PIERPONT

COMMUNITY & TECHNICAL COLLEGE™

BOARD

OF

GOVERNORS

May 12, 2020

MEETING SCHEDULE
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

May 12, 2020

Zoom Conference Meeting
https://us02web.zoom.us/j/4010744958

2:00 PM   Full Board Meeting

Thomas J. Barlow – Chair
Sharon J. Shaffer – Vice Chair
Brian S. Bozarth – Secretary

Members: Holly C. Kauffman, Joshua Laprise, Brooke Nissim-Sabat, Rick Pruitte, Larry Puccio, Jr., Jillian Sole, Natalie Stone, and Warren "Chip" VanAlsburg. One institutional BOG member position is currently vacant.

Recent BOG Committee Meetings:

- ✓ BOG Communication, Academic Affairs, Recruiting & Student Services Committee (CARS) held April 14, 2020
- ✓ BOG Finance & Administration Committee (FA) held March 19, March 27, April 17, and May 1, 2020

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
Tuesday, May 12, 2020

I. Call to Order in Open Session

1. Opening Comment *(Chair: Thomas Barlow)*
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes for Feb 18, 2020   *Tab 1 - Action Item*
4. Approval of BOG Meeting Minutes for March 24, 2020   *Tab 2 - Action Item*
5. Approval of BOG Emergency Agenda Meeting Minutes for   *Tab 3 - Action Item*
   April 20, 2020

II. Recognitions – Informational
- Tabled with institutional focus on the COVID-19 Virus

III. President's Report – Informational *(Dr. Johnny M. Moore)*

IV. Operation Reports
- Tabled with institutional focus on the COVID-19 Virus

V. Committee of the Whole

1. March 31, 2020 Combined Budget Report   *Tab 4 – Informational*
   (Dale Bradley, CFO/VP for Finance and Administration)

2. Resolution for Approval of a 30-Day Public Comment Period   *Tab 5 – Action Item*
   for Policy PP-8046: Mission Statement Review
   (Susan Coffindaffer and Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Committee)

3. Resolution for Approval of a 30-Day Public Comment Period   *Tab 6 – Action Item*
   for Policy PP-5019: Procedures Regarding Freedom of Information
   Act Requests
   (Susan Coffindaffer and Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Committee)

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4. Resolution for Approval of the Pierpont Community & Technical ***Tab 7 – Action Item***
    College Board of Governors Meeting Schedule for AY 2020-2021
    (Dale Bradley, VP Finance and Administration / CFO)

VI.   Board Committee's Reports

1. Audit/Finance and Administration Committee (FA) Report *(Brian Bozarth, Chair)*

2. Communication, Academic Affairs, Recruiting & Student Services Committee (CARS)
    Report *(Sharon Shaffer, Chair)*

    a. Resolution for Review and Approval of the 5-Year   ***Tab 8 - Action Item***
        Program Reviews for the Associate in Applied Science (AAS) Degrees
        and the Certificates of Applied Science (CAS)
        (Michael Waide, Provost, for Chair Sharon Shaffer)

    b. Resolution for Review and Approval of the 3-Year   ***Tab 9 - Action Item***
        Post Audit Reviews for the Applied Process Technology (AAS) Degree
        (Michael Waide, Provost, for Chair Sharon Shaffer)

3. BOG Executive Committee Report *(Thomas Barlow, Chair)*

4. Data Analytics Research Committee (DAR) Report *(Brooke Nissim-Sabat, Chair)*

5. Government Relations, Policies, and Human Resources Committee (GRPHR) Report
    (*Warren VanAlsburg, Chair*)

VII.   New Business

1. Nominations and Election of the AY 2020-2021 ATC Advisory Board Officers to be held
    at the June 16, 2020 ATC Advisory Board Meeting

2. Nominations and Election of the AY 2020-2021 BOG Executive Officers to be held at the
    June 16, 2020 BOG Meeting

3. Upcoming Meetings
    a. BOG Data Analytics Research Committee Meeting, June 4, 2020 at 10:00 AM
    b. Pierpont BOG Finance and Administration Committee Meeting, June 5, 2020
        at 1:00 PM
    c. The next regularly scheduled ATC Advisory Board meeting will be held on
        Tuesday, June 16, 2020 at 1:00 PM

d. The next regularly scheduled BOG meeting will be held on Tuesday, June 16, 2020 at 2:00 PM
e. BOG Communication, Academics, Recruiting and Student Services Committee Meeting, July 14, 2020 at 2:00 PM

VIII. Old Business

IX. Public Comment

X. 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.

XI. Adjournment

Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: Empowering individuals to transform their lives through education
Tagline: Education that works

Tab 1

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
February 18, 2020
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on February 18, 2020, beginning at 2:00 PM at the Pierpont Robert C Byrd National Aerospace Education Center (NAEC) in Bridgeport WV.

Board members present:
Thomas Barlow, Holly Kauffman, Joshua Laprise, Brooke Nissim-Sabat, Larry Puccio, Jr., Sharon Shaffer, Jillian Sole, Natalie Stone, and Warren 'Chip' VanAlsburg

Board Members Absent:
Brian Bozarth and Rick Pruitte.   One governor appointed BOG position is vacant.

President's Cabinet Members Present:
President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Steve Leach, Robin Strader, Cyndee Sensibaugh, and Michael Waide

Others in Attendance:
Dr. Christopher Treadway, Sr. Director of Research for the WV Higher Education Policy Commission, Pierpont faculty and staff

I. Call to Order – Open Session

1. Opening Comment

Thomas Barlow, Chair, called the meeting to order in open session at 2:07 PM. Chairman Barlow thanked Brad Gilbert the director of the NAEC, and assistant Annette Schorr, for hosting the Board meeting and for providing a tour of the facility prior to the meeting.

2. Call for Public Comment

Mr. Barlow, Chair, announced last call for public sign up for comments to the Board.

3. *Approval of Minutes from the November 19, 2019 BOG Meeting – Action Item*

The minutes of the Pierpont Board of Governors meeting held November 19, 2019 were presented for approval. Warren VanAlsburg offered a motion to approve the minutes, as presented.   There was no discussion on the motion. Natalie Stone seconded the motion.   All agreed. Motion passed.

4. *Approval of Minutes from the December 6, 2019 BOG Retreat & Workshop – Action Item*

The minutes of the Pierpont Board of Governors Retreat and Workshop held December 6, 2019 were presented for approval. Warren VanAlsburg offered a motion to approve the minutes, as presented. There was no discussion on the motion. Larry Puccio, Jr. seconded the motion.   All agreed. Motion passed.

II. **Special Recognitions/Presentations – Informational**

Chairman Barlow welcomed and introduced Dr. Christopher Treadway, West Virginia Higher Education Policy Commission (HEPC) Senior Director of Research. Dr. Treadway attended to provide an overview of the State's higher education Funding Formula Model draft to the Board.

- **Motion to Amend Board of Governors Meeting Agenda**

  Chairman Barlow asked for a motion to amend the published Board of Governors meeting agenda to accommodate the travel schedule of Dr. Treadway and move the presentation of the Funding Formula Model forward from the Committee of the Whole.

  A motion was made by Warren VanAlsburg and seconded by Holly Kauffman to approve the amendment of the published Board meeting agenda. All agreed. Motion carried.

Amended Agenda Items Moved Forward:

V. **Committee of the Whole**

1. *Presentation of the Proposed WVHEPC Funding Formula Model for Higher Education Institutions*

   Dr. Christopher Treadway provided handouts and a slide presentation on the proposed Community & Technical College System (CTCS) Student-Focused Funding for West Virginia Community and Technical Colleges. HEPC and CTCS meet with the WV community college institutions on February 12 and 13 to review data points that

may be incorporated into the formula. Once the formula draft is finalized, HEPC will present to the Legislative Oversight Commission on Education Accountability (LOCEA) for approval and recommendations. The goal for implementation of the new funding model is July 2021.

WV Code §18B-1B-4(d) states that the HEPC shall examine the question of general revenue appropriations to individual higher education institutions per student and per credit hour, and by other relevant measures at all higher education institutions…

Dr. Treadway outlined the funding formula criteria, the key features of the proposed model and framework with a draft of a credit-hour weighted table.

The Board thanked Mr. Treadway for presenting the material clearly. Mr. Treadway provided his contact information for any further questions or comments.

Return to Published Agenda:

III. President's Report – Informational

President Moore also thanked Dr. Treadway for his presentation and expressed that the timing of revising the existing funding measures is in line with comprehending the directional and mission differences between 2-year and 4-year institutions.

Dr. Moore shared an article he recently read in the *Chronicle of Higher Education* highlighting the need for colleges to rethink the market and to not be stuck in the last decade… To provide better academic calendars and understand the students served, and their needs. To highlight how Pierpont is addressing this very idea, Dr. Moore stated that Pierpont has just begun a 12-week session, bringing the available start times for students to eight per semester.   Dr Moore publicly thanked Provost Michael Waide, VP of Student Services Lyla Grandstaff, the Deans of the Schools: David Beighley, Kari Coffindaffer, and Vickie Findley, as well as the staff of Student Services for their hard work in bringing this schedule to reality.

President Moore proudly informed that Pierpont's Chapter in the Phi Theta Kappa Honor Society (PTK) has just received notice that it has met Level Four status. In one short year Pierpont's PTK has went from Level One to Level Four**.** The Levels are:

- Level One: Finding Your Chapter's Members
- Level Two: Engaging Your Members and Identifying Officers
- Level Three: Participating in Regional and International Programming
- Level Four: Developing Student Leaders
- Level Five: Supporting Undergraduate Research and Building Administrative Support

Pierpont will be official recognized for obtaining this honor at the PTK national conference in March.

Pierpont's PTK has also earned REACH status. REACH is a rewards program for chapters focused on **R**ecognizing **E**xcellence in **A**cceptance and **C**ompletion with **H**onors. The REACH Rewards program encourages membership by rewarding chapters who achieve or exceed 15 percent for their membership acceptance rate.

Dr. Moore thanked the PTK Advisors Jennifer Ellison and Natalie Sypolt for their great work with the PTK Chapter.

President Moore also proudly informed that the Pierpont Culinary Arts Program will be participating in a national competition in July.   More information to follow on this event.

The Food Serviced Management Pastry and Baking Arts Programs has been granted reaccreditation with exemplary status!   Dr. Moore thanked and congratulated Dean David Beighley, Chef Jay Mahoney, and Chef Allison McCue for their outstanding work.

IV. Operation Reports - Informational

1. *Academic Affairs*

   Michael Waide stated that the Academic Affairs and Student Services Report was provided in detail in the February 18, 2020 Board Book. There were no further questions.

2. *Student Services*

   Lyla Grandstaff stated that the Student Services Report was provided in detail in the February 18, 2020 Board Book. The Google Ads Conversion rate increase of 967 percent was defined.

3. *Information Systems Report*

   Robin Strader stated that the Information Systems Report was provided in detail in the February 18, 2020 Board Book. There were no further questions.

4. *Pierpont Student Government Association Report*

   Joshua Laprise stated that the Student Government Association (SGA) Report was provided in detail in the February 18, 2020 Board Book. The SGA has recently voted-in additional Senators, most of whom are anticipated to remain in office next year. The President of the SGA (Joshua Laprise) will be serving as the May commencement student speaker, and the SGA will lead the selection of student speakers for future commencement ceremonies. President Moore thanked Mr. Laprise for the great work that the SGA officers are doing and for the increase in interest that they have been able to generate in the organization.

5. *Pierpont Foundation*

Steve Leach stated that the Pierpont Foundation Report was provided in detail in the February 18, 2020 Board Book. It was noted that the funds for the Food Pantry had been merged into the account for Student Emergencies. This will be corrected and will be reflected on the next report. Appreciation was given to Jillian Sole for her continued work with the Food Pantry. Donations for the Food Pantry, sought and received, were discussed.   Mr. VanAlsburg expressed an interest in the Pierpont BOG and the Foundation Board to hold a joint meeting. Mr. Leach and Mrs. Sensibaugh will work on developing this meeting.

V. Committee of the Whole - Continued from forward

2. *January 31, 2020 Combined Budget Report – Informational Item*
   (Dale Bradley, CFO/VP for Finance and Administration)

   Mr. Bradley shared that the details of the January 31, 2020 Combined Budget Report were provided in the February 18, 2020 Pierpont Board of Governors Book. The timing of the installation of the logo name sign at the Advanced Technology Center were discussed. The installation should be occurring within the next few weeks.

