



BOARD

OF

GOVERNORS

October 20, 2015

SCHEDULE

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS MEETING

October 20, 2015

Falcon Center Board Room, Locust Avenue Campus

12:30 PM ***BOG Marketing Committee Meeting***
Falcon Center Board Room

Barbara Pavel-Alvarez - Chair
Linda Aman
Memori Dobbs
Jeff Tucker
Steve Leach – Staff Resource
Steve Santilli – Staff Resource
Bo Sellers – Staff Resource

1:00 PM ***BOG Regional Academics Committee Meeting***
Hardway Hall Room 219

Sharon Shaffer – Chair
Earl McConnell
Jeani Hawkins – Staff Resource
Leslie Lovett – Staff Resource

2:00 PM Full Board Meeting
Falcon Center Board Room
Chairman: James E. Griffin

AGENDA


Pierpont Community & Technical College BOARD OF GOVERNORS MEETING October 20, 2015

Call to Order

1. Opening Comment (*Chairman, Jim Griffin*)
2. Last Call for Public Comment Sign Up
3. Board Member Commitment
4. Higher Education Acronyms
5. Approval of BOG Meeting Minutes (September 15, 2015)

Tab 1 – Informational
Tab 2 – Informational
Tab 3 – Action Item

Special Recognitions/Updates

1.  Medical Laboratory Assistant (CAS) and Phlebotomy (Adv. Skill Set) Programs formally recognized in partnership with American Medical Technologist – Certifying Excellence in Allied Health
Michael Paul Waide, Program Coordinator (*Dean, Rose Romesburg*)

Tab 4 – Informational

President’s Report (*Dale Bradley*)

Operation Reports

1. Academic Affairs (*Leslie Lovett*)
2. Faculty Senate Report (*David Beighley*)
3. Workforce Development Report (*Paul Schreffler*)

Tab 5 – Informational

Committee of the Whole

1. Financial Report (*CFO, Dale Bradley*)
 - a. August 31, 2015 Financial Report
2. Resolution to Amend Policy No. 53 – Information Technology 30-Day Public Comment Summary Review (*Rob Linger*)
(September 16, 2015 to October 15, 2015)
3. Resolution to Establish New Policy No. 61 – Distance Learning 30-Day Public Comment Summary Review (*Leslie Lovett*)
(September 16, 2015 to October 15, 2015)

Tab 6 – Informational

Tab 7 – Action Item

Tab 8 – Action Item

Committee Reports

1. Audit/Finance Committee Report (*Chair, Kyle Hamilton*)
2. Marketing Committee Report (*Chair, Barbara Pavel-Alvarez*)
3. Regional Academics Committee Report (*Chair, Sharon Shaffer*)

New Business

Old Business

Public Comment

Possible Executive Session

_____ moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person.

_____ moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.

- ✓ **The next Pierpont Board of Governors Meeting will be held at 2:00 PM on November 17, 2015 in Room 303 Education Building Locust Avenue, Fairmont**

The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.

Pierpont Community & Technical College strives to enhance the quality of life for people of north-central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.

Tab

1

Commitments by Board Members

I commit myself fully to the public trust I assume as a member of this Board.

In all matters, I commit to first seek to understand, then to be understood.

I commit to faithfully attend meetings, to be prepared to fully engage in the Board's business and to contribute my comments to the Board's discussion.

I commit to keep confidential matters confidential.

I commit to avoid any conflict of interest and to always act in a confidential manner.

I commit to consistently act in a manner, which evidences objectivity, fairness and my allegiance to the state's institutions.

I commit to refrain from making personal comments during board meetings, to be respectful of the views of others and to present my own views in a positive and constructive manner.

I commit to vote my conscience on issues brought before the Board, to voice my views in a responsible and supportive manner, to respect the final decisions of the Board and in expressing a dissenting view, to do so in a constructive manner.

I commit to honor and respect the positions of the Board chair and the President to serve as the official spokespersons for the Board.

I commit to build and maintain strong relationships with other Board members and the President, to seek the views of other Board members and to seek and accept constructive comments from other Board members and the President.

I commit to place my trust in my fellow Board members and to be worthy of their trust in return.

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Acronyms Used in Higher Education

AA	Associate of Arts
AACC	American Association of Community Colleges
AAS	Associate of Applied Science
ABE	Adult Basic Education
ACCT	Association of Community College Trustees
ACCTWVAG	Association of Community College Trustees West Virginia Advocacy Group
ACF	Advisory Council of Faculty
ACE	American Council on Education
AS	Associate of Science
AFA	Associate of Fine Arts
ALICE	Alert, Lockdown, Inform, Counter, and Evacuate
APPD	Applied Design
ASL	American Sign Language
ASTP	Airframe Structures Training Program
ATB	Ability to Benefit
ATC	Advanced Technology Center
ATMAE	Association of Technology Management and Applied Engineering
ATE	Advanced Technical Education
BA	Bachelor of Arts
BBA	Bachelor of Business Administration
BFA	Bachelor of Fine Arts
BOE	Board of Education
BS	Bachelor of Science
BTG	Bridging the Gap
CAS	Certificate of Applied of Science
CASA	Court Appointed Special Advocates
CASE	Council for Advancement and Support of Education
CCA	Complete College America
CCCT	Community College and Career Training

CCRC	Community College Research Center
CE	Continuing Education
CEWD	Center of Energy Workforce Development
CFWV	College Foundation of West Virginia
CHEA	Council for Higher Education Accreditation
CITE	Center for Information Technology Education
CIQG	CHEA International Quality Group
CMC	Competency Model Clearinghouse
CNME	Center for Nanofabrication Manufacturing Education
CPT	Certified Phlebotomy Technicians
CRD	Council for Resource Development
CTCS	Community and Technical College System
CTE	Career and Technical Education (K-12)
CUPA HR	College and University Professional Association for Human Resources
CWE	Center for Workforce Education (old terminology – now School of Workforce Development)
DHHR	Department of Health and Human Resources
DOE	Department of Education
DOL	Department of Labor
EC	Early Childhood
EDGE	Earn a Degree Graduate Early
EFC	Expected Financial Contribution
ELI	Executive Leadership Institute
EMR	Emergency Medical Responder

EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ETA	Employment Training Administration (within DOL)
ERP	Enterprise Resource Planning
FAB	Fashion Advisory Board
FAFSA	Free Application for Federal Student Aid
FERPA	Family Education Rights and Privacy Act
FF&E	Furniture, Fixtures, and Equipment
FOSM	Food Service Management
FTES	Full Time Equivalent Students
HEAPS	Higher Education Adult Part-Time Student
HEPC	Higher Education Policy Commission
HEPI	Higher Education Price Index
HIT	Health Information Technology
HLC	Higher Learning Commission
ITEC	Information Technology Education Center
LEA	Local Education Agency
LLL	Life Long Learners
LPN	Licensed Practical Nurse
LOCEA	Legislative Oversight Committee for Education Accountability
MERCER	Higher Education Classified Annual Salary
MLT	Medical Laboratory Technician
MSSC	Manufacturing Skill Standards Council
MTEC	Monongalia County Technical Education Center
NACUBA	National Association of College and University Business Officers
NAEC	National Aerospace Education Center
NCATC	National Coalition of Advanced Technology Centers

NCCRS	National College Credit Recommendation Service
NCMPR	National Council for Marketing and Public Relations
NETL	National Energy Technology Laboratory
NHCA	National Health Career Association
NISOD	National Institute for Staff and Organizational Development
NOCTI	National Occupational Competency Testing Institute
NSF	National Science Foundation
MPA	Master of Public Administration
OSHA	Occupational Safety and Health Administration
OWHE	Office of Women in Higher Education
P2C	Pathway to Completion
PELL	Federal Grant Program (formerly called Basic Educational Opportunity Grants (BEOGs))
PIPE	Pierpont Institute of Energy Workforce Development of North Central WV
RAP	Registered Apprenticeship Program
RCCA	Rural Community College Alliance
RESA	Regional Education Service Agency
RHIA	Registered Health Information Administrator
RRT	Registered Respiratory Therapist
SAP	German Software Corporation, S ystems, A pplications, and P roducts (in Data Processing) or S atisfactory A cademic P rogress
SEA	State Education Agency
SGA	Student Government Association
SIPP	Survey of Income and Program Participation (US Census)

STEM	Science Technology Engineering and Mathematics
TAA	Trade Adjustment Assistance
TAACCCT	Trade Adjustment Assistance for Community College and Career Training
TEAS	Test of Essential Academic Skills
UCA	Unified College Account
WIA	Workforce Investment Act (federal law)
WIB	Workforce Investment Board

	(regional agency)
WVADE	West Virginia Association of Developmental Education
WVAYC	West Virginia Association for Young Children
WVCCA	West Virginia Community College Association
WVCCTCS	Council for the Community and Technical College System of West Virginia
WVCTCS	Community and Technical College System of West Virginia

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3

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
September 15, 2015
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on September 15, 2015, beginning at 2:00 PM in the Falcon Center Board Room.

