time, Under 25 (excluding dual enrollment)	197	39	322	109	113	304	255	139	34	59	366
Part-time, 25 and Older	517	136	487	958	795	486	985	389	117	86	814
Dual Enrollment	139	109	570	53	204	355	539	10	371	87	471
<b>2 Annualized FTE</b>	1,746	140	2,093	1,407	659	1,758	1,737	1,024	985	556	2,422
<b>3 1st to 2nd Year Retention Rate (first-time, full-time degree-seeking freshman)</b>	53%	50%	60%	53%	65%	53%	51%	58%	53%	62%	58%
<b>4 Graduation Rates, Certificate or Associate degree-seeking first-time, full-time freshman</b>	25%	0%	12%	12%	11%	17%	14%	9%	24%	21%	17%
<b>5 Degree Production</b>											
Certificate	21	0	63	8	0	36	70	17	2	5	17
Associate	232	3	297	238	88	235	244	209	144	132	242
Bachelor	0	0	0	0	0	0	0	0	0	7	87
Total	253	3	360	246	88	271	314	226	146	144	346
Number of undergraduate degrees in math, science, computer science, engineering, related technologies, and health related fields	18	0	165	142	29	111	134	61	32	111	93
Certificate and Associates awarded to students 25-44	67	2	115	135	42	150	185	115	22	43	100
<b>6 Licensure pass rates</b>	95%	NA	92%	86%	70%	94%	90%	90%		91%	86%
<b>7 Percentage of students successfully completing developmental courses</b>	73%	65%	59%	59%	52%	64%	68%	70%	55%	48%	65%
<b>Workforce Development Activities</b>											
<b>8 Number of participants in non-credit workforce development courses</b>	2,182	678	1,768	3,235	5,125	975	1,993	2,280	NA	1,192	982
<b>9 Total number of programs made available through collaboration and partnerships with employers</b>	35	55	7	33	14	97	43	75	NA	3	0
<b>Financial Indicators</b>											
<b>10 Unqualified audit opinion on the annual financial audit and no material comments in auditor management letter</b>	NA	Yes	NA	NA	NA	Yes	Yes	NA	NA	NA	NA
<b>11 Date of completion of the annual audit</b>	No CTC Data	10/31/03	Incl. CTC Data	Incl. CTC Data	Incl. CTC Data	11/18/03	10/22/03	No CTC Data	NA	Incl. CTC Data	NA
<b>12 Establishment of non-resident tuition and fees at a level equal to or exceeding cost of instruction</b>											
(a) Total Tuition vs. Instruction Costs	+1,186	NA	+1143	+1847	+1425	+159	+607	-887	+1583	+874	+260
(b) Instruction Tuition vs. Instruction Costs	-396	NA	-925	+103 (But Metro Under)	-489	-391	+57	-2607	+779 (But Metro Under)	-828	-290
<b>13 Progress towards independent accreditation</b>	Yes	Yes	Yes	Yes	Yes	NA	NA	Yes	NA	Yes	NA



EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
March 18, 2004

**Positive Indicators**

- As an emerging institution, Eastern has experienced steady growth in headcount and full-time equivalency enrollment beginning with 140 students in 2001-02 and increasing to 355 in 2002-03. [Indicator 1]
- Part-time adult student enrollment and dual credit enrollment has shown significant growth over the past two years. [Indicator 1]
- The number of participants enrolled in non-credit workforce development programs has increased each year since 2000-01 and presently has 678 participants. [Indicator 8]
- With the submission of the Preliminary Information Form (PIF), the college is moving toward achieving accreditation through the Higher Learning Commission of the North Central Association of Colleges and Schools. [Indicator 12]
- Unqualified audit opinion on the financial statements with no material management letter comments. [Indicator 9]
- Financial statements completed on a timely basis in each of the last three years. [Indicator 10]

**Challenges**

- As a new institution, many of the indicators are not yet relevant to Eastern.
- In order to better determine compact goals, relevant benchmarks for developing institutions need to be defined.
- The participation rate of credit and non-credit student enrollment in the district is 1.63% of the population 18 years of age and above. [Indicators 1, 8]
- The percentage of students successfully completing developmental education courses is 65% with the state-level goal being a success rate of 75%. [Indicator 7]
- Due to start-up nature of operations, comparisons of instructional costs to instructional non-resident tuition are not relevant. [Indicator 11]

**Summary/recommendations**

Eastern West Virginia Community and Technical College is on pace to reach the compact goals established when the college was created, but as the college grows, it will be necessary to address those areas such as graduation rates and certificate degree production that have traditionally been difficult areas of achievement for community and technical colleges. In evaluating Eastern, it is somewhat difficult to apply indicators that are more relevant to mature institutions rather than an emerging institution. Enrollment data were mostly utilized in this evaluation. The recommendation is to approve the update to the institutional compact.