3. *Resolution for Review and Approval of the Pierpont Community &*
   Technical College Mission Statement, Vision Statement and Tagline – Action Item
   (Michael Waide, Provost/VP Academic Affairs)

   Mr. Waide presented a resolution for approval of the adoption of a new Pierpont Mission Statement, Vision Statement and Tagline.   They are:

   o **Mission:** *To provide accessible, responsive, comprehensive education that works.*
   o **Vision:** *Empowering individuals to transform their lives through education.*
   o **Tagline:** *Education that works.*

   In accordance with Board of Governors Policy #46 – Mission Statement Review Policy, which mandates that the Institution's Mission Statement be reviewed every five years, the Pierpont President's Council began work in April 2019 to consider the revision of Pierpont's Mission Statement. The Council also considered the creation of a Vision Statement and Tagline.   During Council meetings over two months, members drafted more impactful statements to align with the state system's goals, and to serve as a foundation in the development of the new strategic priorities of the next three-five years.

   The drafted statements were shared in a survey with faculty, staff, and BOG members in June 2019. Over 75% of faculty, staff, and BOG members "liked" or "really liked"

the proposed revisions. A separate survey was sent to students who also approved, at 75% or better, stating they "liked" or "really liked" revisions.

75% of faculty and staff; 79% of general student population; and 82% of 2019 graduates LIKE or REALLY LIKE the proposed Mission Statement.

86% of faculty/staff and 89% of students LIKE or REALLY LIKE the proposed Vision Statement.

72% of faculty/staff and 77% of students LIKE or REALLY LIKE the proposed Tagline.

A motion was offered by Sharon Shaffer to approve the adoption of the proposed Mission Statement, Vision Statement and Tagline for Pierpont Community & Technical College effective immediately. Holly Kauffman seconded the motion. All agreed. There was no further discussion on the motion. Motion carried.

VI. Board Committee Reports

1. *Audit/Finance and Administration Committee Report (FA) – Informational (Dale Bradley for Brian Bozarth, Chair)*

   Mr. Bradley reported that there were no action items advanced from the January 31, 2020 FA Committee meeting. The Committee is working on long term budget planning and identifying areas for savings.   Current revenues vs. projections were discussed.

2. *Communication, Academic Affairs, Recruiting & Student Services Committee (CARS) – Informational (Sharon Shaffer, Chair)*

   Ms. Shaffer shared that the CARS Committee has been working on the five areas identified from the December 6, 2019 Board Retreat. They are:

   o To develop emergency response and communication plan for each location.
   o To review academic policies related to Series 11, to assist in student success
   o To update the BOG Social Justice Policy
   o Develop a marketing/branding policy for institutional paraphernalia
   o To develop a social media policy for consistency across the institution

   It was noted that the 5-year program reviews will be brought to the CARS Committee at the next scheduled meeting of March 10 for analysis. The CARS committee will then bring the 5-year program reviews resolution to the whole Board for consideration.

3. *Data Analytics Research Committee – Informational (Brooke Nissim-Sabat, Chair)*

   Ms. Nissim-Sabat shared that at the last DAR Committee of February 4, the Committee focused on using data to interpret student success and completion. A questionnaire will be developed to send to students that encourages feedback on identifying areas of success or failure. The DAR Committee also adjusted their meeting calendar to occur quarterly. The next meeting date is scheduled for June 3.

4. *Government Relations, Policies & Human Resources Committee (GRPHR) – Informational (Chip VanAlsburg)*

   As the GRPHR Committee Report was not listed on the February 18, 2020 Board Meeting Agenda, Mr. VanAlsburg asked the Chairman that he be permitted to offer a motion to include the report in the meeting. Chairman Barlow agreed. Mr. VanAlsburg offered a motion to provide a report from the GRPHR Committee. Sharon Shaffer seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

   Mr. VanAlsburg asked Mr. Steve Leach to provide an update on the work of the GRPHR Committee over the past month. Mr. Leach shared that many meetings have taken place with the state and local legislators, noting that the community college is seeing additional support and better understanding of Pierpont's mission and the impact the institution has on the state.

   Chairman Barlow thanked the GRPHR Committee and recognized the important, critical work occurring. The Chairman expressed the consideration of the Doddridge County region for Pierpont's growth and community support.

VII. New Business

a. The next regularly scheduled quarterly ATC Advisory Board meeting will be held on March 24, 2020 at 1:00 PM at the Pierpont Advanced Technology Center

b. The next regularly scheduled BOG meeting will be held on March 24, 2020 at 2:00 PM at the Pierpont Advanced Technology Center

VIII. Old Business

None.

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session – Closed Session

1. *Entering Executive Session – Closed Session*

    At 3.56 PM Sharon Shaffer 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. Joshua Laprise seconded the motion. There was no discussion on the motion. All agree. Motion carried.

2. *Exiting Executive Session – Back to Open Session*

    At 4:17 PM, Sharon Shaffer motioned to exit Executive Session and return to Open Session. Warren VanAlsburg seconded the motion. All agreed. Motion carried.

3. *Items brought forward from Executive Session*

    Sharon Shaffer presented a motion that the Pierpont Board of Governors approve the transfer of $100,000 from the Capital Budget to be used in the development of a Pierpont Community & Technical College Master Facility Plan. Natalie Stone seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

XI. Adjournment

There being no further business, Sharon Shaffer offered a motion to adjourn the meeting at 4:18 PM.   Natalie Stone seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement: To provide accessible, responsive, comprehensive education that works.
Pierpont Vision Statement: Empowering individuals to transform their lives through education.
Pierpont Tagline: Education that Works.

Tab 2

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
March 24, 2020
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on March 24, 2020, beginning at 2:00 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

I. Call to Order – Open Session

1. Opening Comment

Thomas Barlow, Chair, called the meeting to order in open session at 2:05 PM.

The Chairman asked for a Roll Call of those attending via videoconference.

Board members present:
Via videoconference: Thomas Barlow, Brian Bozarth Brooke Nissim-Sabat, Sharon Shaffer, and Jillian Sole

Board Members Absent:
Holly Kauffman, Joshua Laprise, Larry Puccio, Jr., Rick Pruitte, Natalie Stone, and Warren 'Chip' VanAlsburg.   One governor appointed BOG position is vacant.

President's Cabinet Members Present:
Via videoconference: President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Steve Leach, Robin Strader, Cyndee Sensibaugh, and Michael Waide

Others in Attendance:
David Beighley, Kimberly Cale, Kari Coffindaffer, Carolyn Fletcher, Amanda Hawkinberry, Shelly Tharp

The Chairman thanked everyone for attending and asked all to be careful and to stay safe during this Pandemic.

2. *Call for Public Comment*

Mr. Barlow, Chair, asked if there were any requests for public sign up of comments to the Board. None recorded.

3. *Approval of Minutes from the February 18, 2020 BOG Meeting – Action Item*

As a quorum had not been established, the minutes of the Pierpont Board of Governors meeting held February 18, 2020 were tabled until the next regularly scheduled BOG meeting.

II. Special Recognitions/Presentations – Informational

Following the COVID-19 social distancing guidelines, recognitions and presentations were tabled until the next regularly scheduled BOG meeting.

III. President's Report – Informational

President Moore discussed the impact that the COVID-18 Virus has had on Pierpont and its staff and students. Pierpont has been following the WV Governor's orders to work from home and to abide by social distancing guidelines. Using videoconferencing to conduct business has now become the new normal.

Dr. Moore expressed deep gratitude to his Cabinet, the Deans, the faculty and students on adapting to the new learning format, from face-to-face to remote, in a matter of days. The Deans; David Beighley, Dr. Kari Coffindaffer and Vickie Findley have been available addressing student concerns as we move through these times and keeping Pierpont moving forward. The Provost, Michael Waide, and the VP of Student Services, Lyla Grandstaff, have been at the lead working out the tough details during this transition.

Michael Waide, Vickie Findley and Steve Leach have assisted the WV Chamber in getting health care supplies donated where they are needed. Dr. Moore provided some operational details to the Board regarding mail delivery and facilities maintenance.

IV. Operation Reports - Informational

Operation Reports were tabled until the next regularly scheduled BOG meeting as employees continued their focus on efforts to deal with the COVID-19 Pandemic.

V. Committee of the Whole

1. *February 29, 2020 Combined Budget Report – Informational Item*
   (Dale Bradley, CFO/VP for Finance and Administration)

Mr. Bradley shared that the details of the February 29, 2020 Combined Budget Report were provided in the March 24, 2020 Pierpont Board of Governors Book. Mr. Bradley

stated that Salaries and Benefits expense budgets are in order and the budget balance of $0.00 is increased by $84,748.

VI. Board Committee Reports

1. *Finance and Administration Committee Report (FA) – Action Item*
    (Dale Bradley for Brian Bozarth, Chair)

    a. Resolution for Review and Approval of the Tuition and Fees Changes for Academic Year 2020-2021

    As indicated in the March 24, 2020 BOG Book, the Finance and Administration Committee was to bring this matter to the Board once the FA Committee has approved the resolution. However, the FA Committee is still in discussion phase for the Tuition and Fees Changes for AY 2020-2021.   The FA Committee has requested another meeting to be scheduled before bringing this matter to the full Board. An emergency FA Committee meeting was tentatively scheduled for Friday, March 27, 2020.

    Mr. Bradley noted that the deadline of April 1, 2020 to submit the proposed Tuition and Fees Changes for Academic Year 2020-2021 to the Community and Technical College System of WV (CTCS) has been extended indefinitely, due to the COVID-19 Pandemic.

2. *Communication, Academic Affairs, Recruiting & Student Services Committee (CARS) – Informational (Sharon Shaffer, Chair)*

    Ms. Shaffer shared that the CARS Committee met on March 10, 2020 and began work on the five-year program reviews. Ms. Shaffer thanked Michael Waide for doing phenomenal work in bringing together the documentation needed for these reviews. Clarifications on programs are developing and a meeting is scheduled in April for further review with program coordinators and Deans.

3. *Data Analytics Research Committee – Informational (Brooke Nissim-Sabat, Chair)*

    Ms. Nissim-Sabat shared that the DARS Committee is meeting quarterly. There is no report at this time. The next meeting date is scheduled for June 3.

4. *Government Relations, Policies & Human Resources Committee (GRPHR) – Informational (Chip VanAlsburg)*

    Mr. Leach reported on behalf of Mr. VanAlsburg. Mr. Leach shared that at the end of this year's legislative session Pierpont remains in good shape.   Meetings previously scheduled in April with legislators have been postponed, due to the COVID-19 Pandemic.

VII. New Business

Chairman Barlow announced the upcoming scheduled meetings for the BOG will be attended via videoconferencing.

a.   The next regularly scheduled CARS Committee meeting will be held on April 14, 2020
b.   The next regularly scheduled FA Committee meeting will be held on April 24, 2020
c.   The next regularly scheduled BOG meeting will be held on May 12, 2020 at 2:00 PM

The Pierpont Commencement Ceremony, previously scheduled for May 7, 2020 will be postponed until December 2020. At this ceremony Pierpont will celebrate with the Spring 2020, Summer 2020, and Fall 2020 graduates. Additional details will be forthcoming.

VIII. Old Business

None.

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session – Closed Session

1.   *Entering Executive Session – Closed Session*

   At 2:34 PM Sharon Shaffer moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

2.   *Exiting Executive Session – Back to Open Session*

   At 3:06 PM, Sharon Shaffer motioned to exit Executive Session and return to Open Session. Brian Bozarth seconded the motion. All agreed. Motion carried.

3.   *Items brought forward from Executive Session*

   No Board action items were required to be brought forward. The Human Resources Director, Mr. Steven Leach, did inform the Executive Officers of the Board of the Special Emergency Leave with Pay procedure that will go into effect to cover employees during the COVID-19 Pandemic.

XI. Adjournment

There being no further business, Sharon Shaffer offered a motion to adjourn the meeting at 3:07 PM.   Brian Bozarth seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement: To provide accessible, responsive, comprehensive education that works.
Pierpont Vision Statement: Empowering individuals to transform their lives through education.
Pierpont Tagline: Education that Works.

Tab

3

BOARD OF GOVERNORS
EMERGENCY AGENDA MEETING
April 20, 2020
1:00 PM

MINUTES

Notice of Meeting and Attendance

An emergency agenda meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on April 20, 2020, beginning at 2:00 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

I. Call to Order – Open Session

1. *Opening Comment*

   Thomas Barlow, Chair, called the meeting to order in open session at 2:05 PM.

   The Chairman asked for a Roll Call of those attending via videoconference.

   Board members present:
   Via videoconference: Thomas Barlow, Brian Bozarth, Holly Kauffman, Joshua Laprise, Brooke Nissim-Sabat, Larry Puccio, Jr., Sharon Shaffer, Natalie Stone, Jillian Sole, and Warren 'Chip' VanAlsburg

   Board Members Absent:
   Rick Pruitte.   One governor appointed BOG position is vacant.

   President's Cabinet Members Present:
   Via videoconference: President Johnny M. Moore, Dale Bradley, Lyla Grandstaff, Steve Leach, Robin Strader, and Cyndee Sensibaugh

   Others in Attendance:
   Carolyn Fletcher and Shelly Tharp

2. *Call for Public Comment*

   Mr. Barlow, Chair, asked if there were any requests for public sign up of comments to the Board. None recorded.