Board members present were:

Chairman Jim Griffin, Linda Aman (phone), Memori Dobbs, Kyle Hamilton, Earl McConnell, Barbara Pavel-Alvarez, Sharon Shaffer, Jeff Tucker (phone), and Warren 'Chip' VanAlsburg (phone).

Board members absent were:

Rick Pruitte. Also, one Board of Governors Member position and one Student Government Representative position are vacant.

President's Cabinet members present were:

Interim President Dale Bradley, Steve Leach, Rob Linger, Leslie Lovett, Paul Schreffler, Cyndee Sensibaugh and Jennifer Weist.

Faculty and staff were also in attendance.

Call to Order and Call for Public Comment

Chairman Jim Griffin called the meeting to order at 2:05 PM and announced last call for public sign up for comments to the Board.

Executive Session

At 2:05 PM a motion was made by Sharon Shaffer that pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Barbara Alvarez seconded the motion. All Agreed. Motion carried.

Exiting Executive Session: At 2:13 PM, the Board exited Executive Session.

Items Brought Forward from Executive Session: None.

Approval of Minutes

The minutes of the Board of Governors meeting held on August 18, 2015 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Earl McConnell seconded the motion. All agreed. Motion passed.

Special Recognitions/Presentations

None.


President's Report


Interim President Dale Bradley shared that Pierpont is close to the final enrollment numbers for the Fall semester, showing an expected decrease of returning students. Due to the foresight of the Budget Planning Group, the Education and General revenues are on target. In anticipation of State revenues running behind projections, the Interim Chancellor of the WV Community and Technical College System has requested the institutions to prepare for a possible 3 percent budget reduction.


A program viability review has been requested by the Board of Governors and is scheduled to be presented to the Board in December 2015.

Pierpont will be posting for an Assistant Vice President of Enrollment Management within the next few weeks.

Operation Reports

 *Academic Affairs:* Leslie Lovett, Provost and VP of Academic Affairs, shared that this has been a heavy reporting period for the credit and non-credit skill sets and advanced skill sets. The faculty has been involved in assessment workshops for quantitative literacy and prior learning workshop training. Provost Lovett reported on upcoming events and meetings, as well as WVCTCS policies and HLC new faculty guidelines.

 *Classified Staff Council:* Brittany Stout, Classified Staff Council Representative, reported that a meeting was held on August 26, and there were 14 members and 1 guest in attendance. Agenda items discussed were new membership, fundraising, classified staff activities, and updating the bylaws. The next meeting will be held on September 23 at 1:30 PM in the Education Building Room 303.

 *Faculty Senate:* David Beighley, President of Faculty Senate, reported that the Faculty Senate met on September 11. Agenda items discussed were the Academic Programs Viability Review, Pierpont Policy Committee establishment, OASIS implementation, and

the search for new administrative positions. Action items brought before the Faculty Senate were the Second Reading of the 2015-2016 AY Faculty Senate Committee Slate – Approved (committee chairs and agendas will be elected), and the Senate Endorsement of the 2015-2016 West Virginia Higher Education Faculty Issues – Approved.

- 🏛️ *Workforce Development:* Paul Schreffler, Dean of the School of Workforce and VP of Workforce Development, highlighted topics of his report that were previously shared with the Board of Governors in the September 15, 2015 Board Book. Focus was placed on scholarships and grants.

Committee of the Whole

- *Financial Report - Informational*

Dale Bradley provided a summary of the report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current budget and year-to-date actual as of July 31, 2015. Complete details were provided in the September 15, 2015 Board of Governors Book.

- 🏛️ *Resolution to Amend Policy No. 53 – Information Technology with Approval of a 30-Day Public Comment Period – Action Item*

Mr. Rob Linger, CIO, brought forth a resolution to approve a 30-day public comment period for the proposed amendment of Policy No. 53 – Information Technology.

Language in the existing policy needs updated to address the changes within the Pierpont and Fairmont State information technology and email systems. The proposed revisions will provide the Board of Governors the option of applying the recommended amendments to this policy.

- 🏛️ *Resolution to Establish New Policy No. 61 – Distance Learning with Approval of a 30-Day Public Comment Period – Action Item*

Provost Lovett, brought forth a resolution to approve 30-day public comment period for the establishment of proposed new Policy No. 61 – Distance Learning.

This new policy will provide guidelines for the development, approval, teaching, and support for all distance learning delivered courses at Pierpont. All distance learning delivered courses will meet the standards established in the “Quality Matters” Program by Pierpont, as described in the Distance Learning Manual.

- 🏛️ *Resolution to Approve the Five Year Program Review for AAS Veterinary Technology Degree Program – Action Item*

Prior to this Board meeting, the report on the Associate in Applied Science Veterinary Technology Degree Five-Year Program Review was provided electronically to the

Board.

Provost Lovett brought forth a resolution to approve the Five Year Program Review for the AAS Veterinary Technology Degree Program and continuation of this program at its current level of activity. The AAS Veterinary Technology Degree Program viability has been reviewed by the program advisory board, an external reviewer, faculty, the Dean of Health Careers, the Vice President of Academic Affairs, and the Interim President.

Sharon Shaffer presented a motion to approve the five-year program review report for the Associate in Applied Science Veterinary Technology Degree Program and to continue the program, as presented, at its current level of activity. Memori Dobbs seconded the motion. All agreed. Motion carried.

Committee Reports

➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, had no report to present.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, reported that the committee met just before the Board of Governors meeting to discuss the marketing work that has been completed in the recent months and looking forward.

A few of the Pierpont Board of Governors members have been in the spotlight in publications last month. Chairman James Griffin and Chip VanAlsburg have been featured in the North Central West Virginia Life Magazine. Chairman Griffin has also been featured in the Clarksburg Telegraph as the President of the West Virginia Black Heritage Festival. Pierpont faculty member, Kathleen Hotard, has also been featured in the Corridor Magazine.

The Marketing Committee is focusing on targeting enrollment groups and highlighting programs to align with business needs. A Student Retention Tool Kit was added to the Faculty Marketing Toolkit webpage at Pierpont.edu. This Kit includes an overview of the importance of faculty as lead retention specialists, web resources, and publications regarding student retention.

Mrs. Alvarez stated that the football tailgating events are generating a nice return on prospective student contact names. Over 600 names have been gathered in just three games this year. The total return on names for 2014 was 788.

The marketing and media schedule for 2015-2015 was shared with the Board.

➤ *Regional Academics Committee Report*

Sharon Shaffer, Committee Chair, reported that the committee met just before the Board of Governors meeting and discussed vacant and recently filled positions. The committee was pleased to have the vacant position at the MTEC facility recently filled, and they are looking forward to getting the AVP of Enrollment Management position posted and filled. The committee expressed concern about the length of waiting time at the State level to process the new hires. Details on the upcoming program viability review were also discussed.

New Business

⌚ Appointment of Presidential Search Committee

Chairman Griffin announced that a search committee has been formed to begin the process of hiring a new President for Pierpont. The goal of this committee will be to have a President placed by April 2016. Those named to the Presidential Search Committee are:

1. James E. Griffin, Chairman of the Board (Chairman of the Search Committee)
2. Earl McConnell, Vice Chairman of the Board
3. Sharon Shaffer, Secretary of the Board
4. Warren VanAlsbury, Board Member and Chairman of the ATC Advisory Board
5. Barbara Pavel-Alvarez, Elected Faculty Senate Representative to the Board
6. Bo Sellers, Classified Staff Representative
7. Dr. Maria Rose, President of Fairmont State University
8. Mr. Mark Barnes, Director of Dominion Gas Operations
9. Mr. Rocco Fucillo, Corporate and Community Relations at WVU
10. Currently vacant - Student Representative

Interim President, Dale Bradley, will be meeting with the Student Government Association President to identify a student to serve on this search committee. The Assistant Vice President of Human Resources of Fairmont State/Pierpont Community & Technical College will assist the College in the search process. The Executive Assistant to the Board of Governors will assist in the responsibilities of the Search Committee.

⌚ Pierpont Foundation Board Meeting

A Pierpont Foundation Board meeting is being held immediately following the Board of Governors meeting. Your Community Foundation, Inc. will offer information on their company and services. All Board of Governors members were invited to attend.

Old Business

No old business.

Public Comment

No signatures were recorded.

Adjournment and Next Meeting

The next regularly scheduled Pierpont Board of Governors meeting will be held on October 20, 2015 at 2:00 PM in the Falcon Center Board Room.

There being no further business, the Chairman adjourned the meeting at 3:16 PM.