## FAIRMONT STATE COMMUNITY AND TECHNICAL COLLEGE

March 18, 2004

### Positive Indicators

- Total enrollment increased from 3,086 students in 1999-2000 to 3,128 students in 2002-03. The 2006-07 compact goal for headcount enrollment is 3,827. [Indicator 1]
- Full-time enrollment of adult students above the age of 25 has shown a steady increase over the planning period with 284 students in 1999-2000 and increasing to 373 students in 2002-03. [Indicator 1]
- The retention rate for first- to second-year students has increased from 51% to 60% over the planning period. [Indicator 3]
- Certificate and associate degree productivity continues to increase (360 in 2002-03) and is on schedule to meet the 2006-07 compact goal of 381 awards per year. [Indicator 5]
- The number of certificates and associate degrees awarded to students in the 25-44 age group has increased from 106 in 1999-2000 to 115 in 2002-03. [Indicator 5]
- The licensure passage rate of 92% exceeds the state-level goal of 90%. [Indicator 6]
- Independent accreditation of the community and technical college has been achieved. [Indicator 12]
- Supplemental CTC financial data included in the financial audit. [Indicator 10]
- Improving coverage of instructional costs by instructional non-resident tuition and full coverage from total tuition. [Indicator 11]

### Challenges

- Part-time enrollment of students age 25 and older experienced a decrease of 72 students from 2001-02 to 2002-03. The enrollment goal of 566 students in this age group can be obtained by 2006-07. [Indicator 1]
- The participation rate of credit and non-credit student enrollment in the district is 1.72% of the population 18 years of age and above. [Indicators 1, 8]
- The graduation rate increased slightly from 8% to 11.50%, but it will be a challenge to reach the state-level goal of 35% by 2006-07. This measure may not account for students transferring to baccalaureate programs before graduating with an associate degree. [Indicator 4]
- The percentage of students' successfully completing developmental education courses has increased from 57% to 59% but falls short of the state-level goal of a 75% success rate. [Indicator 7]
- The number of individuals participating in non-credit workforce developmental programs experienced a decrease for the first time during the planning period with 1,768 participants. This decline of 981 participants will make it more difficult to reach the 2006-07 goal of 4,362 participants. [Indicator 8]

**Summary/recommendations**

Fairmont State Community and Technical College is on track to reach the 2006-07 compact goals with the exception of graduation rates, percentage of students successfully completing developmental education courses and participation in non-credit workforce development courses. The recommendation is to approve the update to the institutional compact with the provision that those areas stated above be identified for improvement.

MARSHALL UNIVERSITY COMMUNITY AND TECHNICAL COLLEGE  
March 18, 2004

**Positive Indicators**

- There have been modest increases in headcount enrollment and significant increases in full-time equivalency enrollment (FTE) which now surpasses the 2006-07 compact goal. [Indicators 1,2]
- Degree production at the associate degree level has increased by 32 students from 206 awards in 2001-02 to 238 awards in 2002-03. [Indicator 5]
- There was an increase of 26 students from 2001-02 to 2002-03 in the number of graduates in math, science and technology related fields. [Indicator 5]
- The number of certificate and associate degrees awarded to students between the ages of 25-44 increased from 107 in 2001-02 to 135 in 2002-03. [Indicator 5]
- The college has surpassed its 2006-07 goal for the number of participants in non-credit workforce development courses with an increase from 1,056 participants in 2000-01 to 3,235 participants in 2002-03. The compact goal is 2,500 participants per year. [Indicator 8]
- Independent accreditation of the community and technical college has been achieved. [Indicator 12]
- Supplemental CTC financial data included in the financial audit. [Indicator 10]
- Full coverage of instructional costs by instructional non-resident tuition, although the use of metro fees pulls down below full coverage. [Indicator 11]

**Challenges**

- The participation rate of credit and non-credit student enrollment in the district is 3.33% of the population 18 years of age and above. [Indicators 1, 8]
- The retention rate for first-to-second-year students has decreased by 7% over the planning period. [Indicator 3]
- The student graduation rate has fallen to 12% from a high of 19% in 2001-02 and achieving the state-level goal of a 35% graduation rate will be difficult. [Indicator 4]
- The degree production for certificate programs continues to be a problem with a small increase from 4 to 8 graduates over the past year. The compact goal of 20 graduates per year appears to be in jeopardy. [Indicator 5]
- The licensure passage rate fell from 92% in 2001-02 to 83% in 2002-03 which is below the state-level goal of 90%. [Indicator 6]
- The percentage of students successfully completing developmental education courses increased from 50% to 59% but remains below the state-level goal of a 75% success rate. [Indicator 7]

## **Summary/recommendations**

Marshall University Community and Technical College has surpassed two of its 2006-07 compact goals and is on schedule to achieve the majority of the stated goals. The areas of graduation rates, degree production in certificate programs, licensure passage rates and the success rate of students enrolled in developmental education courses will require attention if the state-level and compact goals are to be obtained. It is recommended that the update to the institutional compact be approved with the provision that the areas referenced above be given attention in order to make progress in meeting the stated goal for each category.

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE  
OF BLUEFIELD STATE COLLEGE  
March 18, 2004

**Positive Indicators**

- Enrollment has increased in all categories over the planning period with the exception of part-time students under the age of 25. [Indicator 1]
- Significant enrollment increases has occurred in both full-time and part-time students over the age of 25. [Indicator 1]
- Dual enrollment has increased from 31 students in 1999-2000 to 139 students in 2002-03. [Indicator 1]
- The licensure passage rate increased from 92% to 95% which exceeds the state-level goal of 90%. [Indicator 6]
- The number of participants in non-credit workforce development courses has increased from 1,004 in 1999-2000 to 2,182 participants in 2002-03. [Indicator 8]
- Improving coverage of instructional costs by instructional non-resident tuition and full coverage from total tuition. [Indicator 11]

