

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2003-2004

Southern West Virginia Community and Technical College

I. ACCESS

1.	Population of citizens age 18-54 in community and technical college district:	88,402
2.	Number of citizens age 18 & above enrolled in community and technical college credit and non-credit programs/courses:	
	a. credit	2,591
	b. non-credit	2,599
3.	Participation rate:	
	- enrollment/population = participation rate	5.87%
4.	Adult population enrollment:	
	<i>Number of students 25-44 years of age enrolled in community and technical college programs/courses:</i>	
	a. credit	742
	b. non-credit	1,461
5.	Traditional age enrollment:	
	<i>Number of students 18-24 years of age enrolled in community and technical college programs/courses:</i>	
	a. credit	1,683
	b. non-credit	309
6.	Early admission enrollment:	
	a. Dual credit enrollment (headcount)	210
	b. Other	12

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2003-2004

Southern West Virginia Community and Technical College

II. WORKFORCE DEVELOPMENT

1.	Number of career-technical certificate degrees and associate degrees offered:	
	a. Certificate degrees	4
	b. Associate degrees	17
2.	Number of students enrolled in career-technical certificate degree and associate degree programs:	
	a. Certificate degrees	32
	b. Associate degrees	860
3.	Number of students completing a one-year career-technical certificate degree program:	37
4.	Number of students completing a skill set certificate other than the one-year certificate degree program:	78
5.	Number of students completing a career-technical associate degree:	169
6.	Job placement rate of career-technical program completers:	76.00%
7.	Number of new programs implemented in:	
	a. Certificate/AAS in Technical Studies Programs	0
	b. AAS in Occupational Development Programs	0
8.	Number of workforce education or training programs delivered to employers:	
	a. credit (15a + 16a) from key elements matrix	0
	b. non-credit (15b + 16b) from key elements matrix	183

9.	Number of courses/programs offered at an employer site:	
	a. credit (#16a from key elements matrix)	0
	b. non-credit (#16b from key elements matrix)	125
10.	Total number of enrollees receiving workforce education or training programs: (duplicated Headcount) (#17 from key elements matrix)	2,452
11.	Total number of training contact (clock) hours delivered: (#17 from key elements matrix:)	15,839
12.	Total number of focused courses and workshops offered pertaining to entrepreneurship skill development:	23
13.	Total number of 25% Higher Education Adult Part-time Student (HEAPS) grant participants:	3

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2003-2004

Southern West Virginia Community and Technical College

III. STUDENT SUCCESS

1. Percentage of community and technical college students completing a certificate/associate degree or still enrolled within five-years of initial enrollment:	62.62%
2. Percentage of students successfully meeting the appropriate levels in the areas of mathematics and reading on the ACT WorkKeys assessment:	85.22%
3. Percentage of students successfully completing required national and state licensure/certificate exams in field of study:	98.28%
4. Number of certificate degrees awarded:	37
5. Number of associate degrees awarded:	217
6. Graduation rate:	
a. 3-year graduation rate:	8.18%
b. 5-year graduation rate:	28.37%
7. Retention rate:	58.58%

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2003-2004

Southern West Virginia Community and Technical College

IV. IMPROVED LITERACY

1. Percentage of students enrolled in developmental education successfully completing the course(s):	
- English	71.98%
- Mathematics	<hr/> 73.27%
- Reading	<hr/> 74.74%
	<hr/>
2. Percentage of students enrolled in developmental education courses successfully completing the next subsequent college-level course work:	
- English	71%
- Mathematics	<hr/> 59%
	<hr/>
3. Percentage of students enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:	32%
	<hr/>
4. Percentage of students not enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:	21%
	<hr/>
5. Percentage of developmental education enrollment above the age of 25:	30.87%
	<hr/>
6. Number of new partnerships developed with Adult Basic Education programs to improve the literacy rate:	12
	<hr/>

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2003-2004

Southern West Virginia Community and Technical College

V. COLLABORATION

1. Total number of courses brokered from other higher education institutions in West Virginia:	14
2. Total number of courses brokered from out-of-state institutions:	45
3. Total number of postsecondary courses brokered from or in collaboration with vocational/technical centers in West Virginia:	42
4. Total number of EDGE students matriculating to postsecondary education:	43
5. New Tech Prep 2+2 programs created:	0
6. Total number of programs made available through collaboration and partnerships with private education providers:	2
7. Total number of programs made available through collaboration and partnerships with employers:	16
8. Total number of programs offered in collaboration with public agencies:	1
9. College-going rate (district average):	49.30%