Respectfully submitted by Cyndee K. Sensibaugh

Tab

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Fairmont, WV 26554

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*Laboratory Assistant Program
Education Building, 201
Michael Paul Waide, MT (AAB), AHI (AMT)
Program Coordinator
Michael.Waide@pierpont.edu*

IMMEDIATE NEWS RELEASE



The Laboratory Assistant Program (Certificate in Applied Science) and the Phlebotomy (Advanced Skill Set) Program are excited to announce our formal partnership with the American Medical Technologists.

After a careful and thorough review of our curriculum, laboratory experiences and clinical training, American Medical Technologists announce that:

“Pierpont Community & Technical College is formally recognized by American Medical Technologists (AMT), a national certification agency for allied health professionals. Students completing the ***Medical Laboratory Assistant and/or the Phlebotomy skill set*** program(s) at Pierpont are now eligible to sit for the appropriate AMT examination” upon successful completion of those programs. Pierpont’s Medical Laboratory Technology program also received this program recognition.

American Medical Technologists is a nationally and internationally recognized nonprofit certification agency and professional membership association representing over 56,000 individuals in allied health professions. Since 1939, AMT has been helping its members meet the challenges of their professions, and fostering their professional and personal growth. AMT is accredited by the National Commission for Certifying Agencies (NCCA). Three components are the cornerstone of AMT’s certification philosophy—education, experience and examination. For more information, you may visit www.americanmedtech.org.

There are spaces available in our spring semester cohort. Interested persons are invited to apply to Pierpont Community & Technical College at www.pierpont.edu.

Practical... Possible... Pierpont

Pierpont Community & Technical College is an Equal Opportunity, Affirmative Action Institution

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School of Workforce Development - Project Status Report

October 2015 – Board of Governors Meeting

Industry-Sector Strategies

- **Energy**

- ❖ *Petroleum Technology*

- Created and disseminated a survey to companies in the pipeline and production side of the gas industry, to clarify the hiring needs of those companies related to skilled corrosion technicians. This will better inform our initial needs analysis and give further information on how we can potentially address this shortfall in workforce training for this specific industry sector.
- The gas measurement technician training project has progressed. We are taking curriculum content (online and instructor-led) and formatting this into a one-semester, full-time training program to address the need for skilled employees that perform gas measurement roles for the production portion of the industry. The curriculum has been licensed from the Southern Gas Association, and we are seeking TAACCCT grant matching funding to offer this skill set as an accelerated “boot camp” program.
- We received \$18,250 from the Dominion Foundation’s Higher Education grant this year. This is targeted for the acquisition of training equipment for the gas measurement program.
- Students are preparing resumes for next summer’s internship opportunities. Some companies are already asking students to submit online applications for internships. The result of a detailed survey on last year’s internships, targeting both students and the companies involved, has been completed and can be shared with the Board if interested.
- A move to larger space at 3000 Technology Drive was completed at the start of the Fall semester. This temporary space is providing the needed capacity to deliver this program until the ATC is available. Significant investment within the TAACCCT grant has provided additional training simulators and equipment for hands-on educational activities. The virtual reality simulator funded by the EQT Corporation has also been set up there, with a total of twelve machines in the computer lab and networked server for the WellSite simulation software.
- Attended the Noble Scholarship luncheon on Friday, Oct. 16 at WVNCC in Wheeling, at which time the current year’s Noble Scholarship recipients were recognized.

- ❖ *Power Systems Institute*

- First Energy set a pole and have demonstrations of a lineman’s work environment at the Open House recruitment event on Saturday, Oct. 17. The company also brought a bucket truck and other equipment to demonstrate the important functions of the occupation at that event.

- ❖ *Applied Process Technology*

- Fall enrollment in the APT program reached 43 students. The significant growth in this program has presented challenges for the hands-on laboratory portion of the classes. We have managed with new adjuncts and moving lab equipment to Veterans’ Square. The ATC, with its greatly expanded capacity, will be a positive step in building this program.
- On Friday, October 2, in conjunction with National Manufacturing Day, the Mylan Corporation provided a tour of its Morgantown facility to 15 students in the APT program. Plant manager Scott Denicourt and his staff provided an overview of the pharmaceutical manufacturing industry, specific industrial processes used at the Morgantown plant, and a detailed tour of the facility. Lunch was provided after the tour. This was a wonderful opportunity for students to see the application of principles and processes that they are learning about here at Pierpont.
- On that same day, Resolute Forest Products also provided a tour for students in the APT program, taking them through this fiber recycling plant just across the river from Rivesville. This company is also interested in our students for internships and employment after graduation.

- **Health Care**

- ❖ *Medical Coding Courses*

- Thanks to Vickie Findley and other external instructors, we continue to provide instruction in the new medical coding system to companies throughout the region.

- **Cybersecurity**

- ❖ Ordered and received the computing equipment recently funded through a \$200,000 WV Advance Grant. This is providing a significant upgrade our current Cisco computer networking program. The other half of the purchase, which will equip space at the ATC for a new program focused on cybersecurity, is being stored until we gain occupancy at that location.

- **Aerospace**

- ❖ Interviews for the next Aircraft Structures Training Program were held during the week of October 12. This program is slated to run from October 19 through December 18, in alignment with the hiring needs in January of companies in this sector.

- **Other**

- ❖ Doug Furr and I attend the Tri-State Shale Conference in Morgantown last Tuesday (10/13)
- ❖ Tracey Kennedy and I attended an employer engagement workshop at the southern ATC on Sept. 23.
- ❖ Met with the Virginia Manufacturing Association and leadership at Mylan Pharmaceuticals to discuss the college's potential role in the company's strategy for achieving employee certifications through the Manufacturing Institute.
- ❖ Participated in a roundtable discussion of workforce policy and legislation with Congressmen David McKinley (R, WV) and Peter Welch (D, VT) on the morning of Friday, Oct. 2.
- ❖ Met with electrical contractor to determine specific location of electrical drops at the ATC.
- ❖ Met with door lock contractor to determine details on lock system structure at ATC.

Tab

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Board of Governors
Financial Report FY 2016
Pierpont Community & Technical College
as of August 31, 2015

SUMMARY:

The projected effect on net assets for FY 2016 as of August 31, 2015 is an increase of \$18,985.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of August 31, 2015 is \$18,985. This represents a budget decrease of (\$38,977) from the July 31, 2015 Finance Report. As of this report date, approximately 45% of projected tuition and fees revenue and approximately 38 % of overall revenues have been realized while approximately 10% of operating expenses have been incurred. The primary budget changes that impacted the budget from the July 31, 2015 Finance Report, are as follows:

- **Operating Revenues Budget:**
 - Increased by \$4,895. The significant activities accounting for this change are as follows:
 - The “Support Service Revenue” budget controlled by the President increased by \$5,895.
 - The “Other Operating Revenue” budget controlled by the President decreased by (\$1,000).
- **Operating Expenses Budget:**
 - Increased by \$73,873. The significant activities accounting for this change are as follows:
 - The “Salary” expense budget controlled by the President increased by \$17,154 while the Fund Manager controlled budget increased by \$9,177 for a combined increase of \$26,331.
 - The “Benefits” expense budget controlled by the President increased by \$36,821 while the Fund Manager controlled budget increased by \$951 for a combined increase of \$37,772.
 - The “Supplies and Other Services” expense budget controlled by the President decreased by (\$16,384), while the Fund Manager controlled budget increased by \$20,232 for a net increase of \$3,848.
 - The “Assessment for Support Services” expense budget controlled by the President increased \$5,922.

Of the adjusted projected effect on net assets of an increase of \$18,985 as of June 30, 2016; President’s Controlled Fund(s) are projected to have a budget surplus of \$12,482; Fund Manager’s Controlled Fund(s) are projected to have a budget surplus of \$6,503. The Year-To-Date Actual Budget Balance is \$3,944,743.

