

MINUTES

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

October 27, 2005

A meeting of the West Virginia Council for Community and Technical College Education was held on October 27, 2005, beginning at 9:50 A.M. at the India Center, South Charleston, West Virginia. Present at the meeting were Council members: Judi Almond, Stan Cavendish, James Cole, Jason Cuomo, John Panza, Ronald Radcliff, Nelson Robinson, Ruth Thompson Scott and Greg Smith. Council members not attending were Robert Brown, Mary Clare Eros, Clarence Pennington and Stanley Hopkins. Chancellor James Skidmore, Presidents, Advisory Council members and staff were present.

1. **Call to Order** – Chairman Robinson called the meeting to order. A roll call was made and a quorum was present.
2. **Oath of Office** – Mr. John Panza, Mr. Greg Smith and Mr. Jason Cuomo were administered the oath of office. Their appointments were effective September 20, 2005.

3. Minutes

Ms. Scott moved adoption of the following:

RESOLVED: That the minutes of September 15, 2005, be approved as presented.

Mr. Cavendish seconded the motion. Motion carried.

4. Academic

A. Faculty Instructional Load Policy

Dr. Stotler presented the Faculty Instructional Load Policy for Fairmont State Community and Technical College.

Ms. Almond moved the adoption of the following:

RESOLVED: That the WV Council for Community and Technical College Education approves the Faculty Instructional Workload Policy at Fairmont State Community and Technical College.

Mr. Smith seconded the motion. Motion carried.

B. Report on Institutional Program Reviews for 2004-05

Dr. Stotler reviewed history of the program review process and the criteria for programs that are recommended for continuation and discontinuance.

Mr. Panza moved adoption of the following:

RESOLVED: That the WV Council for Community and Technical College Education receives the report on the summary of academic program review actions taken by WV Community and Technical Colleges for 2004-2005.

Ms. Scott seconded the motion. Motion carried.

C. Series 18, Assignment of Academic Credit and Financing Noncredit Instruction

Ms. Scott moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves Series 18, Assignment of Academic Credit and Financing Noncredit College Instruction, for submission to the Secretary of State's Office for a thirty-day comment period and that if no substantive comments are received, the Council extends its final approval.

Mr. Panza seconded the motion. Motion carried.

D. Approval of Series 22, Grade Point Average for Certificate and Associate Degrees

Mr. Cole moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves Series 22, Grade Point Average for Certificate and Associate Degrees, for submission to the Secretary of State's Office for a thirty-day comment period and that if no substantive changes are received, the Council extends its final approval.

Mr. Smith seconded the motion. Motion carried.

E. Amendment of Series 35, Correspondence, Business, Occupational and Trade Schools

Mr. Panza moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves the amendments to Series 35, Correspondence, Business, Occupational and Trade Schools for submission to the Secretary of State's Office for a thirty-day comment period and that if no substantive comments are received, the Council extends its final approval for submission to the Legislative Oversight Commission on Education Accountability (LOCEA).

Mr. Cavendish seconded the motion. Motion carried.

F. Report on College Courses for High School Students

Dr. Stotler provided comparative information on college courses for high school students. Mr. Panza requested a definition for Advanced Placement, Dual Credit and Earn a Degree-Graduate Early. Chairman Robinson stated that Dr. Flack and Dr. Stotler are working with institutions to ensure compliance to the policy. Mr. Cavendish suggested that Council read the outcome of the work done by Dr. Hopkins entitled, "*Vision for Student Success – High Schools for West Virginia's Future Taskforce Report – August 2005.*" Mr. Barton was asked to provide the number of students that are being reached and the institution serving them.

5. Finance and Facilities

A. Chargeback Update on WV State Community and Technical College and West Virginia State University

Pat Hunt defined the chargeback agreement and reported on the investigative study between WV State University and WV State Community and Technical College. The report will be available as soon as it is finalized.

B. Community and Technical College Finance Study Report

Chancellor Skidmore presented the recommendations of the Council Ad Hoc Finance Committee. Chairman Robinson wants to put institutions in categories for delivering high costs programs. Chairman Robinson asked presidents if they were having trouble with the match on HB 3009. They answered, yes. The full report will be brought to the Council.

6. General

A. Series 4, Rules and Administrative Procedures

Vice Chancellor Taylor presented this item.

Ms. Scott moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves revisions to Series 4, Rules and Administrative Procedures, for submission to the Secretary of State's Office for a thirty-day comment period and that if no substantive comments are received, the Council extends its final approval of the rule.

Mr. Panza seconded the motion. Motion carried.

B. Proposed Legislative Rule, WV Higher Education Grant Program

Vice Chancellor Taylor presented the information item.

8. Informational Items

A. Poll Worker Initiative

This initiative with the Secretary of State's Office was presented.

B. Committee Appointments

Mr. Panza and Mr. Cuomo will serve on the Academic Committee and Mr. Smith will serve on the Finance Committee.

C. Financial Aid Overview

Mr. Barton presented the agenda materials.

D. 2005 Compact Submission Process

Chancellor Skidmore presented the process to be utilized for the 2005 institutional compact revisions and evaluations.

9. Appointment of Institutional Board of Advisors

Mr. Cole moved the following:

RESOLVED: That the Institutional Board of Advisors recommendations for the Community and Technical College at WVU-Tech and Marshall Community and Technical College be approved.

Mr. Cavendish seconded the motion. Motion carried.

10. Other Action

Chairman Robinson suggested that Council act upon the recommendation included in the Executive Session.

Ms. Scott moved the following:

RESOLVED: That the salary increase be granted for the president of Southern WV Community and Technical College as requested by the Institutional Board of Governors.

Mr. Cole seconded the motion. Motion carried.

11. Next Meeting

The next meeting will be held at 9:30 a.m. on December 8, 2005, at the India Center. There will be a joint meeting with the Higher Education Policy Commission at 1:30 p.m. at the same location.

12. Adjournment

There being no further business the meeting was properly adjourned.

_____, Chairman
Nelson B. Robinson, Jr.

_____, Secretary
Clarence B. Pennington