II. Board Committee Reports

1. *Finance and Administration Committee Report (FA) – Action Item*
   (Dale Bradley for Brian Bozarth, Chair)

   a. Resolution for Review and Approval of the Tuition and Fees Changes for Academic Year 2020-2021

   The Resolution for Review and Approval of the Tuition and Fees Changes for Academic Year 2020-2021was tabled at the March 24, 2020 Board meeting as the FA Committee was still in discussion regarding this matter. The FA Committee requested another meeting to be scheduled before bringing this item to the full Board. Follow up FA Committee meetings were held on March 27and April 17, 2020. Prior to those follow up meetings, and prior to the March 24 Board meeting, the FA Committee also met on this matter on March 13 and March 19, 2020.

   Mr. Bradley shared that after multiple reviews of the tuition and fees changes the FA Committee has come to the unanimous decision to bring this resolution before the whole Board for consideration.

   The Board requested detail on the identified savings and special fees proposed. The FA Committee expressed that the goal during the FA Committee meetings was to keep any tuition and fees increases as low as possible, while still providing a cushion, should enrollments remain low and reserves not available.

   The resolution for the Approval of Tuition and Fee Changes for AY 2020-2021 reflected the following:

   • *Education and General Tuition Fees:*

   - o Pierpont will increase to the Resident (In-State) Education and General Tuition Fees, the Reduced Non-Resident (Out-of-State) (Metro) Education and General Tuition Fees and the Non-Resident (Out-of-State) Education and General Tuition Fees for AY 2020-21.
     - Increase the Resident Education and General Tuition by $74 per semester
     - Increase the Reduced Non-Resident Metro Education and General Tuition by $142 per semester
     - Increase the Non-Resident Education and General Tuition by $176 per semester

- *Pierpont Special Fees:*

  o In order to improve student cost equity related to the E-Learning special fee that supports technology across the campus, but are currently only charged on a per credit hour basis to on-line classes, this special fee will be converted to a Technology Fee and charged equally to all students thereby spreading the cost of supporting technology across all students. Approximately 69% of students enrolled in the Fall 2019 Term and approximately 66% of students enrolled in the Spring 2020 Term paid some amount of the E-Learning special fee that is being proposed to be replaced. If this change had been in effect during the current academic year approximately 40% of all Fall Term Students and 43% of all Spring Term students would have recognized a reduction in the total fees paid.

      ▪ Convert the E-Leaming and Hybird special fees charged at $50 per credit hour to a flat Technology Fee of $180 per semester.

  o Replace the current Priority Transcript Fee of $9 with a general Transcript Fee of $7. Currently Pierpont produces all requested transcripts for students at no cost unless it is a priority request. All transcripts currently produce are hard copies and during this time of closed campuses and social distancing has been challenging to produce. Pierpont will go to an electronic transcript that will be produced through the Educational Clearing House. This Transcript Fee will cover the Clearing House costs as well as the cost of continuing production of hard copy transcripts when requested.

- *Pierpont Program Fees:*

  o Eliminate the Paraprofessional in Education Program Fee of $225 per semester as the program is no longer offered
  o Eliminate the Homeland Security Program Fee of $225 per semester as the program is no longer offered
  o Eliminate the Machinist Technology Program Fee of $350 per semester as the program was never offered as an independent program
      ▪ Eliminate the Machinist Technology Fee of $160 per credit hour for program specific courses offered in partnership and by the Robert C. Byrd Institute (RCBI) because RCBI is discontinuing the program

Chairman Barlow asked for a motion. Sharon Shaffer offered a motion to approve the change to the Education and General Tuition rate for Academic Year 2020-21 to an increase of 3.00%, to approve the conversion of the E-Learning Fee to a flat Technology Fee of $180 and a general Transcript Fee of $7, and to approve the elimination of Program Fees for the Paraprofessional in Education Program, the Homeland Security Program, and the Machinist Technology

Program fee as well as the Machinist Technology Program specific courses fee per credit hour.   Warren VanAlsburg seconded the motion. All agreed. Motion carried.

The Chairman asked for a Roll Call of the Board members vote.

Thomas Barlow…………... Yes
Brian Bozarth…………… No response recorded
Holly Kauffman……………Yes
Joshua Laprise…………….Yes
Brooke Nissim-Sabat……Yes
Rick Pruitte………………… Not in attendance
Larry Puccio, Jr…………...Yes
Sharon Shaffer…………… Yes
Jillian Sole………………….. Yes
Natalie Stone……………… Yes
Warren VanAlsburg……. Yes

III. Adjournment

There being no further business, Sharon Shaffer offered a motion to adjourn the meeting at 1:46 PM.   Holly Kauffman seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement: To provide accessible, responsive, comprehensive education that works.
Pierpont Vision Statement: Empowering individuals to transform their lives through education.
Pierpont Tagline: Education that Works.

Tab 4

Board of Governors
Budget Report FY 2020
Pierpont Community & Technical College
as of March 31, 2020

SUMMARY:

The projected effect on net assets for FY 2020 as of March 31, 2020 is no change.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of March 31, 2020 of $0.00 represents no change to the budget balance from the February 29, 2020 Budget.

There were no changes in the Operating Revenue Budget.

There were no changes to the Operating Expense Budget.

As of this report date, the YTD Actuals reflect the following

- The institution has realized approximately 82% of projected tuition and fees revenue.
- The institution has realized approximately 83% of overall revenues (This is down 3% from Februarys' Report due to the correction of an error in how Banner Finance was recording student meal plan transfers to FSU.
- The institution has incurred approximately 68% of operating expenses.
    - The Equipment Expense is 170.68% of budget or $59,570 over budget (This is an increase of $2,038 from the February Report).
- The Year-To-Date Actual Budget Balance is $1,682,565.

SPENDING COMPARISON

In a review of spending during the month of March 2020 and spending during the same month in 2019, the institution spent approximately $80,000 less this year in the month of March 2020 than was spent during the month of March 2019.

RESTRICTED FUNDS:

The Restricted Budget Balance as of March 31, 2020 was $60,731 which represents no change to the February 29, 2020 budget balance.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted
As of March 31, 2020

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	7,390,370	8,018,959	6,544,050	81.61%
	Student Activity Support Revenue	64,992	0	0	0.00%
	Faculty Services Revenue	0	0	0	0.00%
	Auxiliary Enterprise Revenue	607,765	607,765	732,448	120.52%
	Other Operating Revenues	368,528	368,528	179,658	48.75%
	Total:	8,431,655	8,995,252	7,456,156	82.89%
OPERATING EXPENSE	Salaries	7,894,561	7,844,578	5,651,967	72.05%
	Benefits	1,659,001	1,720,661	1,210,348	70.34%
	Student financial aid-scholarships	248,252	248,252	198,214	79.84%
	Utilities	194,062	193,062	125,917	65.22%
	Supplies and Other Services	3,897,255	4,469,338	2,948,695	65.98%
	Equipment Expense	88,542	84,286	143,856	170.68%
	Fees retained by the Commission	101,407	101,407	76,055	75.00%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Assessment for Faculty Services	0	0	0	0.00%
	Assessment for Support Services	0	0	0	0.00%
	Assessment for Student Activity Costs	27,107	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	607,765	336,179	55.31%
	Assessment for Operating Costs	0	0	0	0.00%
	Depreciation	400,000	400,000	0	0.00%
	Total:	15,217,952	15,769,349	10,691,231	67.80%
OPERATING INCOME / (LOSS)		(6,786,297)	(6,774,097)	(3,235,075)	47.76%
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	7,820,129	5,239,486	67.00%
	Gifts	126,000	115,000	8,270	7.19%
	Investment Income	7,194	97,194	53,775	55.33%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(383,304)	44.40%
	Fees assessed by Commission for other	0	0	(587)	0.00%
	Total:	7,090,103	7,169,103	4,917,640	68.59%
TRANSFERS & OTHER	Capital Expenditures	(244,000)	(294,000)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(61,006)	0	0.00%
	Transfer - for Capital Projects	0	(40,000)	0	0.00%
	Total:	(305,006)	(395,006)	0	0.00%
BUDGET BALANCE		(1,200)	0	1,682,565	
PERSONNEL BUDGET SAVINGS					
PROJECTED EFFECT ON NET ASSETS AT JUNE 30		(1,200)			
Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,140,415	2,140,415		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		2,139,215	2,140,415		

*   Unrestricted Net Assets – Beginning of Year is after adding back the projected OPEB liability at June 30, 2019 in the amount of $2,374,3++

*   Unrestricted Net Asset Balance is 14.33% of the current budgeted total operating expense. Management has established a target of 15% or $2,235,7++
    as the goal for the level of unrestricted net asset balance that should be maintained

14.12%

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - President
As of March 31, 2020

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	5,820,633	6,481,803	5,844,372	90.2%
	Student Activity Support Revenue	64,992	0	0	0.0%
	Faculty Services Revenue	0	0	0	0.0%
	Other Operating Revenues	48,000	48,000	29,106	60.6%
	Total:	**5,933,625**	**6,529,803**	**5,873,478**	**89.95%**
OPERATING EXPENSE	Salaries	7,298,820	7,250,002	5,240,793	72.29%
	Benefits	1,557,829	1,627,324	1,142,389	70.20%
	Student financial aid-scholarships	237,252	237,252	189,714	79.96%
	Utilities	190,063	190,063	124,351	65.43%
	Supplies and Other Services	2,823,104	3,400,846	2,550,842	75.01%
	Equipment Expense	26,017	24,706	32,025	129.62%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Fees retained by the Commission	101,407	101,407	76,055	75.00%
	Assessment for Faculty Services	0	0	0	0.00%
	Assessment for Support Services	0	0	0	0.00%
	Assessment for Student Activity Costs	27,107	0	0	0.00%
	Assessment for Operating Costs	0	0	0	0.00%
	Depreciation	400,000	400,000	0	
	Total:	**12,761,599**	**13,331,600**	**9,356,168**	**70.18%**
OPERATING INOCME / (LOSS)		**(6,827,974)**	**(6,801,797)**	**(3,482,690)**	**51.20%**
NONOPERATING REVENUE (EXPENSE)	State Appropriations	7,820,129	7,820,129	5,239,486	67.00%
	Gifts	96,000	96,000	0	0.00%
	Investment Income	7,194	97,194	53,775	55.33%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(863,220)	(383,304)	44.40%
	Fees assessed by Commission for other	0	0	(587)	0.00%
	Total:	**7,060,103**	**7,150,103**	**4,909,370**	**68.66%**
TRANSFERS & OTHERS	Capital Expenditures	(294,000)	(294,000)	0	0.00%
	Construction Expenditures	0	0	0	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	0	0	0.00%
	Transfer - for Capital Projects	0	(40,000)	0	0.00%
	Total:	**(355,006)**	**(395,006)**	**0**	**0.00%**
BUDGET BALANCE		**(122,877)**	**(46,700)**	**1,426,680**	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		826,320	826,320*		
Less: USE OF RESERVE		<u>0</u>	<u>0</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>703,443</u>	<u>779,620</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2019 in the amount of $2,974,842.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - Fund Manager
As of March 31, 2020

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,569,737	1,537,156	699,678	45.52%
	Other Operating Revenues	320,528	320,528	150,552	46.97%
	Total:	**1,890,265**	**1,857,684**	**850,230**	**45.77%**
OPERATING EXPENSE	Salaries	595,741	594,576	411,174	69.15
	Benefits	101,172	93,337	67,960	72.81
	Student financial aid - scholarships	11,000	11,000	8,500	77.27%
	Utilities	3,999	2,999	1,566	52.21
	Supplies and Other Services	1,074,150	1,068,492	397,853	37.24%
	Equipment Expense	62,525	59,580	111,831	187.70%
	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Student Activity Costs	0	0	0	0.00%
	Total:	**1,848,587**	**1,829,984**	**998,883**	**54.58%**
OPERATING INCOME / (LOSS)		**41,678**	**27,700**	**(148,653)**	**-536.65%**
NONOPERATING REVENUE (EXPENSE)	Gifts	30,000	19,000	8,270	43.53%
	Investment Income	0	0	0	0.00%
	Total:	**30,000**	**19,000**	**8,270**	**43.53%**
TRANSFERS & OTHER	Capital Expenditures	0	0	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	Transfer - for Capital Projects	0	0	0	0.00%
	Total:	**0**	**0**	**0**	**0.00%**
BUDGET BALANCE		**71,678**	**46,700**	**(140,383)**	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,272,663	1,272,66		
Less: USE OF RESERVE		<u>0</u>	<u>0</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>1,344,341</u>	<u>1,319,363</u>		

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Auxiliary - Pierpont C&TC - Clearing
As of March 31. 2020

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	607,765	732,448	120.52%
	Total:	607,765	607,765	732,448	120.52%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	607.765	336.179	55.31%
	Total:	607,765	607,765	336.179	55.31%
OPERATING INCOME / (LOSS)		0	0	396,269	0.00%
BUDGET BALANCE		0	0	396,269	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		41.432	41.432		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		41,432	41,432		