RESTRICTED FUNDS:

The August 31, 2015 Restricted Funds Finance Report has a budget balance of \$120,879. A \$200,000 WV Advance Cyber Security Grant and the \$42,000 College Transition Award were recognized.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted

As of August 31, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	8,185,948	8,195,948	3,696,418	45.10
	Student Activity Support Revenue	69,200	69,200	0	0.00
	Faculty Services Revenue	810,000	810,000	0	0.00
	State/Local Grants and Contracts	0	0	0	0.00
	Auxiliary Enterprise Revenue	739,480	739,480	345,374	46.70
	Operating Costs Revenue	100,134	100,134	789	0.79
	Support Services Revenue	297,874	298,360	0	0.00
	Other Operating Revenues	346,709	345,709	4,015	1.16
	Total:	10,549,345	10,558,831	4,046,595	38.32
OPERATING EXPENSE					
	Salaries	6,822,564	6,838,546	872,676	12.76
	Benefits	1,467,264	1,489,046	205,231	13.78
	Student financial aid-scholarships	218,938	218,938	95,409	43.58
	Utilities	56,838	56,838	2,600	4.57
	Supplies and Other Services	2,790,786	2,807,932	211,870	7.55
	Equipment Expense	103,740	103,740	108,904	104.98
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	29,241	21.05
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	2,034,655	2,037,433	0	0.00
	Assessment for Student Activity Costs	122,001	122,001	2,515	2.06
	Assessment for Auxiliary Fees & Debt Service	739,480	739,480	13,849	1.87
	Assessment for Operating Costs	1,597,901	1,595,712	84,494	5.30
	Total:	16,903,077	16,958,575	1,626,788	9.59
OPERATING INCOME / (LOSS)		(6,353,732)	(6,399,744)	2,419,807	(37.81)
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,530,761	7,530,761	1,506,152	20.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	30,000	30,000	100.00
	Investment Income	7,194	7,194	467	6.49
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(22,846)	2.10
	Reappropriated State Funding	0	0	0	0.00
	Total:	6,449,735	6,479,735	1,513,773	23.36
TRANSFERS & OTHER					
	Capital Expenditures	0	0	3,259	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	0	0	7,904	0.00
	One-time use of reserve	0	0	0	0.00
	Total:	(61,006)	(61,006)	11,163	(18.30)
BUDGET BALANCE		34,997	18,985	3,944,743	
PERSONNEL BUDGET SAVINGS		0	0		
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		34,997	18,985	3,944,743	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,633,628	1,633,628		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,668,625</u>	<u>1,652,613</u>		

* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2015 in the amount of \$3,495,913

* Unrestricted Net Asset Balance is 10.07% of the current budgeted total operating expense. Management has established a target of 15% or \$2,432,864 as the goal for the level of unrestricted net asset balance that should be maintained.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - President

As of August 31, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	6,647,133	6,647,133	3,305,033	49.72
	Student Activity Support Revenue	69,200	69,200	0	0.00
	Faculty Services Revenue	810,000	810,000	0	0.00
	State/Local Grants and Contracts	0	0	0	0.00
	Operating Costs Revenue	100,134	100,134	789	0.79
	Support Services Revenue	297,874	298,360	0	0.00
	Other Operating Revenues	51,700	50,700	500	0.99
	Total:	7,976,040	7,975,526	3,306,322	41.46
OPERATING EXPENSE	Salaries	6,209,852	6,223,964	825,302	13.26
	Benefits	1,394,452	1,417,750	197,045	13.90
	Student financial aid-scholarships	207,438	207,438	88,034	42.44
	Utilities	52,839	52,839	2,521	4.77
	Supplies and Other Services	1,735,280	1,718,896	137,228	7.98
	Equipment Expense	26,445	26,445	97,815	369.88
	Loan cancellations and write-offs	0	0	0	0.00
	Fees retained by the Commission	138,910	138,910	29,241	21.05
	Assessment for Faculty Services	810,000	810,000	0	0.00
	Assessment for Support Services	2,034,655	2,037,433	0	0.00
	Assessment for Student Activity Costs	122,001	122,001	2,515	2.06
	Assessment for Operating Costs	1,597,901	1,595,712	84,494	5.30
	Total:	14,329,773	14,351,387	1,464,195	10.20
OPERATING INOCME / (LOSS)		(6,353,732)	(6,375,861)	1,842,127	(28.89)
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,530,761	7,530,761	1,506,152	20.00
	State Fiscal Stabilization Funds	0	0	0	0.00
	Gifts	0	0	0	0.00
	Investment Income	7,194	7,194	0	0.00
	Assessment for E&G Capital & Debt Service Costs	(1,088,220)	(1,088,220)	(22,846)	2.10
	Reappropriated State Funding	0	0	0	0.00
	Total:	6,449,735	6,449,735	1,483,306	23.00
TRANSFERS & OTHERS	Capital Expenditures	0	0	3,259	0.00
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00
	Transfers for Capital Projects	0	0	0	0.00
	Transfers - Other	0	(386)	7,904	(2048.00)
	One-time use of reserve	0	0	0	0.00
	Total:	(61,006)	(61,392)	11,163	(18.18)
BUDGET BALANCE		34,997	12,482	3,336,595	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,025,553	1,025,553		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,060,550</u>	<u>1,038,035</u>		

* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2015 in the amount of \$3,495,913.

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Current Unrestricted - Fund Manager

As of August 31, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,538,815	1,548,815	391,385	25.27
	Other Operating Revenues	295,009	295,009	3,515	1.19
	Total:	1,833,825	1,843,825	394,900	21.42
OPERATING EXPENSE	Salaries	612,712	614,582	47,374	7.71
	Benefits	72,812	71,296	8,186	11.48
	Student financial aid - scholarships	11,500	11,500	7,375	64.13
	Utilities	3,999	3,999	79	1.97
	Supplies and Other Services	1,055,506	1,089,036	74,642	6.85
	Equipment Expense	77,295	77,295	11,089	14.35
	Loan cancellations and write-offs	0	0	0	0.00
	Total:	1,833,825	1,867,708	148,744	7.96
OPERATING INCOME / (LOSS)		(0)	(23,883)	246,155	(1030.65)
NONOPERATING REVENUE (EXPENSE)	Gifts	0	30,000	30,000	100.00
	Investment Income	0	0	467	0.00
	Total:	0	30,000	30,467	101.56
TRANSFERS & OTHER	Capital Expenditures	0	0	0	
	Indirect Cost Recoveries	0	0	0	
	Transfers - Other	0	386	0	
	One-time use of reserve	0	0	0	
	Total:	0	386	0	
BUDGET BALANCE		(0)	6,503	276,623	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		594,449	594,449		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>594,449</u>	<u>600,952</u>		

Pierpont Community and Technical College
Board of Governors
Financial Report
For the period ending August 31, 2015

New Grant Funds	200,000.00
WV ADVANCE Cybersecurity Grant	200,000.00
Gifts	0.00
Other Grant/Restricted Fund Related Changes	41,279.80
College Transition FY 16 award	42,000.00
IDEA SA Grant Close	(720.20)
Net Change	0.00

Pierpont Community and Technical College
 Budget vs Actual Statement of Revenues and Expenses
 For the period ending August 31, 2015

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	13,220,783	13,220,783	47,065	0.36
	State/Local Grants and Contracts	3,930,424	4,171,704	15,859	0.38
	Private Grants and Contracts	445,499	445,499	1,529	0.34
	Total:	17,596,706	17,837,986	64,453	0.36
OPERATING EXPENSE	Salaries	725,247	747,090	64,106	8.58
	Benefits	57,582	85,069	11,486	13.50
	Student financial aid-scholarships	22,990,699	22,990,699	27,424	0.12
	Supplies and Other Services	340,490	417,809	4,677	1.12
	Equipment Expense	718,911	843,919	2,262	0.27
	Total:	24,832,928	25,084,586	109,954	0.44
OPERATING INCOME / (LOSS)		(7,236,222)	(7,246,599)	(45,502)	0.63
(EXPENSE)	Federal Pell Grant Revenues	8,000,000	8,000,000	2,671	0.03
	Investment Income	0	0	0	0.00
	Gifts	1,151	1,151	0	0.00
	Total:	8,001,151	8,001,151	2,671	0.03
	Capital Expenditures	(705,457)	(694,679)	0	0.00
	Construction Expenditures	401	0	0	0.00
	Transfers for Fin Aid Match	61,006	61,006	0	0.00
	Indirect Cost Recoveries	0	0	0	0.00
	Transfers - Other	0	0	0	0.00
	Total:	(644,050)	(633,673)	0	0.00
BUDGET BALANCE		120,879	120,879	(42,831)	(35.43)
*	Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year	1,430,880	1,430,880		
**	Equals: PROJECTED RESTRICTED NET ASSETS - End of Year	1,551,759	1,551,759		

Tab

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POLICY #53 – INFORMATION TECHNOLOGY
30 DAY PUBLIC COMMENT SUMMARY REVIEW
ACTION ITEM

Public Comment Period from September 15, 2015 to October 15, 2015

As the public comment closing date for this policy had not expired at the time of the required availability for the Pierpont Board of Governors schedule and agenda materials, the submitted comments for this policy will be provided electronically, and in printed form, to the Pierpont Community & Technical College Board of Governors and to the public, on, or before, the date of the regularly scheduled meeting of October 20, 2015.

Pierpont Community & Technical College Board of Governors Meeting

October 20, 2015

ITEM: Policy No. 53 – Information Technology

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors approve Policy No. 53 – Information Technology. The final draft is presented with this resolution.

STAFF MEMBER: Rob Linger

BACKGROUND:

At the Pierpont Board of Governors meeting of September 15, 2015 a 30-Day Public Comment Period was established, from September 16, 2015 to October 15, 2015, to provide the public the opportunity to address the proposed modifications to Board of Governors Policy No. 53 – Information Technology.

