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April 29, 2011

Ms. Joanne Jaeger Tomblin
President
Southern West Virginia Community and Technical College
Box 2900
Dempsey Branch Road
Mount Gay, WV 25637

Dear President Tomblin:

This letter is accompanied by a copy of the Site Confirmation Report Form completed following the **Lincoln County High School** visit to Southern West Virginia Community and Technical College. As reported, the additional location conforms to the description provided by Southern West Virginia Community and Technical College and no further monitoring is required.

Within the Site Confirmation Report, you will find brief comments on degree offerings, human and physical resources, and instructional resources. I encourage you to consider these comments as advice and suggestions for continued improvement of the additional location.

Thank you again for your flexibility and hospitality in arranging the Site Confirmation Visit, which fulfills federal regulations, related to institutional change. As indicated in the Commission policy, completion of the visit and fulfillment of the requirement will be noted in your institution's history record, and the completed report will be included in your institution's permanent file.

If you have any questions or comments regarding the Site Confirmation Visit or its report, please feel free to contact me. (800-621-7440 ext. 137)

Sincerely,

Tamas Horvath
Process Associate, Accreditation Services

Enclosure

Additional Location Confirmation Visit Report Form

Name of Institution: Southern West Virginia Community and Technical College (SWVCTC)

Name/Address of Additional Location: Lincoln County High School, 81 Lincoln Panther Way, Hamlin, WV 25523

Date of Visit: April 21, 2011

Visitor: Rex D. Ramsier, The University of Akron

Compare the written description of the location (provided in the institution's change request, the Commission's response, and/or the team report) with the actual location and answer the following questions. Document findings for each item, and indicate the institution's strengths and/or opportunities for improvement in controlling and delivering degree programs off campus.

1. Is the location at the approved address and are the programs or courses offered as described in the original request?

Comments:

Yes, the location "Lincoln" is at the address noted in the request. This location co-exists with and is attached to Lincoln County High School. The building was constructed to serve the county and region about five years ago, and SWVCTC was involved from its inception. The location was funded by the State, so there are only operating and maintenance costs to SWVCTC. The mutual cooperation and dual use capacity of this location are obvious, and SWVCTC has chosen an optimal additional location from which to offer workforce development/continuing education training and credit bearing courses leading to certificates and AA degrees.

Dual enrollment of the co-existing high school students is a major service provided at Lincoln by SWVCTC to this part of Appalachia. Offerings include face-to-face courses in the general education core for the AA degree, courses to prepare students for careers in allied health and early childhood education, and criminal justice courses via synchronous interactive television in the "ICR". Lincoln is moving to more daytime offerings, and serving more high school juniors and seniors through a federally funded "Gear Up" program for first generation college students, as well as more traditional community college students. A recent move to trimesters is anticipated to encourage increased enrollment of high school and transient students in the summers, and "fast-tracking" of courses is also a noteworthy attempt by SWVCTC to be responsive to the needs of their constituents.

2. Are the instructional resources (e.g. registration, advising, career counseling and placement, library access) as described in the original request and what evidence demonstrates that they are appropriate for the programs offered?

Comments:

In addition to the ICR and several standard classrooms, a large and well-equipped computer lab is also in the Lincoln wing, which is used for classrooms as well as study space for students through which they can access the library holdings. Several private offices are available for face-to-face advising and counseling as needed, as well as for synchronous video connection to off-site SWVCTC personnel for financial aid filing and other student needs, and for private telephone calls for additional assistance. In addition to inspection of the physical environment, student interviews and documents reviewed verify that resources are appropriate for the programs offered.

3. Are the financial resources for the location as described in the original request and what evidence demonstrates that the institution effectively plans for growth and maintenance of additional locations?

Comments:

As mentioned in 1 above, construction of the location was funded by the State, so there are only operating and maintenance costs to SWVCTC (i.e., no debt service). A building use agreement is in place between SWVCTC and the high school that covers all maintenance and grounds-keeping for a nominal charge per square foot of building space. The Lincoln facility is large enough to expand its offerings, and there are no near-term financial concerns. West Virginia still provides significant subsidy to its institutions of higher education. Documents reviewed and interviews indicate that SWVCTC effectively and efficiently utilizes the Lincoln location and has plans to continue and expand its commitment to and role in the region.