**Challenges**

- The participation rate of credit and non-credit student enrollment in the district is 2.14% of the population 18 years of age and above. [Indicators 1, 8]
- The retention rate for first- to second-year students fell by 10% in 2002-03 from 63% to 53%. [Indicator 3]
- Graduation rates have increased from 10% to 25% over the past year but remains below the state-level goal of 35%. [Indicator 4]
- Although little progress was made in establishing an independently accredited community and technical college in Beckley as required in Senate Bill 653, achieving independent accreditation is now on schedule with the submission of the Preliminary Information Form (PIF) in December of 2003. It may be a challenge to meet the independent accreditation timeframe of December 2005 as required in House Bill 2224. [Indicator 12]
- The number of associate degrees awarded decreased by 31 from 263 in 2001-02 to 232 in 2002-03. [Indicator 5]
- The percentage of students successfully completing developmental education courses decreased by 3% in 2002-03 to 73% which is slightly below the state-level goal of 75%. [Indicator 7]
- Supplemental CTC financial data not included in the financial audit. [Indicator 10]

## **Summary/recommendations**

The data utilized for this evaluation predates the formation of New River Community and Technical College and the assignments of Glenville State College Community and Technical College's service district to Fairmont State Community and Technical College and New River Community and Technical College.

New River Community and Technical College has made significant progress toward meeting compact and state-level goals in several categories. The recommendation is to approve the update to the institutional compact and request that for the next compact submission, new compact goals be established based upon the certificate and associate degree programs to be delivered by the community and technical college as opposed to those retained by Bluefield State College.

## SHEPHERD COMMUNITY AND TECHNICAL COLLEGE

March 18, 2004

### Positive Indicators

- Headcount enrollment has increased over the past two years to 1,520 and is close to the compact goal of 1,600. [Indicator 1]
- Part-time enrollment of students over the age of 25 has increased over the past year from 622 to 795 but is below the high of 959 in 2002-01. [Indicator 1]
- The participation rate of credit and non-credit student enrollment in the district is 6.64% of the population 18 years of age and above. [Indicators 1, 8]
- Full-time equivalency enrollment has increased from 598 in 1999-2000 to 659 in 2002-03. [Indicator 2]
- First- to second-year student retention rates have increased from 56% to 65% over the planning period which is consistent with the compact goal of 65%. [Indicator 3]
- The number of associate degrees awarded increased slightly from 81 to 88 over the past year which surpasses the compact goal of 84. [Indicator 5]
- The number of participants in non-credit workforce development courses has increased significantly over the planning period from 585 participants in 2000-01 to 5,125 in 2002-03. [Indicator 8]
- The college is on schedule to become independently accredited with a site visit scheduled from the Higher Learning Commission of the North Central Association of Colleges and Schools in October 2004. [Indicator 12]
- Supplemental CTC financial data included in the financial audit. [Indicator 10]
- Improving coverage of instructional costs by instructional non-resident tuition and full coverage from total tuition. [Indicator 11]

### Challenges

- Graduation rates continue to be low (11%) and are not close to the state-level goal of 35%. [Indicator 4]
- The college has never graduated a student in a certificate degree program over the planning period. The compact goal is 30 graduates per year for certificate programs. [Indicator 5]
- The number of associate degrees awarded to students age 25 and older has decreased slightly over the planning period from 46 to 42 per year. The compact goal is 50 graduates per year. [Indicator 5]
- The licensure passage rate has decreased from 78% to 70% over the past year and remains below the state-level goal of 90%. [Indicator 6]
- The percentage of students' successfully completing developmental education courses has remained at 52% for the past two years which is considerably less than the state-level goal of 75%. [Indicator 7]

**Summary/recommendations**

Shepherd Community and Technical College has achieved its compact goals in four areas but falls short in other areas. It is recommended that the update to the institutional compact be approved with the provision that graduation rates, degree production of certificate programs, licensure passage rates, and successful completion of developmental education courses be identified for improvement.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
March 18, 2004

**Positive Indicators**

- The college has experienced enrollment growth in all categories with the exception of part-time enrollments for students age 25 and older. [Indicator 1]
- The college is close (2,591) to meeting the compact goal for total headcount enrollment of 2,620. [Indicator 1]
- Full-time equivalency (FTE) enrollment has increased from 1,650 in 1999-2000 to 1,758 in 2002-03. [Indicator 2]
- The first- to second-year student retention rate has consistently been in the 50% to 53% range over the past three years. [Indicator 3]
- The college has surpassed the compact goal of 225 graduates a year in associate degree programs with 235 graduates in 2002-03. [Indicator 5]
- The compact goal of 150 certificate and associate degrees awarded to students age 25-44 was achieved in 2002-03. [Indicator 5]
- The percentage of students successfully passing licensure examinations has been at 95% and 94% the past two years which is above the state-level goal of 90%. [Indicator 6]
- Unqualified audit opinion on the financial statements with no material management letter comments. [Indicator 9]
- Financial statements completed on a timely basis. [Indicator 10]
- Improving coverage of instructional costs by instructional non-resident tuition and full coverage from total tuition. [Indicator 11]

**Challenges**

- The enrollment of part-time students age 25 and older decreased by 67 students; 553 students in 2001-02 to 486 students in 2002-03. It will be difficult to reach the compact goal of 707 students in this category. [Indicator 1]
- The participation rate of credit and non-credit student enrollment in the district is 2.78% of the population 18 years of age and above. [Indicators 1, 8]
- Graduation rates have been at the 17% rate over the past two years which is below the state-level goal of 35% for community and technical colleges. [Indicator 4]
- The percentage of students successfully completing developmental education courses decreased from 72% to 64% over the past two years and remains below the state-level goal of 75%. [Indicator 7]
- The number of participants in non-credit workforce development programs decreased by 1,409 participants from 2,384 to 975. Although the number of participants decreased, it is above the compact goal of 425 participants per year. [Indicator 8]

**Summary/recommendations**

Southern West Virginia Community and Technical College is making progress in meeting the majority of the compact goals and have surpassed a number of the goals for 2006-07. In order to reach the compact and state-level goals for part-time students enrolled in the 25-44 age category, graduate rates, and successful completion of developmental education courses, the college will need to give additional attention to these areas. It is recommended that the update to the institutional compact be accepted.

WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
March 18, 2004

**Positive Indicators**

- Total headcount enrollment has increased from 3,480 students in 1999-2000 to 3,755 in 2003-04 which surpasses the 2006-07 compact goal of 3,674. [Indicator 1]
- The enrollment of full-time students age 25 and older increased from 527 students in 2001-02 to 626 students in 2002-03. [Indicator 1]
- Dual enrollment participation has increased from 397 students in 1999-2000 to 471 students in 2002-03. [Indicator 1]
- Annualized full-time equivalency enrollment has increased from 2,264 in 1999-2000 to 2,422 in 2002-03 which surpasses the compact goal of 2,370. [Indicator 2]
- The first- to second-year student retention rate has remained stable at 58%. [Indicator 3]
- The number of associate degrees awarded has increased from 220 in 1999-2000 to 242 in 2002-03. The 2006-07 compact goal is 256 awards per year. [Indicator 5]
- Improving coverage of instructional costs by instructional non-resident tuition and full coverage from total tuition. [Indicator 11]

**Challenges**

- The enrollment of part-time students age 25 and older has decreased from 873 in 1999-2000 to 814 students in 2002-03. [Indicator 1]
- The participation rate of credit and non-credit student enrollment in the district is 2.84% of the population 18 years of age and above. [Indicators 1, 8]
- Graduation rates have increased from 10% to 17% over the past year but remain a significant distance from the state-level goal of 35%. [Indicator 4]
- The number of certificates and associate degrees awarded to students age 25 and older has decreased from 149 to 100 over the past year. [Indicator 5]
- The licensure passage rate decreased from 94% in 2001-02 to 86% in 2002-03 which is below the state-level goal of 90%. [Indicator 6]

**Summary/recommendations**

WVU-Parkersburg is close to meeting its compact goals for student enrollment and the number of certificate and associate degrees awarded. If the college is to achieve the 2006-07 compact goals, attention needs to be given to improving graduation rates, increasing the licensure passage rate, and increasing the percentage of students successfully completing developmental education courses. It is recommended that the update to the institutional compact be approved.

WVU INSTITUTE OF TECHNOLOGY COMMUNITY AND TECHNICAL  
COLLEGE

March 18, 2004

**Positive Indicators**

- Total headcount enrollment has increased from 577 students in 2001-02 to 666 students in 2003-04. The compact goal for 2006-07 is a total enrollment of 820. [Indicator 1]
- The enrollment of part-time students over the age of 25 increased slightly from 83 students in 2001-02 to 86 students in 2002-03. [Indicator 1]
- Annualized full-time equivalency enrollment (FTE) increased from 506 to 556 over the past year. The compact goal for 2006-07 is a FTE of 660. [Indicator 2]
- First- to second-year student retention rates increased from 54% to 62% for 2002-03. [Indicator 3]
- The number of associate degrees awarded increased from 107 in 2001-02 to 132 in 2002-03 which is on target to meet the compact goal for 2006-07 of 190 awards. [Indicator 5]
- The licensure passage rate increased from 84% to 91% over the past year and now exceeds the state-level goal of a 90% passage rate. [Indicator 6]
- The number of participants enrolled in non-credit workforce development courses has increased each year of the planning period to 1,192 participants per year in 2002-03 which exceeds the compact goal for 2006-07 of 807 participants per year. [Indicator 8]
- Independent accreditation of the community and technical college has been achieved. [Indicator 12]
- Supplemental CTC financial data included in the financial audit. [Indicator 10]
- Improving coverage of instructional costs by instructional non-resident tuition and full coverage from total tuition. [Indicator 11]

**Challenges**

- Full-time enrollment of students 25 years of age and older has decreased each year of the planning period from 221 students in 1999-2000 to 103 students in 2002-03 which will make it difficult to achieve the 2006-07 compact goal of 260 students in this category. [Indicator 1]
- The participation rate of credit and non-credit student enrollment in the district is 0.95% of the population 18 years of age and above. [Indicators 1, 8]
- The graduation rate has remained constant at 21% but is less than the state-level goal of 35%. [Indicator 4]
- The number of certificates awarded has increased from no awards in 1999-2000 to 5 awards in 2002-03 but is some distance from the 2006-07 compact goal of 50 graduates per year. [Indicator 5]

- The percentage of students successfully completing developmental education courses decreased from 62% in 2001-02 to 48% in 2002-03 which is below the state-level goal of a 75% success rate. [Indicator 7]

### **Summary/recommendations**

WVU Institute of Technology Community and Technical College has been successful in reversing a trend of declining student enrollments with two years of increases and is on schedule to meet the majority of the state-level and compact goals. It is recommended that the update to the institutional compact be approved with the provision that the number of full-time enrollment of students 25 years of age and older, low graduation rates, number of certificates awarded and the percentage of students successfully completing developmental courses be identified for improvement.