The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period.

There were no comments received for Policy No. 53 – Information Technology during the 30-day public comment period.

Policy No. 53 – Information Technology is presented, for consideration by, and approval of, the Pierpont Community & Technical College Board of Governors.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICIES**

**SUMMARY OF COMMENTS RECIEVED
FOR POLICIES OUT FOR 30-DAY COMMENT PERIOD**

New Policy No. 53 – Information Technology

Number of Comments Received: No comments were submitted.

Source of Comments Received:

Legal Counsel

No Comment.

President's Cabinet

No comment.

Board of Governors Members

No Comment.

Faculty (Pierpont)

No comments.

Faculty (Fairmont State)

No comments.

Staff (Shared by Pierpont and Fairmont State)

No comment.

Students (Pierpont)

No comment.

Students (Fairmont State)

No comment

General

No comment.

Notice: A complete written copy of the policy comments received during the 30-day comment period were, and are, available for public viewing at 320 Adams Street, Suite 406, Pierpont Community & Technical College, Fairmont, WV.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 53
TITLE: INFORMATION TECHNOLOGY

Effective Date: October 24, 2007

Amended:

Repealed:

SECTION 1: SCOPE

- 1.1 This policy establishes a base line for Pierpont Community & Technical College's expectations of our user community. It applies to all users of the Fairmont State Information Technology Environment (FSITE), including all faculty, staff, students, contractors, consultants, temporaries, as well as those who represent themselves as being connected in any way with Pierpont and/or who make use of Pierpont computing and/or information technology (IT) resources. All FSITE users are expected to be familiar with and comply with this policy. Violations of policies governing the use of FSITE may result in restriction of access to Pierpont information technology resources in addition to any disciplinary action that may be applicable under other Pierpont policies, guidelines, or procedures, up to and including dismissal.
- 1.2 Use of any FSITE resource implies consent to the Information Technology Policy at Pierpont Community & Technical College.

SECTION 2: DEFINITIONS

- 2.1 The FSITE includes but is not limited to all personal computers connected to "the network" on any Pierpont campus or which utilize any Fairmont State technological resource from any destination worldwide.
- 2.2 Unified Computer Account (UCA) is the username to log in to Pierpont computer systems.

SECTION 3: ACCEPTABLE USE

- 3.1 The basic premise of this policy is that responsible and acceptable use of FSITE does not extend to whatever an individual is technologically capable of doing. Instead, certain principles provide a guide to users regarding responsible and acceptable behaviors and users are responsible for knowing and understanding them. These principles and guidelines include, but are not limited to:
 - 3.1.1 Authorized users of FSITE or Pierpont sponsored resources are those individuals who have been granted a UCA and password. The UCA and password combination is an individual's identity and license to access and use the components of FSITE for which they are specifically authorized.
 - 3.1.2 Authorized users will abide by institutional policies along with applicable local, state and federal laws or regulations.
 - 3.1.3 The resources of FSITE are finite and shared. Appropriate and responsible use of these resources must be consistent with the common good. The FSITE may NOT be used for commercial or profit-making purposes.

- 3.1.4 Pierpont reserves the right to limit access to the FSITE when investigating cases of suspected abuse or when violations have occurred.
- 3.1.5 The College does not monitor or generally restrict the content of material stored on or transferred through the components of the FSITE. However, use of the FSITE is intended for work-related purposes and not to serve as a public forum. Pierpont reserves the right to restrict or deny usage of the FSITE in those situations where it is determined that a specific usage is not work-related or supportive of the institution's mission or does not abide by institutional policies, local, state and federal laws or regulations.
- 3.1.6 Users must adhere to the ethical standards governing copyright, software licensing, and intellectual property.
- 3.2 Individuals using FSITE resources and services must be identified through an authorized UCA. In the case of multiple user systems, individuals may not knowingly access or use another person's UCA or knowingly allow another person to use his or her UCA. Users should log out of shared systems and take reasonable precautions to secure access to office computers. The FSITE and services may not be used intentionally to misuse or gain unauthorized access to another user's UCA or systems inside or outside of the FSITE.
- 3.3 Computer users may use only legally obtained, licensed data or software in compliance with Pierpont copyright policies as well as license or other agreements and applicable copyright or intellectual property laws. Pierpont is a member of EDUCAUSE and users are expected to adhere to the Code of Software and Intellectual Rights which states, "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community. (See: "Using Software: A Guide to the Legal and Ethical Use of Software for Members of the Academic Community," Educom/ITAA, 1992. <http://www.educause.edu/ir/library/html/code.html>)"
- 3.4 Users of the FSITE must respect the privacy of others by refraining from inspecting, broadcasting, or modifying data without the consent of the individual or individuals involved, except as permitted as part of their employment or educational requirements, and then only to the extent necessary. Members of the Pierpont community may not seek out, examine, use, modify, or disclose, without authorization, personal or confidential information which they need not access as part of their campus function. All faculty members, staff, students and other Pierpont community members must take necessary precautions to protect the confidentiality of personal and/or confidential information available to them
- 3.5 Users of Pierpont e-mail or other electronic communications shall not employ a false identity, nor send e-mail anonymously with the intent to deceive or harass.
- 3.6 The FSITE shall not be used for purposes that cause, or could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities or unwarranted/unsolicited interference with others' use of computing systems and services.

- 3.6.1 This provision explicitly prohibits the posting of unsolicited electronic mail to lists of individuals, and the inclusion on electronic mail lists of individuals who have not requested membership on the lists. Students will automatically be members in an electronic mailing list for a class in which they are registered or for the purpose of official communications between authorized Pierpont personnel and an identified group of students. Faculty and staff are required to accept membership in an electronic mailing list for the purpose of official Pierpont communications, which are not prohibited.
- 3.6.2 Alumni and other individuals affiliated with, but not employed by, the university may be included in electronic mail lists, but may opt out by request to the sender.
- 3.6.3 Marketing emails for Institutional use is excluded from this provision, provided all required State and Federal guidelines pertaining to mass emailing are followed.
- 3.7 FSITE resources and services may not be used in an obscene, harassing or otherwise inappropriate manner. University computing systems will not be used to unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. Any sexually explicit or pornographic material may NOT be viewed, obtained or sent from any computer connected to the FSITE unless it is being done so for an acceptable academic purpose. Should there be a question as to appropriate use of sexually explicit or pornographic material for academic purposes, final determination will be made by the Vice President for Academic Affairs.

SECTION 4: E-MAIL

4.1 Eligibility

A Pierpont UCA provides access to a number of information systems, including Google Apps for Education, Pierpont's e-mail system. All individuals and organizations with a Pierpont UCA are eligible to receive a Pierpont e-mail account. In order to keep a Pierpont e-mail account, the group or individual must maintain eligibility for a Pierpont UCA account. UCA accounts may be termed "inactive" or "purged", in which case access to the email system would be revoked and, in the case of "purged" accounts, all e-mail irrevocably deleted.

4.1.1 A UCA may be determined "inactive" if it goes unused for a period of 12 months.

4.2 Requirements

All eligible faculty, staff and students must create and maintain a Pierpont e-mail account. Contractors to Pierpont may be required to have and maintain an account as well. This is required to facilitate Pierpont's communication of academic, administrative and emergency information. Exceptions may be made for employees without regular access to computing resources. It is permissible to forward mail from the Pierpont account to another email account as long as that account is checked regularly. However, it is not advisable to do so, since e-mail communications may contain sensitive information that should not be transmitted out of Pierpont systems.

4.3 Maximum Message Size

Outgoing and incoming e-mails may be limited in size, including the text and all attachments. Messages over the limit will not be delivered or received, and users will be informed that their

message was not delivered or received. The limit includes the extra space to allow for overhead space that is taken up when sending attachments.

4.4 Unsolicited and Mass E-mail and LISTSERVS

Mass e-mails should only be used to communicate Pierpont sponsored activities, security alerts, policy changes, or information that benefits Pierpont business or academic missions. Mass e-mails should relay time-critical, important Pierpont information and should be used sparingly.

4.4.1 There are recommended limitations for Mass Email Interface Users, and overuse can lead to suspension of access. Users must also follow guidelines for Email content as defined below in the Email Message section.

4.4.2 Users are not permitted to spam using Pierpont's e-mail service.

4.4.3 Standard email groups are maintained by IT and are available for all Faculty and Staff to utilize. Custom email groups can be created by individuals within their account.

4.4.4 The Pierpont email system and the email groups within are for official use only.

4.5 Backups

The Pierpont email system is backed up 3 times per day, with a full or incremental backup. Each night's backup is kept for 10 days. These backups may be used for disaster recovery and policy compliance purposes.