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

As of March 31, 2020

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	5,662,025	4,701,299	83.03%
	State and Local Grants and Contracts	3,219,748	2,209,938	68.64%
	Private Grants and Contracts	450,374	1,500	0.33%
	Other Operating Revenues	0	0	0.00%
	Total:	**9,332,146**	**6,912,737**	**74.07**
OPERATING EXPENSE	Salaries	727,168	116,687	16.05%
	Benefits	53,955	19,746	36.60%
	Student financial aid-scholarships	9,431,172	4,833,407	51.25%
	Supplies and Other Services	667,177	108,818	16.31%
	Equipment Expense	242,463	19,509	8.05%
	Total:	**11,121,936**	**5,098,167**	**45.84%**
OPERATING INOCME / (LOSS)		**(1,789,790)**	**1,814,570**	**-101.38%**
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenue	2,900,000	2,714,019	93.59%
	Gifts	6,744	0	0.00%
	Total:	**2,906,744**	**2,714,019**	**93.37%**
TRANSFERS & OTHERS	Capital Expenditures	(1,094,342)	0	0.00%
	Construction Expenditures	0	0	0.00%
	Transfers for Financial Aid Match	61,006	0	0.00%
	Transfers for Capital Projects	0	0	0.00%
	Transfers - Indirect Cost	(22,888)	0	0.00%
	Transfer - for Capital Projects	0	0	0.00%
	Total:	**(1,056,224)**	**0**	**0.00%**

BUDGET BALANCE		60,731	4,528.55
Add: RESTRICTED NET ASSETS - Beginning of Year		28,037	
Less: USE OF RESERVE		0	
Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>88,768</u>	

Tab

5

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF MAY 12, 2020

ITEM:	Policy PP-8046: Mission Statement Review
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days for proposed changes to Policy PP-8046: Mission Statement Review
STAFF MEMBER:	Susan Coffindaffer and Kari Coffindaffer, Co-Chairs of the Institutional BOG Policies Review Committee
BACKGROUND:	The language in the existing Mission Statement Review Policy requires updating.

As mandated, in 2008, by West Virginia House Bill 3215; Code Chapter 18B; Articles 1 & 2, Pierpont Community & Technical College began operating as an independent 2-year institution. The last revision of the Pierpont Community & Technical College's Mission Statement Review Policy was approved in April 2007 and does not reflect the institution's current structure or the Board's mission statement review procedure. The proposed revisions will insert applicable statutory and regulatory references, clarifies the review process, removes references to Fairmont State University, updates the policy number and reorganizes policy provisions pursuant to PP-1000-B.

PUBLIC COMMENT PERIOD: **May 13, 2020 to June 11, 2020**

All comments are to be made <u>in writing</u> to:

Cyndee K. Sensibaugh
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
[*Cyndee.Sensibaugh@Pierpont.edu*](mailto:Cyndee.Sensibaugh@Pierpont.edu)

The proposed policy will be available for public viewing on the
Pierpont Community & Technical College website at
[*www.Pierpont.edu/About/Governance/BoardofGovernorsPolicies*](http://www.Pierpont.edu/About/Governance/BoardofGovernorsPolicies)

PROPOSED REVISION TO POLICY
PP-8046 MISSION STATEMENT REVIEW

PIERPONT COMMUNITY & TECHNICAL COLLEGE

Board of Governors Policies and Procedures

PP-8046

SHORT TITLE: Mission Statement Review Policy

REFERENCE: W. Va. Code §§18B-1-6 and 18B-1D-1 and W. Va. Code R. § 135-49-1 *et seq.*

EFFECTIVE: December 15, 2005

AMENDED: April 5, 2007

REPEALED:

REVIEWED: April 30, 2020

_____

SECTION 1.   PURPOSE

This policy describes guidelines for reviewing the mission statement of Pierpont Community & Technical College (Pierpont).

SECTION 2.   SCOPE AND APPLICABILITY

This policy affects all college constituencies.

SECTION 3.   DEFINITIONS

None

SECTION 4.   POLICY

Pierpont will review its mission statement periodically as an important part of strategic planning.

SECTION 5.   BACKGROUND OR EXCLUSIONS

None

SECTION 6.   GENERAL PROVISIONS

6.1   **Review Period**. Pierpont Community & Technical College will review its mission statement at least once every five years, but may do so more frequently as needed

6.2	**Procedure.** The President's Cabinet will initiate and establish the guidelines for each review and will recommend any changes to the Board of Governors.

6.3	**Approval.** Pierpont's President will forward recommendations to the Board of Governors for their final approval and adoption.

6.4	**Publication.** Pierpont will publish the Mission Statement on its website.

## SECTION 7.	RESPONSIBILITIES

7.1	**President's Cabinet.** The President's Cabinet is responsible for the execution of this policy.

7.2	**Employees.** All Pierpont employees are expected to know the mission statement and understand and support the college's mission.

## SECTION 8.	CANCELLATION

This policy does not cancel any previous policy.

## SECTION 9.	REVIEW STATEMENT

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

Attachments:	None.

Distribution:	Members of the Board of Governors and the President of Pierpont Community & Technical College

Revision Notes:	The proposed revisions reorganize policy provisions pursuant to PP-1000.B, insert applicable statutory and regulatory references, remove references to Fairmont State University, and clarify the review process.

CURRENT POLICY
PP-8046 MISSION STATEMENT REVIEW
WITH MARK UPS

PIERPONT COMMUNITY & TECHNICAL COLLEGE

Board of Governors Policies and Procedures
PP-8046

SHORT TITLE: Mission Statement Review Policy

REFERENCE: <mark>W. Va. Code §§18B-1-6 and 18B-1D-1 and W. Va. Code R. § 135-49-1 *et seq.*</mark>

EFFECTIVE: December 15, 2005

AMENDED: April 5, 2007

REPEALED:

REVIEWED: April 30, 2020

_____

SECTION 1.   PURPOSE

This policy describes guidelines for reviewing the mission statement of Pierpont Community & Technical College (Pierpont).

SECTION 2.   SCOPE AND APPLICABILITY

<mark>This policy affects all college constituencies.</mark>

SECTION 3.   DEFINITIONS

None

SECTION 4.   POLICY

<mark>Pierpont will review its mission statement periodically as an important part of strategic planning.</mark>

SECTION 5.   BACKGROUND OR EXCLUSIONS

None

SECTION 6.   GENERAL PROVISIONS

6.1   **Review Period.** ~~It is the policy of Pierpont Community & Technical College Board of Governors that~~ Pierpont Community & Technical College ~~and Fairmont State University~~ will ~~each~~ review its mission statement <mark>at least once</mark> every five years~~, or~~

==but may do so more frequently== ~~as needed. If one decides to review its mission statement, the Board shall also consider the mission statement of the other before taking action. The intent of this policy is to ensure that any revision of a mission statement does not create gaps or overlap in the two mission statements, does not result in a lack of certain services, and minimizes direct competition.~~

==6.2   **Procedure.** The President's Cabinet will initiate and establish the guidelines for each review and will recommend any changes to the Board of Governors.==

==6.3   **Approval.** Pierpont's President will forward recommendations to the Board of Governors for their final approval and adoption.==

==6.4   **Publication.** Pierpont will publish the Mission Statement on its website.==

SECTION 7.   RESPONSIBILITIES

==7.1   **President's Cabinet.** The President's Cabinet is responsible for the execution of this policy.==

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SECTION 8.   CANCELLATION

==This policy does not cancel any previous policy.==

SECTION 9.   REVIEW STATEMENT

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

Attachments: None.

Distribution: Members of the Board of Governors and the President of Pierpont Community & Technical College

Revision Notes: The proposed revisions reorganize policy provisions pursuant to PP-1000.B, insert applicable statutory and regulatory references, remove references to Fairmont State University, and clarify the review process.

Tab 6

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
MEETING OF MAY 12, 2020

ITEM:	Policy PP-5019: Procedures Regarding Freedom of Information Act Requests
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days for proposed changes to Policy PP-5019: Procedures Regarding Freedom of Information Act Requests
STAFF MEMBER:	Susan Coffindaffer and Kari Coffindaffer, Co-Chairs of the Institutional BOG Policies Review Committee
BACKGROUND:	Language in the existing Pierpont Community & Technical College Board of Governors Policy PP-5019: Procedures Regarding Freedom of Information Act Requests, requires updating. The proposed revisions add provisions recommended by the General Counsel's Office of the West Virginia Community and Technical College System, inserts applicable statutory and regulatory references, updates the policy number and reorganizes policy sections pursuant to PP-1000-B.
PUBLIC COMMENT PERIOD:	**May 13, 2020 to June 11, 2020**

All comments are to be made <u>in writing</u> to:

Cyndee K. Sensibaugh
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
Cyndee.Sensibaugh@Pierpont.edu

The proposed policy will be available for public viewing on the
Pierpont Community & Technical College website at
www.Pierpont.edu/About/Governance/BoardofGovernorsPolicies

PROPOSED REVISION TO
POLICY PP-5019: PROCEDURES REGARDING
FREEDOM OF INFORMATION ACT

PIERPONT COMMUNITY & TECHNICAL COLLEGE

Board of Governors Policies and Procedures

PP-5019

SHORT TITLE: Procedures regarding Freedom of Information Act (FOIA) Requests

REFERENCE: West Virginia Code §§ 18B-1-6 and 29B-1-1 *et seq.*

EFFECTIVE: February 13, 2003

AMENDED: October 15, 2012 (non-substantive); _____, 2020

REPEALED:

REVIEWED: April 30, 2020

_____

SECTION 1.   PURPOSE

This policy establishes the procedure for requests made of Pierpont Community & Technical College (Pierpont) for public records, pursuant to the West Virginia Freedom of Information Act (WVFOIA), as found in W. Va. Code § 29B-1-1 *et seq.*

SECTION 2.   SCOPE AND APPLICABILITY

This policy shall apply to all persons, schools, units, divisions, departments, and other entities that are under the jurisdiction of the Pierpont Community & Technical College and its Board of Governors, as well as those employees who may receive WVFOIA requests or who have access to responsive materials.

SECTION 3.   DEFINITIONS

3.1   **Business Day.** Excludes Saturdays, Sundays, legal or college holidays, and any day when Pierpont closes in part or in whole (e.g., an early closure due to inclement weather).

3.2   **Custodian.** The elected or appointed official charged with administering a public record. [W. Va. Code § 29B-1-2(1)]

3.3   **Law Enforcement Officer.** Those individuals defined as law enforcement officers in W. Va. Code § 30-29-1(6), as well as those individuals defined as "chief executive" in W. Va. Code § 30-29-1(2).

3.4   **Person.** Any natural person, corporation, partnership, firm, or association.

3.5 **Public Record.** Any writing containing information relating to the conduct of the public's business, prepared, owned, and retained by a public body. [W. Va. Code § 29B-1-2(4)]

3.6 **Regular Business Hours.** 8:00 a.m. to 4:00 p.m. on a business day.

3.7 **Writing.** Any book, paper, map, photograph, card, tape recording, or other documentary materials, regardless of physical form or characteristics. [W. Va. Code § 29B-1-2(5)]

SECTION 4.   POLICY

Pierpont Community & Technical College ~~to~~ will provide timely, accurate, and consistent agency responses to Freedom of Information Act requests in accordance with its obligations under the law and in compliance with the applicable rules and related procedures established by the West Virginia Secretary of State for the submission of information related to FOIA requests received and processed to an end.

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1 **Background.** The West Virginia Freedom of Information Act, West Virginia Code § 29B-1-1 *et seq.*, is a state law that allows any person to inspect, view, or copy any public record that is prepared, owned, and maintained by a public body.

5.2 **Exemptions.** Some records in the possession of a public body may be withheld from disclosure according to W. Va. Code § 29B-1-4, which is incorporated here by reference.

SECTION 6.   GENERAL PROVISIONS

6.1 **Freedom of Information Officer.** The Vice President for Finance and Administration, or in his/her absence, the Assistant to the President, will serve as the Freedom of Information Officer for Pierpont Community & Technical College.

6.1.1 **Review and Referral.** The Freedom of Information Officer shall be responsible for reviewing any requests for information and referring them to the appropriate staff member to prepare a response.

6.1.2 **Other Responsibilities.** The Freedom of Information Officer shall

6.1.2.1. **Compliance.** Ensure compliance with the WVFOIA, Secretary of State Rules and Procedures, this policy, and any other related procedures.

6.1.2.2 **Education.** Assist in understanding and applying this policy and any related procedures.

6.1.2.3 **Training.** Train faculty and staff on key aspects of the WVFOIA, this policy, and any related procedures.

6.2 **Receiving a FOIA Request.** All requests, either in hard copy or electronic form, shall be immediately hand delivered upon receipt to the Freedom of Information Officer. If the person who initially receives the request is the person with the expertise in the area of the request, that individual should begin immediately to prepare a response but must also provide a copy of the request to the Freedom of Information Officer.