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2003-2004

Southern West Virginia Community and Technical College

VI. TRANSFER EDUCATION

1. Percentage of community and technical college students that are enrolled in transfer programs:	55.30%
2. Number of community and technical college students transferring to baccalaureate programs:	10.81%
3. Percentage of transfer graduates receiving a baccalaureate degree within five-years upon transfer:	100.00%

Workforce Development Key Elements Matrix

Community & Technical College Work Force Centers

Southern WV CTC

Period Covered: 2003-2004				Evaluation			Funding					
System Goal	Components	OD	Elements/Activities	Count (sessions, programs etc)	Count (Bodies, Participants)	Contact Hours (Duplicated)	Self Funding Institutional Resources	Private Company, Non-profit	Development Office Funds	HEPC, Legislative	Federal and related funding	
Customized Employer Services	Design/Development Projects	1	Needs Analysis									
		2	Job/Task Analysis/Profiling	4	17	306		X				
		3	Material Development, Design	3			X					
		4	Curriculum Development									
		5	Pilot Training Delivery (Demonstration)									
		6	Train the Trainer	5	15	29	X					
		7	Structured OJT Design									
		8	Pre-employment Program Design									
	Workplace Education	9	ACT Center Modules (training modules)									
		10	Skill/Knowledge Validation									
		11	Professional Development	151	2268	11245	X	X				X
		12	License Required Continuing Education									
		13	Vocational/Skill upgrade	32	184	4594	X	X				
		14	Train the Trainer Delivered									
		15	On Site (Sessions, numbers, hours)	58	919	1544						
		15a	On Site, Credit (Sessions, numbers, hrs)	0	0	0						
		15b	On Site, Non-Credit (Sessions, #, hrs)	58	919	1544						
		16	Off Site (Sessions, numbers, hours)	125	1533	14295						
	16a	Off Site, Credit (Sessions, #, hours)	0	0	0							
	16b	Off Site, Non-Credit (Sessions, #, hours)	125	1533	14295							
	17	Total On Site and Off Site (15 + 16)	183	2452	15839							
	Industry Collaboration	18	Grant Fund Procurement	6								
		19	Facilitation (sessions)	47								
		20	Facility Usage (Hours, equipment, etc)	4								
21		Meeting Support (Registration, certificates)	10									
22		Board Membership	5									
23		Board Leadership (Committee Chair etc)										
24		Partnerships with other CTC	1									

Evaluation: Collecting data by counting, hours

Reporting Entities: WV CTCS Chancellor's Office, WVDO, WIA, Etc

Note: SBDC activity is reported to the SBDC Office. Training activity of SBDC is included according to type.

Workforce Development- Education and training activities that provide individuals with necessary skills to enter employment, enhance the skill level and availability of a workforce for business attraction, expansion, retention, increased productivity or advances the economic development of West Virginia.

Items 10 - 14 should = 15 + 16

OD refers to the Operational Definitions

**WV Council for Community and
Technical College Education**

**Performance Indicator Report
Academic Year 2004-2005**

Jim Skidmore, Chancellor

Community & Technical College System of West Virginia
1018 Kanawha Boulevard, East - Suite 700
Charleston, West Virginia 25301
Phone: 304.558.0265

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2004-2005

Institution

Southern West Virginia Community and Technical College

I. ACCESS

1. Population of citizens age 18-54 in community and technical college district:	<u>128,242</u>
2. Number of citizens age 18 and above enrolled in community and technical college credit and non-credit programs/courses:	
a. credit	<u>2,593</u>
b. non-credit	<u>2,275</u>
3. Participation rate:	
- enrollment/population = participation rate	<u>3.8%</u>
4. Adult population enrollment:	
<i>Number of students 25-44 years of age enrolled in community and technical college programs/courses:</i>	
a. credit	<u>780</u>
b. non-credit	<u>1,170</u>
5. Traditional age enrollment:	
<i>Number of students 18-24 years of age enrolled in community and technical college programs/courses:</i>	
a. credit	<u>1,414</u>
b. non-credit	<u>261</u>
6. Early admission enrollment:	
a. Dual credit enrollment (headcount)	<u>237</u>
b. Other	<u>0</u>