WEST VIRGINIA NORTHERN COMMUNITY AND TECHNICAL COLLEGE  
March 18, 2004

**Positive Indicators**

- Headcount enrollment has increased from 2,749 students in 1999-2000 to 2,948 in 2003-04. The compact goal for 2006-07 is 3,315 students. [Indicator 1]
- The number of full-time students age 25 and older has increased from 386 in 1999-2000 to 508 students in 2002-03 which surpasses the compact goal of 464 students in this category. [Indicator 1]
- Annualized full-time equivalency enrollment has increased from 1,451 in 1999-2000 to 1,737 in 2002-03 which surpasses the compact goal of 1,732. [Indicator 2]
- The number of associate degree graduates has rebounded to 244 awards per year in 2002-03 after falling to 203 awards in 2001-02. The 2006-07 compact goal is 257 graduates per year. [Indicator 5]
- The licensure exam passage rate increased from 75% to 90% over the past year which matches the state-level goal of 90%. [Indicator 6]
- The number of participants in non-credit workforce developmental education courses has increased from 1,038 participants per year in 2000-01 to 1,993 participants in 2002-03. [Indicator 8]
- Unqualified audit opinion on the financial statements with no material management letter comments. [Indicator 9]
- Financial statements completed on a timely basis. [Indicator 10]
- Full coverage of instructional costs by instructional non-resident tuition. [Indicator 11]

**Challenges**

- The enrollment of part-time students age 25 and older has decreased from 1,310 in 2001-02 to 985 in 2002-03. [Indicator 1]
- The participation rate of credit and non-credit student enrollment in the district is 3.97% of the population 18 years of age and above. [Indicators 1, 8]
- Graduation rates have remained at 14% over the past two years which is substantially lower than the state-level goal of 35%. [Indicator 4]
- The number of certificate and associate degrees awarded to students age 25-44 has decreased from 195 in 1999-2000 to 185 in 2002-03. [Indicator 5]
- The percentage of students' successfully completing developmental education courses has decreased over the past two years from 71% to 68% which is below the state-level goal of 75%. [Indicator 7]

**Summary/recommendations**

West Virginia Northern Community College has made significant progress in meeting the majority of compact and state-level goals. It is recommended that the update to the institutional compact be approved with the provision that the declining enrollments in the

student population age 25 and older, low graduation rates and the percentage of students successfully completing developmental education courses be identified for improvement.

WEST VIRGINIA STATE COMMUNITY AND TECHNICAL COLLEGE  
March 18, 2004

**Positive Indicators**

- Total headcount enrollment has increased from 1,020 in 1999-2000 to 1,609 in 2003-04 which exceeds the compact goal of 1,550 students enrolled. [Indicator 1]
- Full-time enrollment of students 25 years of age and older has increased over the planning period from 172 to 288 students per year which is close to the 2006-07 compact goal of 300 students enrolled from this age group. [Indicator 1]
- The first to second-year student retention rate has increased from 54% in 1999-2000 to 58% in 2002-03 which exceeds the compact goal of 55%. [Indicator 3]
- The number of associate degrees awarded has increased from 185 in 1999-2000 to 209 in 2002-03 which exceeds the 2006-07 compact goal of 200 associate degree graduates per year. [Indicator 5]
- The licensure passage rate for 2002-03 is 90% for 2002-03 which equals the state-level goal. [Indicator 6]
- The number of participants in non-credit workforce development courses has increased from 1,331 in 2000-01 to 2,280 participants in 2002-03. [Indicator 8]
- Achieving independent accreditation is on schedule with a site visit from the Higher Learning Commission of the North Central Association of Colleges and Schools scheduled for April 2004. [Indicator 12]

**Challenges**

- Part-time enrollment of students age 25 and older decreased by 72 students from 461 in 2001-02 to 389 in 2002-03 but the compact goal for 2006-07 of 496 students enrolled from this age group is attainable. [Indicator 1]
- The participation rate of credit and non-credit student enrollment in the district is 1.91% of the population 18 years of age and above. [Indicators 1, 8]
- The graduation rate has not increased from the 9% rate in 2000-01 which is far from the state-level goal of 35%. [Indicator 4]
- The number of certificates awarded has shown small growth from 16 awards in 2001-02 to 17 awards in 2002-03 which is a substantial distance from the 2006-07 compact goal of 100 awards per year. [Indicator 5]
- The percentage of students successfully completing developmental education courses has improved from a low of 62% in 1999-2000 to 70% in 2002-03 but remains below the state-level goal of 75%. [Indicator 7]
- Extremely delayed financial report that is not issued as of February 11, 2004 and with supplemental CTC financial data that is still under development. [Indicator 10]
- Instructional costs not covered by total tuition. [Indicator 11]

## **Summary/recommendations**

West Virginia State Community and Technical College has made progress toward meeting state-level and compact goals in the majority of the categories and has exceeded the stated compact goal in others. It is recommended that the update to the institutional compact be approved with the provision that the categories of part-time enrollment of students age 25 and older, graduation rates, certificate program graduates and the percentage of students successfully completing developmental education courses be identified for improvement.