6.3 **Responding to a FOIA Request**

6.3.1 **Referral.** The Freedom of Information Officer will, upon receipt of a request, make a referral to the appropriate staff member to prepare a response.

6.3.2 **Response.** In drafting an appropriate response in accordance with applicable statutory requirements, the staff member should consult with the legal division of the West Virginia Council for Community & Technical College System. The staff member will present a copy of the draft response to the Freedom of Information Officer for approval before issuing a response. The Freedom of Information Officer must be copied on all final letters of response to Freedom of Information Act requests.

6.3.2 **Access to Records.** Under certain circumstances, as determined by the appropriate staff member preparing the response and the Freedom of Information Officer, a time may be arranged for the individual requesting the information to review the documents at a Pierpont office in lieu of providing copies of lengthy documents to the individual.

6.3.3 **Response Timeline.** A response, either granting the request or giving written reasons for its denial, must be issued to the applicant within five (5) ~~working~~ business days of receipt of the request.

6. 4 **Secretary of State Reporting.** Upon receipt of a freedom of information request, the Freedom of Information Officer shall provide the following information to the Secretary of State:

6.4.1 **Request.** The nature of the request;

6.4.2 **Response.** The nature of the college's response;

6.4.3 **Response Time.** The timeframe required to comply with the request in full; and

6.4.4 **Fee.** The amount of reimbursement charged to the party requesting the information.

6. 5 **Fees.**

6.5.1 **Duplicating Cost.** Because responding to Freedom of Information Act requests demands staff time and resources, Pierpont may establish fees reasonably calculated to reimburse the college for its actual costs in responding to the request.

6.5.2 **Timekeeping.** Staff members preparing a response will keep track of the staff time spent and report that information to the Freedom of Information Officer. Fees for responding to requests will be updated from time to time as warranted by analysis of actual costs.

SECTION 7. RESPONSIBILITIES

Pierpont's Freedom of Information Officer, in consultation with the General Counsel's office of the West Virginia Community & Technical College System, is responsible for the interpretation and application of this policy.

SECTION 8. CANCELLATION

This policy does not cancel an existing policy.

SECTION 9. REVIEW STATEMENT

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

Attachments: None

Distribution: Members of the Board of Governors, President of the College, Vice President of Finance and Administration, and Assistant to the President

Revision Notes: May 1, 2020—This revision reorganizes policy sections pursuant to PP-1000.B, inserts applicable statutory and regulatory references, and adds provisions recommended by the General Counsel's Office of the West Virginia Community & Technical College System.

CURRENT POLICY
POLICY PP-5019: PROCEDURES REGARDING
FREEDOM OF INFORMATION ACT
WITH MARK UPS

PIERPONT COMMUNITY & TECHNICAL COLLEGE

Board of Governors Policies and Procedures
PP-5019

SHORT TITLE: Procedures regarding Freedom of Information Act (FOIA) Requests

REFERENCE: <mark>West Virginia Code §§ 18B-1-6 and 29B-1-1 *et seq.*</mark>

EFFECTIVE: February 13, 2003

AMENDED: October 15, 2012 (non-substantive); _____, 2020

REPEALED:

REVIEWED: April 30, 2020

_____

SECTION 1.   PURPOSE

<mark>This policy establishes the procedure for requests made of Pierpont Community & Technical College (Pierpont) for public records, pursuant to the West Virginia Freedom of Information Act (WVFOIA), as found in W. Va. Code § 29B-1-1 *et seq.*</mark>

SECTION 2.   SCOPE AND APPLICABILITY

<mark>This policy shall apply to all persons, schools, units, divisions, departments, and other entities that are under the jurisdiction of the Pierpont Community & Technical College and its Board of Governors, as well as those employees who may receive WVFOIA requests or who have access to responsive materials.</mark>

SECTION 3.   DEFINITIONS

3.1   <mark>**Business Day.** Excludes Saturdays, Sundays, legal or college holidays, and any day when Pierpont closes in part or in whole (e.g., an early closure due to inclement weather).</mark>

3.2   <mark>**Custodian.** The elected or appointed official charged with administering a public record. [W. Va. Code § 29B-1-2(1)]</mark>

3.3   <mark>**Law Enforcement Officer.** Those individuals defined as law enforcement officers in W. Va. Code § 30-29-1(6), as well as those individuals defined as "chief executive" in W. Va. Code § 30-29-1(2).</mark>

3.4   <mark>**Person.** Any natural person, corporation, partnership, firm, or association.</mark>

3.5 **Public Record.** Any writing containing information relating to the conduct of the public's business, prepared, owned, and retained by a public body. [W. Va. Code § 29B-1-2(4)]

3.6 **Regular Business Hours.** 8:00 a.m. to 4:00 p.m. on a business day.

3.7 **Writing.** Any book, paper, map, photograph, card, tape recording, or other documentary materials, regardless of physical form or characteristics. [W. Va. Code § 29B-1-2(5)]

SECTION 4.   POLICY

~~In accordance with the Freedom of Information Act at West Virginia Code § 29B-1-1 et seq., it is the policy of~~ Pierpont Community & Technical College ~~to~~ will provide timely, accurate, and consistent agency responses to Freedom of Information Act requests in accordance with its obligations under the law and in compliance with the applicable rules and related procedures established by the West Virginia Secretary of State for the submission of information related to FOIA requests received and processed to an end.

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1 **Background.** The West Virginia Freedom of Information Act, West Virginia Code § 29B-1-1 *et seq.*, is a state law that allows any person to inspect, view, or copy any public record that is prepared, owned, and maintained by a public body.

5.2 **Exemptions.** Some records in the possession of a public body may be withheld from disclosure according to W. Va. Code § 29B-1-4, which is incorporated here by reference.

SECTION 6.   GENERAL PROVISIONS

6.1 **Freedom of Information Officer.** The Vice President for Finance and Administration, or in his/her absence, the Assistant to the President, will serve as the Freedom of Information Officer for Pierpont Community & Technical College.

    6.1.1 **Review and Referral.** The Freedom of Information Officer shall be responsible for reviewing any requests for information and referring them to the appropriate staff member ~~for preparation of a response~~ to prepare a response.

    6.1.2 **Other Responsibilities.** The Freedom of Information Officer shall

        6.1.2.1. **Compliance.** Ensure compliance with the WVFOIA, Secretary of State Rules and Procedures, this policy, and any other related

==6.1.2.2 **Education.** Assist in understanding and applying this policy and any related procedures.==

==6.1.2.3 **Training.** Train faculty and staff on key aspects of the WVFOIA, this policy, and any related procedures.==

6.2 **Receiving a FOIA Request.** All requests, either in hard copy or ~~facsimile~~ ==electronic== form, shall be immediately hand delivered upon receipt to the Freedom of Information Officer. If the person who initially receives the request is the person with the expertise in the area of the request, that individual should begin immediately to prepare a response but must also provide a copy of the request to the Freedom of Information Officer.

6.3 **Responding to a FOIA Request**

6.3.1 **Referral.** The Freedom of Information Officer will, upon receipt of a request, make a referral to the appropriate staff member to prepare a response.

6.3.2 **Response.** ==In drafting an appropriate response in accordance with applicable statutory requirements,== the staff member should consult with the legal division of the West Virginia Council for Community & Technical College ==System==. ~~Education to prepare an appropriate response~~. The staff member will ~~share~~ ==present== a copy of the draft response ~~with~~ ==to== the Freedom of Information Officer ==for approval== ~~prior to~~ ==before== issuing a response. The Freedom of Information Officer must be copied on all final letters of response to Freedom of Information Act requests.

6.3.2 **Access to Records.** Under certain circumstances, as determined by the appropriate staff member preparing the response and the Freedom of Information Officer, a time may be arranged for the individual requesting the information to review the documents at ~~the campus~~ ==a Pierpont office== in lieu of providing copies of lengthy documents to the individual.

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==6==. ==4== **Secretary of State Reporting.** ==Upon receipt of a freedom of information request, the Freedom of Information Officer shall provide the following information to the Secretary of State:==

6.4.1 **Request.** The nature of the request;

6.4.2 **Response.** The nature of the college's response;

6.4.3 **Response Time.** The timeframe required to comply with the request in full; and

6.4.4 **Fee.** The amount of reimbursement charged to the party requesting the information.

6. 5 **Fees.**

6.5.1 **Duplicating Cost.** Because responding to Freedom of Information Act requests demands staff time and resources, ~~a duplicating cost of 30 (thirty) cents per page will be charged for responding to all requests for information.~~ Pierpont may establish fees reasonably calculated to reimburse the college for its actual costs in responding to the request.

6.5.2 **Timekeeping.** Staff members preparing a response will keep track of the staff time spent and report that information to the Freedom of Information Officer. Fees for responding to requests will be updated from time to time as warranted by analysis of actual costs.

SECTION 7. RESPONSIBILITIES

Pierpont's Freedom of Information Officer, in consultation with the General Counsel's office of the West Virginia Community & Technical College System, is responsible for the interpretation and application of this policy.

SECTION 8. CANCELLATION

This policy does not cancel an existing policy.

SECTION 9. REVIEW STATEMENT

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

Attachments: None

Distribution: Members of the Board of Governors, President of the College, Vice President of Finance and Administration, and Assistant to the President

Revision Notes: May 1, 2020—This revision reorganizes policy sections pursuant to PP-

1000.B, inserts applicable statutory and regulatory references, and adds provisions recommended by the General Counsel's Office of the West Virginia Community & Technical College System.

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Pierpont Community & Technical College
Board of Governors Meeting
May 12, 2020

ITEM:	Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2020-2021
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, that the Pierpont Community & Technical College's Board of Governors approve the proposed meeting schedule, in which, unless otherwise amended by the authority of the Chairman of the Board of Governors and posted through the WV Secretary of State's Office, the Pierpont Board of Governors will meet at the regularly scheduled time of 2:00 PM on the third Tuesday of the month in September 2020, November 2020, February 2021, and June 2021.
	To align with the state budget reporting requirements, the March 2021 meeting will be held on the fourth Tuesday of the month and the May 2021 meeting will be held on the second Tuesday of the month. An annual Board of Governors Retreat will be held in December 2020.
	Upon approval of the Pierpont Community & Technical College's Board of Governors Meeting Schedule for Academic Year 2020-2021, the approved dates will be posted to the WV Secretary of State's Meeting Notice webpage.
STAFF MEMBER:	Dale R. Bradley, VP Finance and Administration/CFO
BACKGROUND:	*In accordance with West Virginia Legislature House Bill 3215 §189B-2A-2. Meetings.* The Board of Governors is required to hold a minimum of six (6) meetings per year.

PIERPONT

COMMUNITY & TECHNICAL COLLEGE™

*PIERPONT BOARD OF GOVERNORS MEETINGS**
&
*ADVANCED TECHNOLOGY CENTER ADVISORY BOARD MEETINGS***
Academic Year 2020-2021

2020

September 15th - BOG
- Also the ATC Advisory Board meets this day

November 17th - BOG

December 4th - BOG
- BOG Retreat: 8:00 am to 4:00 pm
- ATC Advisory Board will also meet at the BOG Retreat

2021

February 16th - BOG

March 23rd - BOG
- Also the ATC Advisory Board meets this day

May 11th - BOG

June 15th - BOG
- Also the ATC Advisory Board meets this day

*Board of Governors meetings start at 2:00 PM, unless otherwise noted.

**Advanced Technology Center Advisory Board Meetings start at 1:00 PM, unless otherwise noted.

Pierpont Community & Technical College

Board of Governors Meeting Dates
&
BOG Meeting Agenda & Materials Deadlines

2020 – 2021

Meeting Date	Agenda Book Deadline
2020	
September 15, 2020	September 4, 2020
November 17, 2020	November 6, 2020
December 4, 2020 – (BOG Retreat: 8:00 am to 4:00 pm)	
2021	
February 16, 2021	February 5, 2021
March 23, 2021	March 12, 2021
May 11, 2021	April 30, 2021
June 15, 2021	June 4, 2021

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PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS MEETING
MAY 12, 2020

ITEM:	Five Year Program Reviews
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, that the Pierpont Community & Technical College Board of Governors approve the five-year program reviews for the (1) American Sign Language Associate of Applied Science (AAS), the (2) Criminal Justice Associate of Applied Science (AAS), the (3) Electric Utility Technology Associate of Applied Science (AAS), the (4) Emergency Medical Services (AAS), and the (5) Licensed Practical Nursing Certificate of Applied Science (CAS) Programs, with the proposed recommendations.
STAFF MEMBER:	Michael P. Waide, Provost
BACKGROUND:	WVCTC Title 133, Series 10, "Policy Regarding Program Review", requires each Governing Board to review at least every five years programs offered at the institution(s) of higher education under its jurisdiction and in the review address the viability, adequacy, necessity and constancy with mission of the programs at the institution.
	Each program has been reviewed by the program faculty, the appropriate School Dean, the Provost, third party reviewer, and President.