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2004-2005

Institution: Southern West Virginia Community and Technical College

II. WORKFORCE DEVELOPMENT

1.	Number of career-technical certificate degrees and associate degrees offered:	
	a. Certificate degrees	4
	b. Associate degrees	17
2.	Number of students enrolled in career-technical certificate degree and associate degree programs:	
	a. Certificate degrees	37
	b. Associate degrees	905
3.	Number of students completing a one-year career-technical certificate degree program:	40
4.	Number of students completing a skill set certificate other than the one-year certificate degree program:	113
5.	Number of students completing a career-technical associate degree:	290
6.	Job placement rate of career-technical program completers:	78.60%
7.	Number of new programs implemented in:	
	a. Certificate/AAS in Technical Studies Programs	0
	b. AAS in Occupational Development Programs	0
8.	Number of workforce education or training programs delivered to employers:	
	a. credit (15a + 16a) from key elements matrix	0
	b. non-credit (15b + 16b) from key elements matrix	179

9.	Number of courses/programs offered at an employer site:	
	a. credit (#16a from key elements matrix)	<u>0</u>
	b. non-credit (#16b from key elements matrix)	<u>105</u>
10.	Total number of enrollees receiving workforce education or training programs: (duplicated Headcount) (#17 from key elements matrix)	<u>1,416</u>
11.	Total number of training contact (clock) hours delivered: (#17 from key elements matrix:)	<u>13,726</u>
12.	Total number of focused courses and workshops offered pertaining to entrepreneurship skill development:	<u>89</u>
13.	Total number of 25% Higher Education Adult Part-time Student (HEAPS) grant participants:	<u>3</u>

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2004-2005

Institution

Southern West Virginia Community and Technical College

III. STUDENT SUCCESS

1. Percentage of community and technical college students completing a certificate/associate degree or still enrolled within five-years of initial enrollment:	72.38%
2. Percentage of students successfully meeting the appropriate levels in the areas of mathematics and reading on the ACT WorkKeys assessment:	86.40%
3. Percentage of students successfully completing required national and state licensure/certificate exams in field of study:	96.63%
4. Number of certificate degrees awarded:	40
5. Number of associate degrees awarded:	341
6. Graduation rate:	
a. 3-year graduation rate:	10.40%
b. 5-year graduation rate:	31.50%
7. Retention rate:	53.65%

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2004-2005

Institution

Southern West Virginia Community and Technical College

IV. IMPROVED LITERACY

1. Percentage of students enrolled in developmental education successfully completing the course(s):			
- English	<u>261</u> Numerator	<u>387</u> Denominator	<u>67.44%</u> %
- Mathematics	<u>594</u> Numerator	<u>909</u> Denominator	<u>65.35%</u> %
- Reading	<u>241</u> Numerator	<u>345</u> Denominator	<u>69.86%</u> %
2. Percentage of students enrolled in developmental education courses successfully completing the next subsequent college-level course work:			
- English	<u>118</u> Numerator	<u>165</u> Denominator	<u>71.52%</u> %
- Mathematics	<u>52</u> Numerator	<u>94</u> Denominator	<u>55.32%</u> %
3. Percentage of students enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:	<u>544</u> Numerator	<u>1,680</u> Denominator	<u>32.38%</u> %
4. Percentage of students not enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:	<u>358</u> Numerator	<u>1,670</u> Denominator	<u>21.44%</u> %
5. Percentage of developmental education enrollment above the age of 25:	<u>283</u> Numerator	<u>973</u> Denominator	<u>29.09%</u> %
6. Number of new partnerships developed with Adult Basic Education programs to improve the literacy rate:			<u>2</u>

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2004-2005

Institution

Southern West Virginia Community and Technical College

V. COLLABORATION

1. Total number of courses brokered from other higher education institutions in West Virginia:	<u>10</u>
2. Total number of courses brokered from out-of-state institutions:	<u>50</u>
3. Total number of postsecondary courses brokered from or in collaboration with vocational/technical centers in West Virginia:	<u>40</u>
4. Total number of EDGE students matriculating to postsecondary education:	<u>39</u>
5. New Tech Prep 4+2 programs created:	<u>0</u>
6. Total number of programs made available through collaboration and partnerships with private education providers:	<u>4</u>
7. Total number of programs made available through collaboration and partnerships with employers:	<u>11</u>
8. Total number of programs offered in collaboration with public agencies:	<u>13</u>
9. College-going rate (district average):	<u>Council</u>

