

**Southern West Virginia Community and Technical College
Higher Learning Commission Focused Visit Itinerary
March 2-3, 2020**

MONDAY, MARCH 2	Dr. Jeanne Swarthout, Team Chair	Dr. Russell Baker	Dr. Nanette Smith
7:30am	Arrive on Campus – Team Resource Room – C-442		
7:30-7:45am	Technical Set Up – Team Resource Room – C-442		
8:00-8:45am	Meeting with President Room: C-429	Begins Faculty Credential Review – Room: B-104	Student Success Committee Room: C-428
9:00-10:00am	President’s Cabinet – All Team Members – Room: C-428		
10:15-11:30am	Institutional Effectiveness Committee – Room: C-428 Drs. Smith, Swarthout	Continue Review of Faculty Credentials – Room: B-104	
11:45 – 12:30pm	Staff Drop-in Room: C-428	Continue Review of Faculty Credentials – Room: B-104	Lunch with Students Room: C-408
12:45-1:45pm	Classified Staff Assembly – Open to All Classified Staff Room: A-121	Academic Assessment Committee – Room: C-428 Drs. Baker, Smith	
	Boone: Rm. 112 Lincoln: Rm. 1091 Logan: Rm. A-121 Williamson: Rm. A-302 Wyoming: Rm. 123		
2:00-3:15pm	Executive Council Room: A-111	Faculty Drop-in, Individual Meetings as needed – C-442	Curriculum & Instruction Committee – Room: C-428
3:30-4:15pm	Faculty Assembly – Open to All Faculty Drs. Baker, Swarthout – Room: A-121		Assurance Team Room: C-428
	Boone: Rm. 112 Lincoln: Rm. 1091 Logan: Rm. A-121 Williamson: Rm. A-302 Wyoming: Rm. 123		
4:30-5:15pm	Meeting with President Room: C-429	Faculty Drop-in Room: C-442	Meeting with Registrar Room: C-422
5:30-6:00pm	Team Meeting – Resource Room – C-442		
6:00-7:15pm	Dinner Meeting with Board of Governors – All Team Members – Room: C-408		

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TUESDAY, MARCH 3	Dr. Jeanne Swarthout, Team Chair	Dr. Russell Baker	Dr. Nanette Smith
7:45am	Arrive on Campus – Team Resource Room – C-442		
8:00-9:00am	Management Council (MCAS) Room: C-428		Meeting with VP for Student Services – Room: C-422
9:15-10:15am	Faculty Senate Room: C-428 Drs. Smith, Swarthout	Meeting with VP for Academic Affairs Room: C-422	
10:30-11:30am	Individual Meetings as Needed Room: C-428	Conclude Faculty Credential Review as Needed – Room: B-104	Work in Resource Room Room: C-442
11:30-12:00pm	Exit Session – President’s Cabinet – All Team Members – Room: C-428		
Noon	All Team Members Depart for Hotel		