RECOMMENDATIONS:

(1) American Sign Language Associate of Applied Science (AAS): The CARS subcommittee recommends the continuation of the program.
(2) Criminal Justice Associate of Applied Science (AAS): The CARS subcommittee recommends the continuation of the program with encouraged modification to review its curriculum.
(3) Emergency Medical Services Associate of Applied Science (AAS): The CARS subcommittee recommends the continuation of the program.
(4) Emergency Medical Services Certificate of Applied Science (CAS): The CARS subcommittee recommends the continuation of the program.
(5) Electric Utility Technology Associate of Applied Science (AAS): The CARS subcommittee recommends the continuation of the program.
(6) Licensed Practical Nursing Certificate of Applied Science (CAS): The CARS subcommittee recommends the continuation of the program.

American Sign Language Associate of Applied Science (AAS)

PROGRAM REVIEW RECOMMENDATION
Pierpont Community and Technical College Board of Governors

☐ Program with Special Accreditation   ☐⟩ Program without Special Accreditation

Date Submitted: 1 December 2019

Program: American Sign Language/Interpreter Education Program, A.A.S

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance of a program and to provide a brief rationale for its recommendation:

☑1. Continuation of the program at the current level of activity;

☐2. Continuation of program with corrective action (for example, reducing the range of optional tracks or merging programs);

☐3. Identification of the program for further development (for example, providing additional institutional commitment);

☐4. Development of a cooperative program with another institution, or sharing courses, facilities, faculty, and the like;

☐5. Discontinuation of the Program

Rationale for Recommendation:

Ruby Losh
Signature of person(s) preparing report

_12 - 1 - 19_
Date

[signature]
Signature of Dean

31 January 2020
Date

[signature] Michael Paul Waide
Signature of Vice President for Academic Affairs

04/28/2020
Date

Joy M. Moore
Signature of President

_4-28-2020_
Date

Signature of Chair, Board of Governors

Date

Table of Contents

Executive Summary for Program Review
(not to be more than 2-3 pages)

1. **Name and degree level of program:** American Sign Language/Interpreter Education Program, A.A.S.

2. **External reviewer(s)-** Julie Turley, Coordinator Deaf/Hard of Hearing/Vision Impaired Teacher Certificate Program. Marshall University, College of Education and Professional Development, 100 Angus E Peyton Drive, Room 237, South Charleston, WV 25303 304.746.8941 (Office) 304.546.8499 (Cell) Email: barie1@marshall.edu web: www.marshall.edu

3. **Synopses of significant findings, including findings of external reviewer(s)**

   Recommendations for the ITTP Program:

   PCTC is moving in the right direction with the changes placed in this program. I have included a few suggestions below:

   · Teaming up students with the entities that employ interpreting services, to create a network for mentoring and possible job placement, will likely increase and secure future enrollment. For example; state agencies (Department of Division Rehabilitation Service, West Virginia Commission for the Deaf and Hard of Hearing), Interpreter Referral agencies, Sorenson Video Relay Service, County School Boards and etc.

   · Course title names change because voice to sign is not a language. Voice should indicate English language. Sign should indicate American Sign Language.

   o ITTP 2201 Sign to Voice Interpreting I change to ASL to English I
   o ITTP 2202 Voice-to-Sign Interpreting I change to English to ASL I
   o ITTP 2205: Sign-to-Voice Interpreting II change to ASL to English II
   o ITTP 2206: Voice-t-Sign Interpreting II change to English to ASL II

4. **Identification of weakness or deficiencies from the previous review and the status of improvements implemented or accomplished**

   2012-2016 Program Review
   The American Sign Language/Interpreter Education Program Advisory Board recommended dissolution of the ASL/ITP Advanced Skill Set to reduce confusion for employers that pay their employee(s) to take courses as professional development/continuing education since the Advanced Skill Set is not eligible for financial aid. The ASL/IEP Advisory Board recommended the program title be changed from American Sign Language Communication Program and Interpreter Training Program to American Sign Language/Interpreter Education

Program. There are no employment placement opportunities connected explicitly to completion of the Advanced Skill Set Certificate; almost 100% of Advanced Skill Set students chose to continue their education in pursuit of the AAS degree.

We purchased Educational Interpreter Performance Assessments materials to support students to more prepare for exit exam. We supported students by administering the Educational Interpreter Performance Assessment written and performance exams and state assessment with Virginia Quality Assurance Screening written and performance. VQAS is approved by West Virginia Interpreter Registry.

The American Sign Language Communication Program Advanced Skill Set, as recommended by American Sign Language Communication Program/Interpreter Training Program advisory board, was dissolved to reduce conflict with requirements for companies paying their employees to take continuing-education credit. Also completed based upon the advisory board's recommendation was the program name-change from Interpreter Training Program to Interpreter Education Program. The title for the Associate of Applied Science as American Sign Language/Interpreter Education Program properly identifies program purpose to students who want to be an educational interpreter.

Model Schedule (with Rationale if above 30 credit hr (CAS) or 60 hr (AAS, AA, AS)

The model schedule for the ASL/Interpreter Education Program requires 60 credit hours. The program model schedule is located in full in Appendix I.

5. **Five-year trend data on graduates and majors enrolled**

Enrollments	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
# Students	15	12	13	19	16
Number of Graduates	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Interpreter Education Program (A.A.S.)	4	4	1	6	IP
Continuing into Bachelor program	0	0	0	3	IP

6. **Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees.**

Number of Graduates	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Employed in positions	4	4	1	3	IP
Continuing into Bachelor program/ Other Career	0	0	0	3	IP

7. **Summary of assessment model and how results are used for program improvement**

All academic degree programs have student learning outcomes posted on syllabi and in the catalog of courses, and the academic administration expects all programs to track progress not only on students' cumulative grades in courses but their performance on tailored assessments that align with those posted student learning outcomes. Student participation in ASL/IEP end-of-program exams has been consistently high. (Such end-of-program assessments are required by the WV State Community & Technical College System for continued eligibility for Perkins funding.)

Based upon review of various assessment measures, in consultation with the American Sign Language/Interpreter Education Program Advisory Board, a curriculum change moving ITTP 2213 (Interpreting Observation) from Fall semester to Summer semester was implemented to fill in gap to review their signing skills through summer break.

The American Sign Language/Interpreter Education Program also transitioned from offering courses face-to-face to full online programming to recruit students beginning Fall 2019.

It is believed that such programmatic changes will increase enrollment and retention.

8. **Plan for program improvement, including timeline.**
   The plan for improvement of the ITP program should include:

   - Emphasize marketing efforts with the Program Coordinator and the Enrollment Manager to promote the program and job employment opportunities for graduates;
   - Respond to the needs of officials, educators, and business leaders in the state of WV requesting train interpreters;

- Explore and engage in community education opportunities for trained interpreters to enhance their skills through workshops, etc.;
- Sponsor preparation sessions for professionals to prepare for the EIPA and other interpreter training exams;
- Sponsor extra-curricular opportunities for students to enhance their skills through guest speakers and other opportunities to engage with the deaf community.

9. Final recommendations approved by governing board

Criminal Justice Associate of Applied Science (AAS)

PROGRAM REVIEW RECOMMENDATION
Pierpont Community and Technical College Board of Governors

☐Program with Special Accreditation X Program without Special Accreditation

Date Submitted   31 January 2020

Program
        Associate of Applied Science in Criminal Justice

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance of a program and to provide a brief rationale for its recommendation:

☐1. Continuation of the program at the current level of activity;

☑2. Continuation of program with corrective action (for example, reducing the range of optional tracks or merging programs);

☐3. Identification of the program for further development (for example, providing additional institutional commitment);

☐4. Development of a cooperative program with another institution, or sharing courses, facilities, faculty, and the like;

☐5. Discontinuation of the Program

Rationale for Recommendation:

Signature of person(s) preparing report   for. Les E. Boggess   4 February 2020
                                                                                           Date

Signature of Dean   4 February 2020
                                                                                           Date

Signature of Vice President for Academic Affairs   04/28/2020
                                                                                           Date

Signature of President   4-28-2020
                                                                                           Date

_____   _____
Signature of Chair, Board of Governors   **Date**

Executive Summary for Program Review

This 5 year review including Executive Summary is to be completed by the program undergoing review and an external reviewer (not Advisory Board), sent to the Office of Academic Affairs for review, comment, revision, approval by February 15, reviewed by the Board of Governors in April or May, and submitted to the WVCTCS by May 31 (not to be more than 2-3 pages)

1. **Name and degree level of program:**

   Criminal Justice: Associate of Applied Science

2. **External reviewer(s) information** (report should be given to an external reviewer not on Advisory Board for scrutiny. Many institutions use reviewers from institutions with similar programs. The reviewer should prepare a summary that addresses their perceptions on how well a program is meeting the criteria addressed in the body of the report. Please list external reviewer name, credentials, institution or company:

   John Laughlin, Ph.D., Professor of Criminal Justice, Fairmont State University.

3. **Synopses of significant findings, including findings of external reviewer(s)**

   The external review found Pierpont's Criminal Justice program to be "excellent," providing program graduates with training necessary for employment within the field. Additionally, the review identified the program's strengths as its low faculty-to-student ratio; its unique facilities enabling "real world" training; the program faculty's industry experience and willingness to remain current with technological trends in the field; and the CRJU curriculum's potential for transferability to local baccalaureate Criminal Justice programs.

   The external review identified no areas of concern pertaining to the program, proper; rather, the review provided a suggestion that advertising and recruitment could be improved.

4. **Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished**

   Per the 2015 Board of Governors Rationale for Recommendation, "The Associate of Applied Sciences Degree program in Criminal Justice is a healthy, viable program preparing students for a variety of criminal justice jobs in West Virginia and surrounding job markets. Criminal Justice practitioners must be sophisticated, well-informed decision makers who have an understanding of new advances in useful technologies. With that in mind, the Associate of Applied Science Degree is designed to prepare students for immediate employment or in some cases satisfy the lower division requirements of a Bachelor of Science degree. The criminal justice program provides a broad orientation to the entire system of criminal justice. In acknowledging the diversity of positions within criminal justice, the program allows some flexibility in structuring the curriculum to meet individual interest and needs. Areas of study include law enforcement, investigation, criminal law, and corrections. The variety of required courses and use of advanced

technology through the internet and computer assignments is intended to provide students with a basic introduction to the varied fields of technological demands of a modern criminal justice system.

5. **Model Schedule (with Rationale if above 30 credit hr (CAS) or 60 hr (AAS, AA, AS)**

The model schedule for the Criminal Justice Program requires 60 credit hours. The program model schedule is located in full in Appendix IV.

6. **Five-year trend data on graduates and majors enrolled**

Program majors enrolled from AY2014-2015 to AY2018-2019 has decreased by 53.9%. Program graduates for that same period decreased by 79.4%.

7. **Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)**

Anecdotal information is available for 27% of graduates during the period of review. Of the graduates surveyed, 44% gained employment in positions related to the Criminal Justice field, 44% matriculated to a baccalaureate program, and 6% pursued a complimentary A.A.S. degree (Paralegal Studies) at Pierpont.

8. **Summary of assessment model and how results are used for program improvement**
All academic degree programs have student learning outcomes posted on syllabi and in the catalog of courses, and the academic administration expects all programs to track progress not only on students' cumulative grades in courses but their performance on tailored assessments that align with those posted student learning outcomes. Beyond final grade distributions, however, the Criminal Justice degree program has not yet compiled any such information regarding student performance in specific student learning outcomes.

Student participation in end-of-program exams has been consistently low. (Such end-of-program assessments are required by the WV State Community & Technical College System for continued eligibility for Perkins funding.) In addition, the exam administered to the AAS graduates is the same exam administered to students in career-technical programs in the secondary system. The program would benefit from finding a graduation assessment that was more closely aligned with the student learning outcomes of an AAS-level program, if available.

Pierpont's Criminal Justice program has streamlined its course offerings considerably, and these reduced course offerings will provide faculty the opportunity to re-examine each course and design course-specific assessments. The program should also re-establish a cycle of regular Advisory committee meetings to keep abreast of the criminal justice profession and its needs. There are many opportunities to re-energize program assessment efforts—including the revision of the capstone course—that can yield rich assessment information on which to act. To date, however, there simply has not been enough quantitative or qualitative information gathered—either from specific academic assessments or feedback from prospective

employers—to point to any specific changes in the program that were made in direct response to assessment.