POTOMAC STATE COLLEGE OF WEST VIRGINIA UNIVERSITY  
March 18, 2004

**Positive Indicators**

- Headcount enrollment has increased over the planning period from 1,167 in 1999-2000 to 1,329 students in 2003-04 which is close to the 2006-07 compact goal of 1,376. [Indicator 1]
- Most enrollment categories have increased over the planning period and are close to meeting many of the 2006-07 compact goals for enrollment. [Indicator 1]
- The first- to second-year retention rate has consistently been in the 48% to 53% range. [Indicator 3]
- The number of associate degree graduates has increased from 113 in 1999-2000 to 144 awards in 2002-03 which surpasses the 2006-07 compact goal of 131. [Indicator 5]
- Full coverage of instructional costs by instructional non-resident tuition, although the use of metro fees pulls down slightly below full coverage. [Indicator 11]

**Challenges**

- Graduation rates have remained in the 22% to 24% range over the planning period which is below the state-level goal of 35%. [Indicator 4]
- There has been little activity in graduating students from certificate programs with only three graduates over the planning period. [Indicator 5]
- The number of certificate and associate degrees awarded to students age 25-44 has decreased from 88 in 1999-2000 to 22 awards in 2002-03 which is far from the 2006-07 compact goal of 122 awards per year. [Indicator 5]
- The percentage of students successfully completing developmental education courses have decreased over the planning period from 65% in 1999-2000 to 55% in 2002-03 which is below the state-level goal of 75%. [Indicator 7]

**Summary/recommendations**

Potomac State College of WVU is on pace to achieve most of the enrollment goals as established in its compact. Graduation rates, certificate and associate degrees awarded to students age 25-44 and older and successful completion of developmental education courses need attention. The compact goal for the number of certificates to be awarded needs to be revised to reflect a higher number if the college plans to offer certificate programs.

Because the mission of Potomac State College is not one of a comprehensive community and technical college, many of the indicators are not relevant; therefore, not all indicators were utilized in the evaluation. The recommendation is to approve the update to the institutional compact.

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

**MEETING OF APRIL 22, 2004**

**AGENDA**

- XIV. **\*Southern West Virginia Community and Technical  
College Master Facilities Plan .....pg. 83**

**WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**  
**Meeting of April 22, 2004**

**ITEM:** Campus Facilities Master Plan Update

**INSTITUTION:** Southern West Virginia Community and  
Technical College

**RECOMMENDED RESOLUTION:** *Resolved*, That the WV Council for Community and Technical College Education approves the update to Southern West Virginia Community and Technical College's ten-year Campus Facilities Master Plan as proposed in the following document, and its five-year Capital Implementation Plan, as provided in Series 12, the Commission's Procedural Rule on Capital Project Management.

**STAFF MEMBER:** James Skidmore

**BACKGROUND:**

With passage of SB 448 and the transfer of community and technical college responsibilities to the West Virginia Council for Community and Technical College Education, approval of Southern West Virginia Community and Technical College's Campus Facilities Master Plan Update is being requested at the Council for Community and Technical College Education meeting on April 22, 2004. Series 12, the Commission's Procedural Rule on Capital Project Management, will be transferred to the Council to govern campus master plan and project management, but the ownership of real property resides with the Commission; therefore, this item is also being submitted as an information item to the Commission.

As provided in Series 12, each state institution of higher education is required to update its campus facilities master plan at least every ten years. The purpose of this process is to keep its governing board, the Policy Commission, and now the Council informed of the institution's capital needs, planning and progress in meeting those needs. To fulfill this requirement, Southern West Virginia Community and Technical College (SWVCTC), working with Environmental Design Group and SEM Architects has updated its ten year Campus

Development plan for all four of its campuses Boone, Wyoming, Williamson and Logan. The plan focuses on six planning areas: existing conditions, site analysis, building analysis, programming needs, updating the master plan, and phasing options and probable cost. SWVCTC has also developed a five year Capital Implementation Plan which identifies the projects it intends to undertake in the first five years of its ten year plan.

The SWVCTC Board of Governors approved the Campus Master Plan Update in February 2004. A brief presentation on the highlights of the plan will be made at the Commission meeting.

**Southern West Virginia Community & Technical College  
Capital Expenditure Project Information  
Five Year Capital Implementation Plan  
FY 2004—FY 2009**

**Project Name: Logan Campus, Phase 1A**

Acquire property adjacent to main campus and district office, relocate Dempsey Branch Road, and ensure installation of traffic light at nearby dangerous intersection.

Project Priority: 1    Project Dates: July 1, 2004—June 30, 2009  
Estimated Project Cost: \$ 225,000

**Project Name: Williamson Campus, Phase 1**

Enhance building entrances, provide new vehicular connection and parking, relocate ADA parking spaces, install entry and building signs and lighting, replace outdate floor and ceiling surfaces, provide ADA compliant restroom facilities, replace air conditioning systems and roof surfaces.

Project Priority: 2    Project Dates: July 1, 2004—June 30,2009  
Estimated Project Cost: \$ 1,850,000

**Project Name: Logan Campus, Phase 1B**

Expand parking lot, provide central plaza and pedestrian walkways, install directional signage, relocate overhead electric lines, provide additional site lighting, construct decorative fencing, and build a new technology and Allied Health building.

Project Priority: 3    Project Dates: July 1, 2004—June 30, 2009  
Estimated Project Cost: \$ 7,425,000

**Project Name: Boone Campus, Phase I**

Reprogram existing classrooms space into general purpose classrooms, eliminate telescoping seating and convert space to classroom, update bookstore, create developmental classroom, update science lab, and create additional storage spaces.

