



30 North LaSalle Street, Suite 2400 | Chicago, IL 60602-2504 | 312-263-0456  
800-621-7440 | Fax: 312-263-7462 | [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

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August 3, 2010

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

Dear President Tomblin:

Staff has reviewed your request for approval to change a course location to an additional location. The analysis of your request is enclosed.

This recommendation will be considered by the Institutional Actions Council at their meeting of August 16, 2010. I am enclosing a copy of the Changes Requested in the Statement of Affiliation Status, which will be submitted to them. You will be informed of the Commission's action shortly after the meeting.

If you have any questions or concerns, please contact Dr. Michael Kane, Director of Accreditation Services, 312-263-0456 ext. 139.

Sincerely,

A handwritten signature in blue ink that reads 'Tamas Horvath'.

Tamas Horvath  
Process Associate, Accreditation Services

Enclosure



THE HIGHER LEARNING COMMISSION  
North Central Association of Colleges and Schools  
30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504

## ***STAFF ANALYSIS OF REQUEST FOR INSTITUTIONAL CHANGE***

**INSTITUTION & STATE:** **Southern West Virginia Community and Technical College, WV**

**INSTITUTION REQUEST:** The institution requests approval for the Lincoln County High School at 81 Lincoln Panther Way, Hamlin, WV 25523 to be recognized as an additional location instead of a course location.

**POLICY REFERENCE:** 3.2(d)3.2 - .An off-campus instructional site at which the institution provides a degree program(s) or 50% or more of the courses leading to one of its degree or other programs.

**RECOMMENDATION:** **Staff recommends that the requested change be approved** and that the Statement of Affiliation Status be amended as follows:

*NO CHANGE to the existing stipulation. (Site is listed in the Organizational Profile.)*

**A site-confirmation visit is required within six months of opening the Lincoln County High School location.**

**RATIONALE:** The institution has experience in delivering courses at this location and students can now earn more than 50% of a degree at this facility.

**SYNOPSIS OF INSTITUTIONAL STATUS:** The last comprehensive visit was conducted in 2002-03.

### **1. What is the change being proposed?**

The institution requests approval for the Lincoln County High School at 81 Lincoln Panther Way, Hamlin, WV 25523 to be recognized as an additional location instead of a course location.

### **2. What factors led the institution to undertake the proposed change?**

Enrolled students expressed interest in continuing their studies at this location. The Board of Governors approved construction of a college wing in 2004-05. The College began offering

courses at the location in Fall 2006. Based on changing Commission policies, this facility now is considered an additional location.

**3. What necessary internal and external approvals have been obtained to implement the proposed change?**

None necessary

**4. What impact might the proposed change have on challenges identified by the Commission as part of or subsequent to the last comprehensive visit?**

None

**5. What are the institution's plans to implement and sustain the proposed change?**

The College employees one full-time and two part-time staff at the location to support student services. Several adjunct faculty are employed to provide instruction at the facility, and have been determined to be qualified based on the institution's internal processes. There are several levels of administrative control designed to oversee operations and educational quality at the facility. Library resources are available through the College's online link and also in the high school facility.

**6. What are the institution's strategies to evaluate the proposed changes?**

Enrollment is continuously monitored to assess continuing need. The institution incorporates the same assessment strategies for this location, as followed at the main campus. Presently, the ETS Proficiency Profile is utilized when students have completed 45 hours and at least one college level Math and one college level English course. Programs outcomes are assessed through course matrices, transfer numbers and success on licensure exams.