9. Plans for program improvement, including timeline

To sustain, the CRJU program must concentrate efforts toward enhanced recruitment, improved retention and graduation rates, and more effective administration. While it is assumed separation from Fairmont State University has been a significant contributor to precipitous declines in the number of students enrolled in and graduating from the program, as the 2-year and 4-year programs historically maintained informal but critical matriculation arrangements, the A.A.S. program must improve its operational model to maintain viability. To these ends, the Dean recommends to the Provost and the Board of Governors the following timeline:

- **Review of CRJU Program Personnel to be completed by May 15, 2020:** This review will consider Program Coordination and program faculty need. •

- **Complete Program Relocation to Gaston Caperton Center in Clarksburg, WV beginning with Fall 2020 semester:** A phased CRJU program relocation to the Caperton Center was initiated beginning Spring 2019 and will be complete with the close of the Spring 2020 semester. The purpose of the relocation is to emphasize the 2-year program's distinction from that of Fairmont State University's program and capitalize on the opportunity for growth afforded by the new location/market. Ancillary actions such as discontinuation of the lease with the Fairmont-based "Crime House" and search for a similar Clarksburg-based location, revision of recruitment and marketing materials, etc. are components of the relocation.

- **Implement more effective and consistent program assessment beginning AY2020-2021:** To enhance CRJU program assessment efforts, a viable end-of-program examination will be administered beginning AY2021. Additional means of assessment and gathering of student-feedback/information aimed at informing strategy for program improvement, such as gathering student placement data, will similarly be administered beginning AY 2021.

- **Investigate and establish, as applicable, CRJU Program articulations beginning immediately:** EDGE agreements with local CTEs and articulations with 4-year programs are critical to increasing program enrollment. In regard to the latter, opportunities for matriculation into baccalaureate programs following completion of an Associate's Degree at Pierpont will aid recruitment efforts, particularly to those students desiring to capitalize on the West Virginia Invests Grant.

- **Investigate viability of CRJU Skill Sets, Advanced Skill Sets, and Certificate Programs for implementation beginning AY2021-2022:** To best serve the workforce, the CRJU program will explore viable opportunities for career advancement through completion of degree awards beneath 60 credit-hours; it is expected that such awards will also promote retention and A.A.S. degree completion rates.

10. Final recommendations approved by governing board

Emergency Medical Services Associate of Applied Science (AAS)

PROGRAM REVIEW RECOMMENDATION
Pierpont Community and Technical College Board of Governors

☒Program with Special Accreditation ☐Program without Special Accreditation

Date Submitted 1/25/2020

Program
Emergency Medical Services AAS

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance of a program and to provide a brief rationale for its recommendation:

✓ 1. Continuation of the program at the current level of activity;

☐ 2. Continuation of program with corrective action (for example, reducing the range of optional tracks or merging programs);

☐ 3. Identification of the program for further development (for example, providing additional institutional commitment);

☐ 4. Development of a cooperative program with another institution, or sharing courses, facilities, faculty, and the like;

☐ 5. Discontinuation of the Program

Rationale for Recommendation:

The Emergency Medical Services (EMS) Program is academically sound. The program produces high-quality medical providers who are readily employable. Once employed, they require minimal job-related familiarization.

_____
Signature of person(s) preparing report

2/10/2020
Date

_____
Signature of Dean

2/10/2020
Date

_____
Signature of Vice President for Academic Affairs

04/28/2020
Date

_____
Signature of President

4-28-2020
Date

_____
Signature of Chair, Board of Governors

_____
Date

Executive Summary for Program Review

This 5 year review including Executive Summary is to be completed by the program undergoing review and an external reviewer (not Advisory Board), sent to the Office of Academic Affairs for review, comment, revision, approval by February 15, reviewed by the Board of Governors in April or May, and submitted to the WVCTCS by May 31 (not to be more than 2-3 pages)

1. **Name and degree level of program:**
   Emergency Medical Services AAS

2. **External reviewer(s) information** (report should be given to an external reviewer not on Advisory Board for scrutiny. Many institutions use reviewers from institutions with similar programs. The reviewer should prepare a summary that addresses their perceptions on how well a program is meeting the criteria addressed in the body of the report. Please list external reviewer name, credentials, institution or company:

   The EMS program is reviewed in whole by the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP) in order to achieve and maintain Commission on Accreditation of Allied Health Education Programs (CAAHEP) accreditation.

3. **Synopses of significant findings, including findings of external reviewer(s)**
   CoAEMPS conducted a site-visit of our program in May 2018, which is a process conducted every 5 years. The final report of findings was submitted to our program on February 2019. Material presented in this program review was part of the 5 year accreditation review

4. **Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished**

The following are deficiencies of accreditation standards found during our site visit. All deficiencies have been corrected and final report submitted to accreditation with approval of continuing accreditation

1) Program does not have a governmental official on Advisory committee: This position was able to be filled by the Director of Harrison County Office of Emergency Services
2) Preceptor training does not include information on what constitutes successful team lead: A new evaluation form was created and approved by CoAEMSP and our Advisory Committee, as well as updated preceptor training
3) Medical director trusts program director and faculty to do the right thing. Although there is no documentation, Informal discussions occur: Formal documentation was drafted and signed by our Medical Director to officially approve of curriculum
4) Medical director does not review high stakes exams or high stakes exam items.: Medical Director now has access to third-party software used to host exams. He has the ability to view the exams and electronically approve them
5) Students in current class state that they have not seen the medical director since the beginning of the program (one semester). Some students (2 out of 7) did not know the name of the medical director. Program Director agrees that students have only seen medical director once during the current program.: Medical Director is now part of the orientation process and is involved heavily with student evaluation during comprehensive evaluations during Capstone
6) Course sequencing does not allow for all core content to be delivered prior to capstone field experience. Course flow was changed to ensure delivery of all core Paramedic content prior to beginning of Capstone. Official documentation was drafted and implemented to sign off students prior to beginning their Capstone
7) There is no evidence the program sets or requires minimum numbers of patient/skills contacts by pediatric age subgroups: Clinical tracking procedures were updated for third-party software used for tracking of patient ages.
8) No comprehensive final cognitive, psychomotor or affective evaluations: A formal process was drafted and implemented for creation of comprehensive evaluations which are conducted during Capstone.
9) Documentation does not exist that all graduates met minimum patient/skills requirements. Clinical tracking procedures were updated for third-party software used for tracking of patients. Students are required to have met all competencies before being "signed off" to enter their Capstone

5. **Model Schedule (with Rationale if above 30 credit hr (CAS) or 60 hr (AAS, AA, AS)**
   See Appendix IV

6. **Five-year trend data on graduates and majors enrolled**
   See Appendix V

7. **Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)**
   Currently job placement for all EMS students who complete the program is 100%. Most of the students who enter the Paramedic program are currently working in the industry and want to further their training to the advanced level

8. **Summary of assessment model and how results are used for program improvement**

The Assessment Plan for Emergency Medical Services Program is based on the student's ability to comprehend, apply and evaluate the critical skills and cognitive domain relative to the paramedic profession. Such items are based on the following:

A. Educational goals of the program:
   1) Complete the program with a minimum "C" average.
   2) Successfully complete the clinical section and field internship with all required skills performed satisfactorily.
   3) Demonstrate knowledge and proficiency in the Paramedic: National Standard Curriculum by objective based testing.
   4) Understand the roles and responsibilities of the Paramedic and how to integrate the learned health care language, writing, and communication skills to the Paramedic profession.
   5) Complete all requirements of the program and PC&TC to be eligible for the National Registry Paramedic Exam and be successful to become a Nationally Registered Paramedic.
   6) Successfully complete the listed specialty courses related to the profession with the required passing grade established by the individual course guidelines:
      a. Advanced Cardiac Life Support (ACLS)
      b. Pediatric Advanced Life Support (PALS
      c. Pre-Hospital Trauma Life Support (PHTLS)
      d. Advanced Medical Life Support (AMLS)

9. Plans for program improvement, including timeline

- Continued development of flipped-classroom model: Ongoing
- Increase instructor: student ratio: Fall 2020
- Use of validated exams to prepare students for certification testing: Spring 2020
- Use of 2019 cohort student suggestions to further prepare future students for certification testing: Fall 2020
- Create Advanced Skill set for Advanced Emergency Medical Technician (AEMT): Spring 2020

10. Final recommendations approved by governing board
To continue the program at the current status.

Emergency Medical Services Certificate of Applied Science (CAS)

PROGRAM REVIEW RECOMMENDATION
Pierpont Community and Technical College Board of Governors

☒ Program with Special Accreditation ☐ Program without Special Accreditation

Date Submitted   1/25/2020

Program
   Emergency Medical Services CAS

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance of a program and to provide a brief rationale for its recommendation:

✓1. Continuation of the program at the current level of activity;

☐2. Continuation of program with corrective action (for example, reducing the range of optional tracks or merging programs);

☐3. Identification of the program for further development (for example, providing additional institutional commitment);

☐4. Development of a cooperative program with another institution, or sharing courses, facilities, faculty, and the like;

☐5. Discontinuation of the Program

Rationale for Recommendation:

The Emergency Medical Services (EMS) Program is academically sound. The program produces high-quality medical providers who are readily employable. Once employed, they require minimal job-related familiarization.

Signature of person(s) preparing report	Date 2/10/2020
Signature of Dean	Date 2/10/2020
Signature of Vice President for Academic Affairs	Date 04/28/2020
Signature of President	Date 4-28-2020
Signature of Chair, Board of Governors	Date

Executive Summary for Program Review

This 5 year review including Executive Summary is to be completed by the program undergoing review and an external reviewer (not Advisory Board), sent to the Office of Academic Affairs for review, comment, revision, approval by February 15, reviewed by the Board of Governors in April or May, and submitted to the WVCTCS by May 31 (not to be more than 2-3 pages)

1. **Name and degree level of program:**
   Emergency Medical Services CAS

2. **External reviewer(s) information** (report should be given to an external reviewer not on Advisory Board for scrutiny. Many institutions use reviewers from institutions with similar programs. The reviewer should prepare a summary that addresses their perceptions on how well a program is meeting the criteria addressed in the body of the report. Please list external reviewer name, credentials, institution or company:

   The EMS program is reviewed in whole by the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP) in order to achieve and maintain Commission on Accreditation of Allied Health Education Programs (CAAHEP) accreditation.

3. **Synopses of significant findings, including findings of external reviewer(s)**
   CoAEMPS conducted a site-visit of our program in May 2018, which is a process conducted every 5 years. The final report of findings was submitted to our program on February 2019. Material presented in this program review was part of the 5 year accreditation review

4. **Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished**

The following are deficiencies of accreditation standards found during our site visit. All deficiencies have been corrected and final report submitted to accreditation with approval of continuing accreditation

1) <u>Program does not have a governmental official on Advisory committee:</u> This position was able to be filled by the Director of Harrison County Office of Emergency Services

2) <u>Preceptor training does not include information on what constitutes successful team lead:</u> A new evaluation form was created and approved by CoAEMSP and our Advisory Committee, as well as updated preceptor training

3) <u>Medical director trusts program director and faculty to do the right thing. Although there is no documentation, Informal discussions occur:</u> Formal documentation was drafted and signed by our Medical Director to officially approve of curriculum

4) <u>Medical director does not review high stakes exams or high stakes exam items.:</u> Medical Director now has access to third-party software used to host exams. He has the ability to view the exams and electronically approve them

5) <u>Students in current class state that they have not seen the medical director since the beginning of the program (one semester). Some students (2 out of 7) did not know the name of the medical director. Program Director agrees that students have only seen medical director once during the current program.:</u> Medical Director is now part of the orientation process and is involved heavily with student evaluation during comprehensive evaluations during Capstone

6) <u>Course sequencing does not allow for all core content to be delivered prior to capstone field experience.</u> Course flow was changed to ensure delivery of all core Paramedic content prior to beginning of Capstone. Official documentation was drafted and implemented to sign off students prior to beginning their Capstone

7) <u>There is no evidence the program sets or requires minimum numbers of patient/skills contacts by pediatric age subgroups:</u> Clinical tracking procedures were updated for third-party software used for tracking of patient ages.

8) <u>No comprehensive final cognitive, psychomotor or affective evaluations:</u> A formal process was drafted and implemented for creation of comprehensive evaluations which are conducted during Capstone.