Project Priority: 4    Project Dates: July 1, 2004—June 30, 2009  
Estimated Project Cost: \$ 1,330,000

**Project Name: Wyoming Campus, Phase 1**

Install building identification and entry signs, provide landscape enhancements, install natural river stone into main entry drive drainage swale, upgrade windows, doors, and air conditioning systems

Project Priority: 4    Project Dates: July 1, 2004—June 30,2009  
Estimated Project Cost: \$ 630,000

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

**MEETING OF APRIL 22, 2004**

**AGENDA**

- XV. **\*Northern Community College Master Facilities Plan  
and Wheeling College Square Project .....pg. 88**

**WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**  
**Meeting of April 22, 2004**

**ITEM:** Campus Facilities Master Plan Update  
and Approval of the College Square  
Project

**INSTITUTION:** West Virginia Northern Community  
College

**RECOMMENDED RESOLUTION:** *Resolved,* That the WV Council for  
Community and Technical College  
Education approves the update to West  
Virginia Northern Community College's  
Ten-Year Campus Facilities Master Plan  
as proposed in the following document,  
as provided in Series 12, the  
Commission's Procedural Rule on  
Capital Project Management.

*Further Resolved,* That the West  
Virginia Council for Community and  
Technical College Education approves  
the College Square Project

**STAFF MEMBER:** James Skidmore

**BACKGROUND:**

With passage of SB 448 and the transfer of community and technical college responsibilities to the West Virginia Council for Community and Technical College Education, approval of West Virginia Northern Community College's Campus Facilities Master Plan Update and approval of the College Square project is being requested at the Council for Community and Technical College Education meeting on April 22, 2004. Series 12, the Commission's Procedural Rule on Capital Project Management, will be transferred to the Council to govern campus master plan and project management, but the ownership of real property resides with the Commission; therefore, this item is also being submitted as an information item to the Commission.

West Virginia Northern Community College has reviewed and evaluated its Campus Facilities Master Plan of November 2000, and has determined that an

update is needed to incorporate the College Square Project which will integrate and expand the campus in Wheeling. College Square will consist of the existing B&O Building and the purchase and renovation of an adjacent 80,000 square foot, four-story warehouse building. The buildings, both of which are historical structures, will be connected via pedestrian walkways. The total estimated cost for the adaptive reuse of warehouse building will be \$8.5 million with primary funding provided by the proposed Excess Lottery Revenue Bond Issue and other funding from a mix of public and private grants and College funds.

After the new building is renovated and occupied, space in the Hazel-Atlas Building, located several blocks away from the College Square, will be reallocated. Several options are currently being investigated through various community partnerships. Several new College parking lots contiguous to both the College Square buildings have been opened and will be more than adequate in size to handle the projected significant Wheeling campus enrollment increase.

In accordance with the original facility master plan 2000-2010 and in line with the recent revisions to include the College Square Project, the college is currently in discussions with the General Services Administration regarding the proposed future acquisition of the former Social Security Administration Building in Wheeling, which is also adjacent to the B&O Building.

Additional talks with officials from the City of Wheeling include the city potentially abandoning the portion of 17<sup>th</sup> street that fronts the building and filling in this area to create a green space at the main entrance. This would complement the proposed plaza and parking at the rear of the B&O Building. Construction of pedestrian walkways would join the two properties and allow easy access to both buildings by students and community members. Acquisition and demolition of the United Electric building immediately adjacent to the new building would complete the unified vision of the downtown Wheeling campus.

The WVNCC Governors approved the update to the Campus Facilities Master Plan and the College square Project on March 25, 2004. A short presentation will be made at the Council Meeting.

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

**MEETING OF APRIL 22, 2004**

**AGENDA**

**XVI. Information and Updates**

- A. Senate Bill 448 Activities, Timeframes and HEPC Joint Activities ..... pg. 95
- B. Proposed Meeting Schedule for July 1, 2004 – June 30, 2005 ..... pg. 97
- C. Consolidated Annual Report..... pg. 98
- D. National Collaborative Regional Meetings..... pg. 99





**WV COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION  
MEETING OF APRIL 22, 2004**

**ITEM:** Annual Meeting Schedule

**INSTITUTIONS:** Community and Technical Colleges

**RECOMMENDED RESOLUTION:** Informational Item

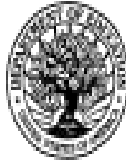
**STAFF MEMBER:** James L. Skidmore

**BACKGROUND:**

Please look over and see if you have any major conflicts. This is our proposed meeting schedule and if you have a conflict, please notify Brenda Smith at 558.2412. We will formally approve the schedule at the next meeting.

<b>Meeting Date</b>	<b>Purpose and Location</b>
<b>August 26, 2004</b>	
<b>September 23, 2004</b>	
<b>October 28, 2004</b>	Public Forum
<b>December 16, 2004</b>	
<b>January 27, 2005</b>	
<b>April 28, 2005</b>	
<b>May 26, 2005</b>	
<b>June 23, 2005</b>	





UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF VOCATIONAL AND ADULT EDUCATION

RECEIVED  
APR 02 2004

March 29, 2004

Mr. James L. Skidmore  
Vice Chancellor for Community and  
Technical College Education and Workforce Development  
1018 Kanawha Boulevard, East, Suite 700  
Charleston, West Virginia 25301-2827

Dear Mr. Skidmore:

The Division of High School, Postsecondary and Career Education's State Administration and Accountability Group has reviewed and approved your FY 2002-2003 Consolidated Annual Report (CAR) pursuant to the Carl D. Perkins Vocational and Technical Education Act of 1998. The report included your narrative summary, fiscal information and accountability data.