4. Does the evidence confirm that the institution effectively oversees instruction at the additional locations?

Comments:

Personnel records, rules and interviews verify that student evaluations, peer evaluations, and oversight by the Dean and division Chair are in place and utilized. Faculty set annual goals and priorities with their supervisors in a consultative framework, including teaching performance, advising, professional development, and community outreach. Evidence indicates that continuous improvement and feedback cycles are in place and utilized.

5. Does evidence confirm that the measures and techniques employed at a location equivalent to those for assessment and evaluation on the main campus?

Comments:

Yes, the assessment plan from 2005 using the CAAP moved to using the MAAP (or now called the ETS Proficiency Profile). All of the SWVCTC locations including Lincoln are included in this annual assessment plan and results are published, leading to continuous quality improvement. Syllabi are consistent across multiple locations and course equivalency standards are maintained.

6. Does evidence confirm that the institution has appropriately qualified and sufficient staff and faculty in place for the location and that the institution supports and evaluates personnel at the off-campus location?

Comments:

A newly hired full-time staff person and additional part-time staff assure adequate support for the Lincoln location. During orientation and open-house recruiting sessions, additional personnel are at Lincoln to assist with advising, registration, etc. Rules and personnel records reviewed during the visit indicate that practices for hiring, evaluation and retention of personnel are appropriate.

7. Does the evidence confirm that the institution delivers, supports, and manages necessary student services at the additional location?

Comments:

Yes, physical evidence at the location indicates that Lincoln has the capacity and infrastructure to provide adequate student services. Interviews with students verify this statement, and it is clear from interviews with SWVCTC personnel that they, and the institution, are dedicated to Lincoln and the community and students that it serves. This location may be unique, in that it co-exists with and was deliberately built within the confines of a county-wide high school. SWVCTC has an opportunity at Lincoln to further enhance the higher education aspirations and goals attainment of the region.

SUMMARY RECOMMENDATION

Overall, SWVCTC's operations at its Lincoln location appear to be adequate, and no further review or monitoring by the Higher Learning Commission is necessary.

Documents Reviewed

Faculty Handbook

Faculty Personnel Files

Adjunct Faculty Guidelines

Classified Employees' Handbook

Course Catalog (includes policies and procedures for students as well as course/program information)

"Southern Connections" vol. 1, issue 2

"Meeting the Challenge"; Community and Technical College System of West Virginia 2010-2015

SWVCTC Office of Academic Affairs Assessment Manual 2005

SWVCTC Office of Academic Affairs Assessment Results 2007-8, 2008-9, 2009-10

Course offering and enrollment data sheets 2006 – 2010

SWVCTC Board of Governors rule SCP-4151: Academic Standards and Expectations of Students

SWVCTC Board of Governors rule SCP-3100: Full-time Faculty Responsibilities for Academic Advising of Students

SWVCTC Board of Governors rule SCP-5050: Assessment, Payment and Refund of Fees

SWVCTC Board of Governors rule SCP-2218: Evaluation Process For Full-time Faculty

SWVCTC Board of Governors rule SCP-2875: Workload Requirements for Full-time Faculty

SWVCTC Board of Governors rule SCP-3245: Faculty and Administrative Productivity

SWVCTC Board of Governors rule SCP-2250: Hiring Adjunct Faculty

SWVCTC Board of Governors rule SCP-2580: Part-time Employees: Classified Staff and Adjunct Faculty

SWVCTC Board of Governors rule SCP-2171.A: Faculty Credentials Certification Form

Student Services Lincoln Campus document (two page summary table for quick access by students to registration, advising, financial aid, orientation, student activities, career services, disability services, and counseling)

Advertisements

Promotional brochures

News releases

SWVCTC Personnel Met During the Visit

President

Chief Financial Officer

Chief Information Officer

Vice President for Communications

Vice President for Workforce and Interim Vice President for Enrollment Management and Student Development

Dean of Student Development and Special Services

Interim Registrar

Dean of Career and Technical Programs

Dean of University Transfer Programs

Director of Campus Operations Boone/Lincoln Campus

Lincoln Location Program Assistant

Accreditation Liaison Officer

Five (5) students pursuing careers in psychology (1), elementary education (2), history education (1) and business administration (1)

Lincoln County High School Personnel Met During the Visit

Principal