9) <u>Documentation does not exist that all graduates met minimum patient/skills requirements.</u> Clinical tracking procedures were updated for third-party software used for tracking of patients. Students are required to have met all competencies before being "signed off" to enter their Capstone

5. **Model Schedule (with Rationale if above 30 credit hr (CAS) or 60 hr (AAS, AA, AS)**
See Appendix IV

6. **Five-year trend data on graduates and majors enrolled**
See Appendix V

7. **Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)**
Currently job placement for all EMS students who complete the program is 100%. Most of the students who enter the Paramedic program are working in the industry and want to further their training to the advanced level. The "traditional students" also have a 100% job placement, often gaining employment to work at the Basic level while in the program

8. Summary of assessment model and how results are used for program improvement

The Assessment Plan for Emergency Medical Services Program is based on the student's ability to comprehend, apply and evaluate the critical skills and cognitive domain relative to the paramedic profession. Such items are based on the following:

A. Educational goals of the program:
   1) Complete the program with a minimum "C" average.
   2) Successfully complete the clinical section and field internship with all required skills performed satisfactorily.
   3) Demonstrate knowledge and proficiency in the Paramedic: National Standard Curriculum by objective based testing.
   4) Understand the roles and responsibilities of the Paramedic and how to integrate the learned health care language, writing, and communication skills to the Paramedic profession.
   5) Complete all requirements of the program and PC&TC to be eligible for the National Registry Paramedic Exam and be successful to become a Nationally Registered Paramedic.
   6) Successfully complete the listed specialty courses related to the profession with the required passing grade established by the individual course guidelines:
       a. Advanced Cardiac Life Support (ACLS)
       b. Pediatric Advanced Life Support (PALS
       c. Pre-Hospital Trauma Life Support (PHTLS)
       d. Advanced Medical Life Support (AMLS)

9. Plans for program improvement, including timeline

- Continued development of flipped-classroom model: Ongoing
- Increase instructor: student ratio: Fall 2020
- Use of validated exams to prepare students for certification testing: Spring 2020
- Use of 2019 cohort student suggestions to further prepare future students for certification testing: Fall 2020
- Create Advanced Skill set for Advanced Emergency Medical Technician (AEMT): Spring 2020

10. Final recommendations approved by governing board

Continue CAS at the current level of activity.

Electric Utility Technology Associate of Applied Science (AAS)

PROGRAM REVIEW RECOMMENDATION
Pierpont Community and Technical College Board of Governors

☒Program with Special Accreditation ☐Program without Special Accreditation

Date Submitted   November 22, 2019.

Program
      AAS degree, Electric Utility Technology

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance of a program and to provide a brief rationale for its recommendation:

☑**1.** Continuation of the program at the current level of activity;

☐**2.** Continuation of program with corrective action (for example, reducing the range of optional tracks or merging programs);

☐**3.** Identification of the program for further development (for example, providing additional institutional commitment);

☐**4.** Development of a cooperative program with another institution, or sharing courses, facilities, faculty, and the like;

☐**5.** Discontinuation of the Program

Rationale for Recommendation:

Click here to enter text.

Jhaye Jones	November 22, 2019
Signature of person(s) preparing report	**Date**
	1/30/2020
Signature of Dean	**Date**
	04/28/2020
Signature of Vice President for Academic Affairs	**Date**
	4-28-2020
Signature of President	**Date**
Signature of Chair, Board of Governors	**Date**

Executive Summary for Program Review

This 5 year review including Executive Summary is to be completed by the program undergoing review and an external reviewer (not Advisory Board), sent to the Office of Academic Affairs for review, comment, revision, approval by February 15, reviewed by the Board of Governors in April or May, and submitted to the WVCTCS by May 31 (not to be more than 2-3 pages)

1. **Name and degree level of program:**
   AAS degree, Electric Utility Technology.

2. **External reviewer(s) information** (report should be given to an external reviewer not on Advisory Board for scrutiny. Many institutions use reviewers from institutions with similar programs. The reviewer should prepare a summary that addresses their perceptions on how well a program is meeting the criteria addressed in the body of the report. Please list external reviewer name, credentials, institution or company:

3. **Synopses of significant findings, including findings of external reviewer(s)**
Click here to enter text.

4. **Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished**
   While no weaknesses or deficiencies were indicated in the previous review a model schedule change was recommended by the industry partner and agreed upon by the curriculum committee. The proposal 17-18-35 is defined as:
   "This proposal eliminates the second math requirement, MTH 1204, and replaces it with PSYG 1101, Introduction to Psychology. Both this course deletion and course addition are based on recommendations of our industry partner, First Energy. In addition, the PSYG course provides students with a Social Science general education core course that is transferable to other WV colleges and universities.

5. Model Schedule (with Rationale **if above 30 credit hr (CAS) or 60 hr (AAS, AA, AS)**
   See next page.

Electric Utility Technology
Model Schedule

FALL FIRST YEAR			
OFAD	1150	Computer Concepts and Applications	3
MTH	1208c	Technical Mathematics	3
EUTP	1165	Basic DC Circuits	3
EUTP	1100	Electric Utility Practice I	3
			12

SPRING FIRST YEAR			
PSYG	1101	Intro to Psychology	3
ENGL	1104	Written English for Industry	3
EUTP	1166	Basic AC Circuits	3
PHY	1168	Technical Physical Science	3
EUTP	1200	Electric Utility Practice II	3
			15

SUMMER FIRST YEAR			
EUTP	2000	Electric Utility Field Experience (paid internship)	0
			0

FALL SECOND YEAR			
DRFT	1200	Print Reading	1
COMM	2200	Intro to Human Communications	3
ENRG	1010	Fluids 1	3
ENRG	1020	Mechanics I	3
ENRG	2040	Industrial Safety	3
EUTP	2100	Electric Utility Practice III	4
			17

SPRING SECOND YEAR			
BUSN	2210	Business Essentials	3

ENRG	1030	Electric Machinery I	3
FINC	2230	Financial Literacy	3
EUTP	2200	Electric Utility Practice IV	4
EUTP	2995	Power Systems Institute Capstone	3
			16
TOTAL PROGRAM HOURS			**60**

6. Five-year trend data on graduates and majors enrolled

Enrollments				
2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
18	24	30	26	29

Graduates				
2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
17	23	29	26	27

7. **Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)**
All Electric Utility Technology students have been gainfully employed at mid-level or better lineman and substation positions immediately after graduation with our industry partner First Energy.

8. **Summary of assessment model and how results are used for program improvement**
Assessment of program quality and graduate competency are shared and reviewed with First Energy at Mid-Term and Final semester timelines. Graduation program GPA's are used as an instrument for preferred job location preference. As the program continues to attract postgraduate students with transferable course credits these final GPA's are just now indicating a downward trend. Discussions with First Energy will continue to determine if revision is necessary.

9. **Plans for program improvement, including timeline**
Continue

10. **Final recommendations approved by governing board**
lick here to enter text.

Licensed Practical Nursing Certificate of Applied Science (CAS)

PROGRAM REVIEW RECOMMENDATION

Pierpont Community and Technical College Board of Governors

☒Program with Special Accreditation ☐Program without Special Accreditation

Date Submitted   2/10/2020

Program
  Certificate of Applied Science, Licensed Practical Nursing

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance of a program and to provide a brief rationale for its recommendation:
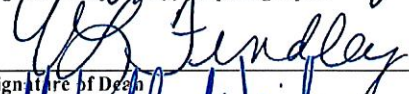
✓1. Continuation of the program at the current level of activity;

☐2. Continuation of program with corrective action (for example, reducing the range of optional tracks or merging programs);

☐3. Identification of the program for further development (for example, providing additional institutional commitment);

☐4. Development of a cooperative program with another institution, or sharing courses, facilities, faculty, and the like;

☐5. Discontinuation of the Program

Rationale for Recommendation:

Click here to enter text.

Casey J Conaway	2-10-2020
Signature of person(s) preparing report	Date
Findley	2-10-2020
Signature of Dean	Date
Michael Paul Waide	04/28/2020
Signature of Vice President for Academic Affairs	Date
Joy M. Moore	4-28-2020
Signature of President	Date
Signature of Chair, Board of Governors	Date

Executive Summary for Program Review

This 5 year review including Executive Summary is to be completed by the program undergoing review and an external reviewer (not Advisory Board), sent to the Office of Academic Affairs for review, comment, revision, approval by February 15, reviewed by the Board of Governors in April or May, and submitted to the WVCTCS by May 31 (not to be more than 2-3 pages)

1. **Name and degree level of program:**

Certificate of Applied Science, Licensed Practical Nurse

2. **External reviewer(s) information** (report should be given to an external reviewer not on Advisory Board for scrutiny. Many institutions use reviewers from institutions with similar programs. The reviewer should prepare a summary that addresses their perceptions on how well a program is meeting the criteria addressed in the body of the report. Please list external reviewer name, credentials, institution or company:

The LPN Program received a three-year continued full state accreditation in 2017. The program will be up for re-accreditation in October 2020.
West Virginia LPN Board of Nursing Director, Michelle Mayhew

3. **Synopses of significant findings, including findings of external reviewer(s)**
Braxton County and ATC LPN nursing labs need to have the same equipment so the students are equal access. It was recommended the college employ another full- time faculty member to help the program coordinator with instruction.

4. **Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished**
TEAS (Test of Essential Academic skills) test score was raised from 40% to 50% on the recommendation of the LPN Board. Increasing the TEAS test score would indicate a better prepared student. It was suggested the program embed testing throughout the curriculum.

5. **Model Schedule (with Rationale if above 30 credit hr (CAS) or 60 hr (AAS, AA, AS)**

Prerequisite Classes 6 (8) hrs.

- HLCA 1170 - Human Anatomy and Physiology 3 hr(s).
- ~MTH 1207 - Fundamental Concepts of Mathematics 3 hr(s). (5 hr(s). Required)

Model Schedule 42 SEM. HRS

First Semester

- LPNC 1101 - Fundamental Nursing I 3 hr(s).

- LPNC 1103 - Geriatric Nursing 2 hr(s).
- LPNC 1107 - Fundamental Nursing I/Geriatrics Clinical Practice 3 hr(s).
- LPNC 1105 - Pharmacology I 1 hr(s).

Second Semester

- LPNC 1120 - Maternal/Pediatric Nursing 4 hr(s).
- LPNC 1121 - Maternal/Pediatric Clinical Practice 1 hr(s).
- LPNC 1110 - Fundamental Nursing II 4 hr(s).
- LPNC 1111 - Fundamental Nursing II Clinical Practice 1 hr(s).
- LPNC 1115 - Pharmacology II 1 hr(s).

Third Semester

- LPNC 1112 - Mental Health Nursing 3 hr(s).
- FOSM 1110 - Nutrition 3 hr(s).

Fourth Semester

- LPNC 1130 - Medical-Surgical I/Social Science 6 hr(s).
- LPNC 1131 - Medi-Surg I/Social Science Clinical Practice 3 hr(s).

Fifth Semester

- LPNC 1134 - Medical Surgical II/Social Science 6 hr(s).
- LPNC 1135 - Med-Surg II/Social Science Clinical Practice 3 hr(s).

6. Five-year trend data on graduates and majors enrolled

The program enrolled a total of 84 students from Fall 2014-Summer 2019.

Year	Enrollment	Graduates
2015	19	9
2016	19	9
2017	37	7
2018	26	26
2019	17	16

7. Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

The program has to check the LPN licensure board website to see if graduates have an active LPN License. Information is not provided back to the program on graduates. The graduates of 2015-2019, all had employment after obtaining licensure.

8. Summary of assessment model and how results are used for program improvement
The program utilizes employer and graduate surveys to assess the overall program. It was noted some of the current clinical affiliates are no longer meeting the needs of the students due to malfunctioning equipment, no access to the charting system, and lack of patients. Other sites are being obtained for all health sciences programs.

Student feedback indicated that they believed they were too close to graduation without having had sufficient individual experiences with professionals. As a result, The LPN program added a Preceptor component in Spring 2018. The program maintains 100 contact hours in Medical Surgery II Clinical Practice (LPNC 1135) and in the final 80 contact hours, the students work with a professional in the field for which the individual student wishes to pursue.

9. Plans for program improvement, including timeline

Virtual ATI testing has been embedded into courses so students are continuously tested on relevant material for the licensure exam. This testing is to begin Spring 2020. It will be interesting to see if there is improvement in the test score for the licensure exam. The students have had access to another line of testing however they didn't take advantage of it. With the ATI testing, assignments are being made for a grade in the courses.

ATC LPN lab is sharing space with Respiratory Care. The plan is for lecture to be one night for all students and the other night, the group is split into two and they take turns learning skills in the lab. Fall 2020

10. Final recommendations approved by governing board

Tab 9

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS MEETING
MAY 12, 2020

ITEM:	Three Year Post Audit Review
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, that the Pierpont Community & Technical College Board of Governors approve the 3-Year Post Audit Report and continuation of the program as a concentration in the Applied Technology Process Technology (APT) Associate of Applied Science (AAS) Degree
STAFF MEMBER:	Michael P. Waide, Provost
BACKGROUND:	In compliance with WVCTC Title 133, Series 10, "Policy Regarding Program Review", this program has been reviewed by the program faculty, the appropriate School Dean, the Provost and third-party reviewer. The BOG Communication, Academic Affairs, Recruiting & Student Services (CARS) Committee has reviewed the final report.
	Detail for the Applied Technology Process Technology (APT) Associate of Applied Science (AAS) Degree 3-Year Post Audit Review was shared electronically with the Board of Governors on April 28, 2020.
RECOMMENDATIONS:	The CARS subcommittee recommends, after consideration of the 3-Year Post Audit Report on the Applied Technology Process Technology (APT) Associate of Applied Science (AAS) Degree, continuance of the Program at its current status with work toward its 5-year program review."