The State Administration and Accountability Group (working in three-person regional teams) undertook the CAR review from February 1 through March 30, 2004. Review team members consisted of your state liaison, along with individuals responsible for state administration and accountability for your state. The review criteria were:

- Completeness of the report (i.e., whether the state addressed all the required report elements).
- Compliance with the Perkins legislation (i.e., whether the state appeared to be undertaking activities that were consistent with the intent and provisions of the legislation).
- Alignment with No Child Left Behind (i.e., whether the state appeared to be making efforts to align its activities with those required under NCLB).
- Accuracy, reliability and validity of accountability data (i.e., whether the state met its requirements for annual performance reporting under Perkins).

On behalf of the State Administration and Accountability Group, thank you for taking the time and effort to develop and submit a comprehensive report. This information will be valuable to us as we review your state's Perkins state plan revisions beginning in May.

If you have questions about the CAR review, please contact your Perkins state liaison. We look forward to seeing you in April at the Spring State Directors Meeting.

Sincerely,  
  
Sharon Bell  
Director  
State Administration and Accountability Group

400 MARYLAND AVE., S.W., WASHINGTON, D.C. 20202  
www.ed.gov

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WEST VIRGINIA  
H I G H E R  
E D U C A T I O N  
P O L I C Y  
C O M M I S S I O N

J. Thomas Jones  
Chair

J. Michael Mullen  
Chancellor

FROM: Robert Morgenstern  
Director of Legislative Relations, External Communications & Outreach

DATE: April 6, 2004

SUBJECT: **National Collaborative for Post Secondary Education Policy Forum**

As you are already aware, West Virginia has been selected as one of four states in a long-term strategic planning project being conducted by the National Collaborative for Postsecondary Education Policy. The Collaborative is a joint project of the National Center for Public Policy and Higher Education (NCPPE), the National Center for Higher Education Management Systems (NCHEMS) and the Educational Commission for the States (ECS). Gordon Davies is directing the project.

The National Collaborative project is intended to identify and solidify support for public policies that can improve the performance of higher education in the state. The project will help West Virginia:

- 1) Clarify state goals for higher education
- 2) Evaluate our current ability to meet those goals
- 3) Examine our laws, policies, governance, practice, and customs relating to higher education, and
- 4) Show gaps or barriers in our current conditions or policies that prevent us from meeting our statewide goals.

Researchers from the National Collaborative want to visit with you, members of your administration, and members of your business community to discuss the findings and identify issues of concern in both practice and policy related to higher education issues. Toward that end, we have put together the attached schedule for members of the National Collaborative team to meet with you and with business and community leaders.

I would like to ask that you do the best you can both to attend and to solicit participation from your top administrators and from community, business and labor. Specifically, please forward to me a list of those individuals who you believe should be present from each of the stakeholder groups by April 16<sup>th</sup>.

Thank you, in advance, for your cooperation in this effort. If you have any questions about this project, please call me at 558-0699. I will touch base within the next ten days.

1018 Kanawha Boulevard, East, Suite 700 • Charleston, West Virginia 25301  
(P) 304.558.0699 • (F) 304.558.1011

## National Collaborative for Post Secondary Education Policy Forum

Location	Counties for K-12 and Business Groups		4-year Group	2-Year Group	ECS Team Member	Date
<b>TEAM I</b>						
<b>Wheeling</b> Wheeling Jesuit	Brooke Hancock Marshall Ohio	Pleasants Tyler Ritchie Wetzel	West Liberty Bethany Wheeling Jesuit	WV Northern CC	McGuinness, Krueger	May 17, 2004
<b>Morgantown</b> WVU - Erickson Center	Barbour Doddridge Gilmer Harrison Lewis Marion	Monongalia Preston Randolph Taylor Tucker Upshur	WVU Fairmont	Fairmont CTC	McGuinness, Krueger	May 18, 2004
<b>Martinsburg</b> Berkeley Co. Board of Education	Berkeley Grant Hampshire Hardy	Jefferson Mineral Morgan Pendleton	Shepherd	CTC of Shepherd Potomac State Eastern WV CTC	McGuinness, Krueger	May 19, 2004
<b>Huntington</b> MU Student Union	Cabell Mason	Wayne	Marshall	Marshall CTC	McGuinness, Krueger	May 20, 2004
<b>Logan</b> Southern WV CTC	Mingo Boone	Lincoln Logan		Southern WV CTC	McGuinness, Krueger	May 21, 2004

Location	Counties for K-12 and Business Groups		4-year Group	2-Year Group	ECS Team Member	Date
<b>TEAM 2</b>						
<b>Beckley</b> Mine Health & Safety Academy	McDowell Mercer Monroe Raleigh	Greenbrier Wyoming Summers	Bluefield Concord Mountain State Father Acker Appl.Bible	New River CTC	Davies, Blevins	May 17, 2004
<b>Flatwoods</b> Days Inn	Braxton Fayette Nicholas	Pocahontas Webster Calhoun	A-B Wesleyan D&E Salem	Glennville State	Davies, Blevins	May 18, 2004
<b>Charleston</b> WV State College	Clay Kanawha Putnam Roane	Jackson Wood Wirt	WV State U. Charleston WVU-Tech Ohio Valley	WV State CTC WVU-Parkersburg WVU-Tech CTC	Davies, Blevins	May 19, 2004



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