4.6 Virus Protection

The Google Apps system has a virus scanner that scans all incoming and outgoing e-mail for viruses, and removes them when found. However, this virus scanner cannot guarantee that all e-mail will be virus-free. Thus, all e-mail users should have their own anti-virus software on their computers. Anti-virus software is available at no charge to members of the Pierpont community via the IT Department. Pierpont is not liable for any damage caused by viruses or any other hostile code delivered through the email system.

4.7 Inappropriate Usage

E-mail users should only use the e-mail services in an appropriate manner. Inappropriate usage may result in revocation of access to Pierpont email. Inappropriate usage includes, but is not limited to:

- Unauthorized attempts to access another's e-mail account
- Transmission of sensitive or proprietary information to unauthorized persons or organizations
- Transmission of obscene or harassing messages to any individual(s)
- Transmission of copyrighted materials in violation of the rights of the copyright holder
- Solicitation for personal or private gain.
- Any illegal or unethical activity or any activity that could adversely affect Pierpont

4.8 Privacy and Applicability of Laws and Policies

This policy clarifies the applicability of law and certain other Pierpont policies to electronic mail. Users are reminded that all usage of Pierpont's information technology resources, including electronic mail, is subject to all Pierpont policies. Pierpont encourages the use of electronic mail and respects the privacy of users. It does not wish to inspect or monitor electronic mail routinely or to be the arbiter of its contents. Nonetheless, electronic mail and data stored on the Pierpont's network of computers and servers may be accessed by the Office of Information Technology for the following purposes:

- Troubleshooting hardware and software problems
- Preventing unauthorized access and system misuse
- Retrieving business related information
- Investigating reports of violation of Pierpont policy or local, state or federal law
- Complying with legal requests for information
- Rerouting or disposing of undeliverable mail
- Other purposes deemed necessary by the Office of Information Technology with the approval of the Chief Information Officer and the President.

4.8.1 The system administrator will need approval from the Chief Information Officer (or someone designated by the CIO), and the President's Office to access specific mail and data for these purposes. The extent of the access will be limited to what is reasonably necessary to acquire the information.

4.8.2 The Office of Information Technology may also retrieve electronic mail messages delivered to Pierpont account holders, or otherwise prevent distribution of a message to Pierpont e-mail accounts, if it is determined that distribution of the message(s) violates local or federal law, Pierpont policy, or places Pierpont at risk of violation of privacy-related laws. The system administrator will need approval from the CIO (or someone designated by the CIO), to retrieve specific mail messages, and the extent of the access will be limited to what is reasonably necessary to retrieve the information.

4.8.3 Individuals' privacy should be preserved. However, there is no expectation of privacy or confidentiality for documents and messages stored on institutionally-owned equipment or systems. Users of electronic mail systems should be aware that in addition to being subject to authorized access, electronic mail in its present form cannot be secured and is vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents.

4.8.4 Users of electronic mail services should be aware that even if the sender and recipient have discarded their copies of an electronic mail record, there might be back-up copies of such electronic mail that can be retrieved.

4.8.5 Pierpont electronic mail services may, subject to the above, be used for incidental personal purposes provided such use does not interfere with Pierpont operation of information technologies or electronic mail services, burden Pierpont with incremental costs, or interfere with the user's employment or other obligations to Pierpont. Electronic mail may constitute a public record like other documents subject to disclosure as a result of litigation.

4.9 Liability

Pierpont provides e-mail service to facilitate the sending and receiving of e-mail within the Pierpont community and to the world. The Office of Information Technology makes all reasonable effort to ensure that e-mail is sent, received, and stored appropriately. However, the Office of Information Technology provides no assurances that e-mail will be sent or received using the system, and cannot be held liable for missing messages or any consequences of that message not being sent, delivered, or stored.

4.9.1 Pierpont acts as a common carrier of e-mail messages, and does not examine the content of e-mail messages, except as noted above. As such, Pierpont cannot be held liable for the content of any e-mail message sent, received, or stored on the Pierpont system, or for any consequences of that message being sent, delivered, or stored. Pierpont is also not liable for any damage caused by viruses or other hostile code delivered through the Pierpont email system.

SECTION 5: WEB CONTENT

- 5.1 The content of all pages must adhere to Pierpont policies and be in compliance with the institution's Copyright and Privacy policies and local, state and federal laws.
- 5.2 None of the pages located on Pierpont servers can be used to promote personal financial activity, commercial activity, non-profit organizations not directly affiliated with Pierpont, political groups or religious groups, unless permitted by other College policy or regulation.

SECTION 6: ENFORCEMENT

- 6.1 Computer activity may be monitored by authorized individuals for purposes of maintaining system performance and security. In instances when individuals are suspected of abuse of the FSITE, the contents of user files may also be inspected upon the approval of the Office of Information Technology or someone designated by the CIO.
- 6.2 Violations of Pierpont policies governing the use of the FSITE may result in restriction or termination of access to FSITE systems and resources or termination of employment or expulsion. In addition, disciplinary action may be applicable under other Pierpont policies, guidelines, procedures, or collective bargaining agreements, up to and including imprisonment. At the discretion of the manager of the computer system or service in question, or designee, in collaboration with the appropriate authority, computer use privileges may be temporarily or permanently revoked pending the outcome of an investigation of misuse, or finding of violation of this rule. Where practical and appropriate, 24-hour notice will be given in advance of revocation.
- 6.3 All data, programs, and files placed on or contained in the FSITE computer systems are subject to Pierpont's copyright, patent, and privacy policies. Additional rules may be in effect at specific computer facilities at the discretion of the directors of those facilities.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 53
TITLE: INFORMATION TECHNOLOGY

Effective Date: October 24, 2007

Amended:

Repealed:

SECTION 1: SCOPE

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- 1.2 Use of any FSITE resource implies consent to the Information Technology Policy at Pierpont Community & Technical College.

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- 3.1 The basic premise of this policy is that responsible and acceptable use of FSITE does not extend to whatever an individual is technologically capable of doing. Instead, certain principles provide a guide to users regarding responsible and acceptable behaviors and users are responsible for knowing and understanding them. These principles and guidelines include, but are not limited to:
 - 3.1.1 Authorized users of FSITE or Pierpont sponsored resources are those individuals who have been granted a UCA and password. The UCA and password combination is an individual's identity and license to access and use the components of FSITE for which they are specifically authorized.
 - 3.1.2 Authorized users will abide by institutional policies along with applicable local, state and federal laws or regulations.
 - 3.1.3 The resources of FSITE are finite and shared. Appropriate and responsible use of these resources must be consistent with the common good. The FSITE may NOT be used for commercial or profit-making purposes.

- 3.1.4 Pierpont reserves the right to limit access to the FSITE when investigating cases of suspected abuse or when violations have occurred.
- 3.1.5 The College does not monitor or generally restrict the content of material stored on or transferred through the components of the FSITE. However, use of the FSITE is intended for work-related purposes and not to serve as a public forum. Pierpont reserves the right to restrict or deny usage of the FSITE in those situations where it is determined that a specific usage is not work-related or supportive of the institution's mission or does not abide by institutional policies, local, state and federal laws or regulations.
- 3.1.6 Users must adhere to the ethical standards governing copyright, software licensing, and intellectual property.
- 3.2 Individuals using FSITE resources and services must be identified through an authorized UCA. In the case of multiple user systems, individuals may not knowingly access or use another person's UCA or knowingly allow another person to use his or her UCA. Users should log out of shared systems and take reasonable precautions to secure access to office computers. The FSITE and services may not be used intentionally to misuse or gain unauthorized access to another user's UCA or systems inside or outside of the FSITE.
- 3.3 Computer users may use only legally obtained, licensed data or software in compliance with Pierpont copyright policies as well as license or other agreements and applicable copyright or intellectual property laws. Pierpont is a member of EDUCAUSE and users are expected to adhere to the Code of Software and Intellectual Rights which states, "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community. (See: "Using Software: A Guide to the Legal and Ethical Use of Software for Members of the Academic Community," Educom/ITAA, 1992. <http://www.educause.edu/ir/library/html/code.html>)"
- 3.4 Users of the FSITE must respect the privacy of others by refraining from inspecting, broadcasting, or modifying data without the consent of the individual or individuals involved, except as permitted as part of their employment or educational requirements, and then only to the extent necessary. Members of the Pierpont community may not seek out, examine, use, modify, or disclose, without authorization, personal or confidential information which they need not access as part of their campus function. All faculty members, staff, students and other Pierpont community members must take necessary precautions to protect the confidentiality of personal and/or confidential information available to them
- 3.5 Users of Pierpont e-mail or other electronic communications shall not employ a false identity, nor send e-mail anonymously with the intent to deceive or harass.
- 3.6 The FSITE shall not be used for purposes that cause, or could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities or unwarranted/unsolicited interference with others' use of computing systems and services.

3.6.1 This provision explicitly prohibits the posting of unsolicited electronic mail to lists of individuals, and the inclusion on electronic mail lists of individuals who have not requested membership on the lists. Students ~~may be required to accept~~ will automatically be membership in an electronic mailing list for a class in which they are registered or for the purpose of official communications between authorized Pierpont personnel and an identified group of students. Faculty and staff ~~may be~~ are required to accept membership in an electronic mailing list for the purpose of official Pierpont communications, which are not prohibited.

3.6.2 Alumni and other individuals affiliated with, but not employed by, the university may be included in electronic mail lists, but may opt out by request to the sender.

3.6.3 Marketing emails for Institutional use is excluded from this provision, provided all required State and Federal guidelines pertaining to mass emailing are followed.

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3.7 FSITE resources and services may not be used in an obscene, harassing or otherwise inappropriate manner. University computing systems will not be used to unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. Any sexually explicit or pornographic material may NOT be viewed, obtained or sent from any computer connected to the FSITE unless it is being done so for an acceptable academic purpose. Should there be a question as to appropriate use of sexually explicit or pornographic material for academic purposes, final determination will be made by the Vice President for Academic Affairs.

SECTION 4: E-MAIL

4.1 Eligibility

A Pierpont UCA provides access to a number of information systems, including Google Apps for EducationFSMail, Pierpont's e-mail system. All individuals and organizations with a Pierpont UCA are eligible to receive a Pierpont e-FSMail e-mail account. In order to keep a Pierpont e-mail account, the group or individual must maintain eligibility for a Pierpont UCA account. UCA accounts may be termed "inactive" or "purged", in which case access to the emailFSMail system would be revoked and, in the case of "purged" accounts, all e-mail irrevocably deleted.

4.1.1 A UCA may be determined "inactive" if it goes unused for a period of 12 months.

4.2 Requirements

All eligible faculty, staff and students must create and maintain a Pierpont e-FSMail e-mail account. Contractors to Pierpont may be required to have and maintain an FSMail account as well. This is required to facilitate Pierpont's communication of academic, administrative and emergency information. Exceptions may be made for employees without regular access to computing resources. It is permissible to forward mail from the PierpontFSMail account to another email account as long as that account is checked regularly. However, it is not advisable to do so, since e-mail communications may contain sensitive information that should not be transmitted out of Pierpont systems.

4.3 Maximum Message Size

Outgoing and incoming e-mails may be limited in size, including the text and all attachments. Messages over the limit will not be delivered or received, and users will be informed that their message was not delivered or received. The limit includes the extra space to allow for overhead space that is taken up when sending attachments.

4.4 Unsolicited and Mass E-mail and LISTSERVS

Mass e-mails should only be used to communicate Pierpont sponsored activities, security alerts, policy changes, or information that benefits Pierpont business or academic missions. Mass e-mails should relay time-critical, important Pierpont information and should be used sparingly.

4.4.1 There are recommended limitations for Mass Email Interface Users, and overuse can lead to suspension of access. Users must also follow guidelines for Email content as defined below in the Email Message section.

4.4.2 Users are not permitted to spam using Pierpont's e-mail service. ~~FSMail users may not send mass amounts of e-mail directly through the FSMTP system. Sending e-mail to a large number of willing recipients is best accomplished via Pierpont's LISTSERV service:~~

4.4.3 ~~Any faculty or permanent staff member of Pierpont may own listservs. Students and student organizations may own lists with a faculty or staff member's sponsorship. Standard email groups are maintained by IT and are available for all Faculty and Staff to utilize. Custom email groups can be created by individuals within their account.~~

4.4.4 ~~It is the responsibility of the list owner to manage all administrative tasks associated with the list operation as well as clearly define the purpose of the list for list members and monitor the list to ensure that its use is consistent with its purpose. It is the responsibility of everyone to know how to subscribe and unsubscribe to an individual list. The Office of Information Technology does not have the capabilities to remove an individual from a list not owned by the department. (Once you subscribe to a listserv, you will receive a message explaining how to unsubscribe). The Pierpont email system and the email groups within are for official use only.~~ 4.4.5 ~~List owners may not subscribe individuals who have not requested membership to a list, with the exception of academic units adding students, faculty and/or staff to a list for educational purposes. Professors may require their students to join a course list. Departments may add staff to a list as a condition of employment. Alumni and other individuals affiliated with, but not employed by, the university may be included in electronic mail lists, but may opt out by request to the sender.~~

4.5 Backups

~~The FSMTP-Pierpont email system is backed up each night 3 times per day, with a full or incremental backup. Each night's backup is kept for 10 days. These backups are may be used for disaster recovery and policy compliance purposes only. No requests to retrieve e-mail messages from the backups will be granted.~~

4.6 Virus Protection

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The ~~FSMail~~ Google Apps system has a virus scanner that scans all incoming and outgoing e-mail for viruses, and removes them when found. However, this virus scanner cannot guarantee that all e-mail will be virus-free. Thus, all e-mail users should have their own anti-virus software on their computers. Anti-virus software is available at no charge to members of the Pierpont community via the IT Department. Pierpont is not liable for any damage caused by viruses or any other hostile code delivered through the ~~FSMail~~ email system.

4.7 Inappropriate Usage

E-mail users should only use the e-mail services in an appropriate manner. Inappropriate usage may result in revocation of access to ~~FSMail~~ Pierpont email. Inappropriate usage includes, but is not limited to:

- Unauthorized attempts to access another's e-mail account
- Transmission of sensitive or proprietary information to unauthorized persons or organizations
- Transmission of obscene or harassing messages to any individual(s)
- Transmission of copyrighted materials in violation of the rights of the copyright holder
- Solicitation for personal or private gain.
- Any illegal or unethical activity or any activity that could adversely affect Pierpont

4.8 Privacy and Applicability of Laws and Policies

This policy clarifies the applicability of law and certain other Pierpont policies to electronic mail. Users are reminded that all usage of Pierpont's information technology resources, including electronic mail, is subject to all Pierpont policies. Pierpont encourages the use of electronic mail and respects the privacy of users. It does not wish to inspect or monitor electronic mail routinely or to be the arbiter of its contents. Nonetheless, electronic mail and data stored on the Pierpont's network of computers and servers may be accessed by the Office of Information Technology for the following purposes:

- Troubleshooting hardware and software problems
- Preventing unauthorized access and system misuse
- Retrieving business related information
- Investigating reports of violation of Pierpont policy or local, state or federal law
- Complying with legal requests for information
- Rerouting or disposing of undeliverable mail
- Other purposes deemed necessary by the Office of Information Technology with the approval of the Chief Information Officer and the President.

4.8.1 The system administrator will need approval from the Chief Information Officer (or someone designated by the CIO), and the President's Office to access specific mail and data for these purposes. The extent of the access will be limited to what is reasonably necessary to acquire the information.

4.8.2 The Office of Information Technology may also retrieve electronic mail messages delivered to Pierpont account holders, or otherwise prevent distribution of a message to Pierpont e-mail accounts, if it is determined that distribution of the message(s) violates local or federal law, Pierpont policy, or places Pierpont at risk of violation of privacy-related laws. The system administrator will need approval from the CIO (or someone designated by the CIO), to retrieve specific mail messages, and the extent of the access will be limited to what is reasonably necessary to retrieve the information.

- 4.8.3 Individuals' privacy should be preserved. However, there is no expectation of privacy or confidentiality for documents and messages stored on institutionally-owned equipment or systems. Users of electronic mail systems should be aware that in addition to being subject to authorized access, electronic mail in its present form cannot be secured and is vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents.
- 4.8.4 Users of electronic mail services should be aware that even if the sender and recipient have discarded their copies of an electronic mail record, there might be back-up copies of such electronic mail that can be retrieved.
- 4.8.5 Pierpont electronic mail services may, subject to the above, be used for incidental personal purposes provided such use does not interfere with Pierpont operation of information technologies or electronic mail services, burden Pierpont with incremental costs, or interfere with the user's employment or other obligations to Pierpont. Electronic mail may constitute a public record like other documents subject to disclosure as a result of litigation.

4.9 Liability

Pierpont provides the FSMail e-mail service to facilitate the sending and receiving of e-mail within the Pierpont community and to the world. The Office of Information Technology makes all reasonable effort to ensure that e-mail is sent, received, and stored appropriately. However, the Office of Information Technology provides no assurances that e-mail will be sent or received using the system, and cannot be held liable for missing messages or any consequences of that message not being sent, delivered, or stored.

- 4.9.1 Pierpont acts as a common carrier of e-mail messages, and does not examine the content of e-mail messages, except as noted above. As such, Pierpont cannot be held liable for the content of any e-mail message sent, received, or stored on the FSMail-Pierpont system, or for any consequences of that message being sent, delivered, or stored. Pierpont is also not liable for any damage caused by viruses or other hostile code delivered through the FSMail-Pierpont email system.

SECTION 5: WEB CONTENT

- 5.1 The content of all pages must adhere to Pierpont policies and be in compliance with the institution's Copyright and Privacy policies and local, state and federal laws.
- 5.2 None of the pages located on Pierpont servers can be used to promote personal financial activity, commercial activity, non-profit organizations not directly affiliated with Pierpont, political groups or religious groups, unless permitted by other College policy or regulation.

SECTION 6: ENFORCEMENT

- 6.1 Computer activity may be monitored by authorized individuals for purposes of maintaining system performance and security. In instances when individuals are suspected of abuse of the

FSITE, the contents of user files may also be inspected upon the approval of the Office of Information Technology or someone designated by the CIO.

- 6.2 Violations of Pierpont policies governing the use of the FSITE may result in restriction or termination of access to FSITE systems and resources or termination of employment or expulsion. In addition, disciplinary action may be applicable under other Pierpont policies, guidelines, procedures, or collective bargaining agreements, up to and including imprisonment. At the discretion of the manager of the computer system or service in question, or designee, in collaboration with the appropriate authority, computer use privileges may be temporarily or permanently revoked pending the outcome of an investigation of misuse, or finding of violation of this rule. Where practical and appropriate, 24-hour notice will be given in advance of revocation.
- 6.3 All data, programs, and files placed on or contained in the FSITE computer systems are subject to Pierpont's copyright, patent, and privacy policies. Additional rules may be in effect at specific computer facilities at the discretion of the directors of those facilities.

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NEW POLICY #61 – DISTANCE LEARNING
30 DAY PUBLIC COMMENT SUMMARY REVIEW
ACTION ITEM

Public Comment Period from September 15, 2015 to October 15, 2015

As the public comment closing date for this policy had not expired at the time of the required availability for the Pierpont Board of Governors schedule and agenda materials, the submitted comments for this policy will be provided electronically, and in printed form, to the Pierpont Community & Technical College Board of Governors and to the public, on, or before, the date of the regularly scheduled meeting of October 20, 2015.

Pierpont Community & Technical College Board of Governors Meeting

October 20, 2015

ITEM: New Policy No. 61 – Distance Learning

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors approve the proposed new Policy No. 61 – Distance Learning. The final draft is presented with this resolution.

STAFF MEMBER: Leslie Lovett

BACKGROUND:

At the Pierpont Board of Governors meeting of September 15, 2015 a 30-Day Public Comment Period was established, from September 16, 2015 to October 15, 2015, to provide the public the opportunity to address the proposed new Board of Governors Policy No. 61 – Distance Learning.

The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period.

Comments received during the 30-Day Public Comment Period were provided electronically to the Board of Governors, prior to this meeting, and also shared in summary format at the October 20, 2015 Board of Governors meeting.

New Policy No. 61 – Distance Learning is presented, for consideration by, and approval of, the Pierpont Community & Technical College Board of Governors.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICIES**

**SUMMARY OF COMMENTS RECIEVED
FOR POLICIES OUT FOR 30-DAY COMMENT PERIOD**

New Policy No. 61 – Distance Learning

Number of Comments Received: Two comments were submitted on behalf of the faculty of both institutions.

The comments provided to the Board were not directly related to content revision of the policy, but general questions and opinions about the policy. These comments were forwarded electronically to the Board as they were received.

Source of Comments Received:

Legal Counsel

No Comment.

President's Cabinet

No comment.

Board of Governors Members

No Comment.

Faculty (Pierpont)

- #1 A Pierpont faculty member provided an email, not directly related to the content of the policy for revision, offering support of the implementation of this policy. The email was forwarded electronically to the Board.

Faculty (Fairmont State)

- #1 A Fairmont State faculty member provided an email, not directly related to the content of the policy for revision, asking for contact information. The email was forwarded electronically to the Board and applicable staff.

Staff (Shared by Pierpont and Fairmont State)

No comment.

Students (Pierpont)

No comment.

Students (Fairmont State)

No comment

General

No comment.

Notice: A complete written copy of the policy comments received during the 30-day comment period were, and are, available for public viewing at 320 Adams Street, Suite 406, Pierpont Community & Technical College, Fairmont, WV.

PIERPONT COMMUNITY AND TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 61
TITLE: Distance Learning

Reference: Higher Learning Commission of the North Central Association of Colleges and Schools, 2011 Guidelines for the Evaluation of Distance Education (On-Line Learning).

Effective Date:

Amended:

Repealed:

SECTION 1. PURPOSE

- 1.1. The purpose of this policy is to provide guidance for the development, approval, teaching and support for all distance-delivered courses at Pierpont Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1. This policy applies to all distance-delivered courses and programs taught by either full- or part-time faculty at Pierpont Community and Technical College. Distance-delivered courses and programs are those defined by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) in the *2011 Guidelines for the Evaluation of Distance Education (On-Line Learning)* and the regulations of the U.S. Department of Education.

SECTION 3. DEFINITIONS

- 3.1. Correspondence – is a method of course delivery in which all or part of the instructional materials are provided by mail or electronic transmission, including examinations on materials, to students who are separated from the instructor.
- 3.2. Distance-delivered Courses – are those in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.
- 3.3. Distance-delivered Programs – are those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses.
- 3.4. Compressed – is a method of course delivery in which the instruction is provided in a concentrated time format typically meeting less than the standard semester.

- 3.5. Hybrid or Blended or Flipped Classroom – is a method of course delivery which combines the traditional face-to-face instructional environment and other methods of delivery that significantly utilize technology to deliver instruction.
- 3.6. Interactive – is a method of course delivery in which all or part of the instruction and interaction with students occurs via closed-circuit, interactive classrooms (ICR).
- 3.7. Online – is a method of course delivery in which all or part of the instruction and interaction occurs via internet technologies.
- 3.8. Quality Matters – is a faculty-centered, peer review process designed to certify the quality of online and blended courses.
- 3.9. Traditional – is a method of course delivery in which instruction is provided synchronously in the standard classroom environment requiring students to be physically present in the same location as the instructor; includes practica, internships, and clinicals.

SECTION 4. POLICY

- 4.1. All distance-delivered courses and programs will meet the standards established in the “Quality Matters” program (QM) and by the College as described in the Distance Learning Manual. This manual shall be developed and maintained by the Office of the Chief Academic Officer within the Academic Affairs Unit and will establish the standards, processes, procedures, and guidelines required for the development, approval, teaching, and support for all distance-delivered courses and programs. The standards, processes, procedures, and guidelines shall adhere to the HLC’s 2011 Guidelines for the Evaluation of Distance Education and the Quality Matters program.
- 4.2. Categories of courses and appropriate BANNER codes shall be established and defined for each type of distance-delivered course including but not limited to
 - 4.2.1. online,
 - 4.2.2. correspondence,
 - 4.2.3. hybrid,
 - 4.2.4. web-enhanced,
 - 4.2.5. compressed, and
 - 4.2.6. traditional.
- 4.3. The established categories and codes shall be included in the Distance Learning Manual.
- 4.4. The Distance Learning Manual will be reviewed and updated annually.

- 4.5. All distance-delivered courses shall undergo an initial approval and any subsequent renewal process required as provided for in the Distance Learning Manual before they are listed in the course schedule and offered for student enrollment.
- 4.6. All distance-delivered courses shall be comparable to traditional campus-based courses, when applicable, in terms of
- 4.6.1. syllabi, including learning outcomes,
 - 4.6.2. textbooks,
 - 4.6.3. grading, and
 - 4.6.4. methods of evaluation.
- 4.7. All full and part-time faculty must receive approved training and/or faculty development to meet QM certification for distance-delivered courses as provided for in the Distance Learning Manual prior to being assigned to a distance-delivered course.
- 4.8. Each distance-delivered course shall undergo review every three years for purposes of renewal of approval.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1. All distance-delivered courses developed and offered prior to the adoption of this policy must be reviewed and approved based on the standards, processes, procedures and guidelines required by the Distance Learning Manual by no later than the end of the Fall 2016 term.
- 5.2. All faculty who have taught distance-delivered courses prior to the adoption of this policy must receive the required training and/or professional development and attain QM certification prior to being assigned any additional distance-delivered courses.

SECTION 6. GENERAL PROVISIONS

- 6.1. All distance-delivered courses developed and offered by Pierpont Community & Technical College shall be reviewed and approved in accordance with the requirements of the Distance Learning Manual.
- 6.2. All faculty teaching distance-delivered courses are required to undergo training and attain QM certification prior to being assigned to teach a distance-delivered course.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1. The Vice President for Academic Affairs and the e-Learning Specialist are responsible for the development, implementation, and maintenance of the Distance Learning Manual and ensuring compliance with the provisions of this policy.

SECTION 8. REVIEW STATEMENT

- 8.1. This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

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