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2004-2005

Institution

Southern West Virginia Community and Technical College

VI. TRANSFER EDUCATION

1. Percentage of community and technical college students that are enrolled in transfer programs:	<u>1,314</u> Numerator	<u>2,580</u> Denominator	<u>50.93%</u> %
2. Number of community and technical college students transferring to baccalaureate programs:			<u>279</u>
3. Percentage of transfer graduates receiving a baccalaureate degree within five-years upon transfer:			<u>100.00%</u>

Workforce Development Key Elements Matrix

Community & Technical College Work Force Centers

School: Southern WV CTC

Period Covered: _____				Evaluation			Funding				
System Goal	Components	OD	Elements/Activities	Count (sessions, programs etc)	Count (Bodies, Participants)	Contact Hours (Duplicated)	Self Funding Institutional Resources	Private Company, Non-profit	Development Office Funds	HEPC, Legislative	Federal and related funding
Customized Employer Services	Design/Development Projects	1	Needs Analysis	3							
		2	Job/Task Analysis/Profiling	5							
		3	Material Development, Design	2							
		4	Curriculum Development	3							
		5	Pilot Training Delivery (Demonstration)	0							
		6	Train the Trainer	2							
		7	Structured OJT Design	0							
		8	Pre-employment Program Design	0							
	Workplace Education	9	ACT Center Modules (training modules)	0							
		10	Skill/Knowledge Validation	11	109	6240					
		11	Professional Development	74	1021	5490					
		12	License Required Continuing Education	0	0	0					
		13	Vocational/Skill upgrade	92	261	1858					
		14	Train the Trainer Delivered	2	25	138					
		15	On Site (Sessions, numbers, hours)	74	749	7128					
		15a	On Site, Credit (Sessions, numbers, hrs)	0	0	0					
		15b	On Site, Non-Credit (Sessions, #, hrs)	74	749	7128					
		16	Off Site (Sessions, numbers, hours)	105	667	6598					
	16a	Off Site, Credit (Sessions, #, hours)	0	0	0						
	16b	Off Site, Non-Credit (Sessions, #, hours)	105	667	6598						
	17	Total On Site and Off Site (15 + 16)	179	1416	13726						
	Industry Collaboration	18	Grant Fund Procurement	14							
		19	Facilitation (sessions)	6							
		20	Facility Usage (Hours, equipment, etc)	62							
21		Meeting Support (Registration, certificates)	10								
22		Board Membership	9								
23		Board Leadership (Committee Chair etc)	2								
24		Partnerships with other CTC	1								

Evaluation: Collecting data by counting, hours

Reporting Entities: WV CTCS Chancellor's Office, WVDO, WIA, Etc

Note: SBDC activity is reported to the SBDC Office. Training activity of SBDC is included according to type.

Workforce Development- Education and training activities that provide individuals with necessary skills to enter employment, enhance the skill level and availability of a workforce for business attraction, expansion, retention, increased productivity or advances the economic development of West Virginia.

Items 10 - 14 should = 15 + 16

OD refers to the Operational Definitions

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2005-2006

INSTITUTION:

I. ACCESS

1.	Population of citizens age 18-54 in community and technical college district:	88,402
2.	Number of citizens age 18 and above enrolled in community and technical college credit and non-credit programs/courses:	
	a. credit	2,495
	b. non-credit	2,373
3.	Participation rate: - enrollment/population = participation rate	5.51%
4.	Adult population enrollment: <i>Number of students 25-44 years of age enrolled in community and technical college programs/courses:</i>	
	a. credit	745
	b. non-credit	1,173
5.	Traditional age enrollment: <i>Number of students 18-24 years of age enrolled in community and technical college programs/courses:</i>	
	a. credit	1,417
	b. non-credit	320
6.	Early admission enrollment:	
	a. Dual credit enrollment (headcount)	206
	b. Other	0

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2005-2006

INSTITUTION:

II. WORKFORCE DEVELOPMENT

1.	Number of career-technical certificate degrees and associate degrees offered:	
	a. Certificate degrees	6
	b. Associate degrees	18
2.	Number of students enrolled in career-technical certificate degree and associate degree programs:	
	a. Certificate degrees	87
	b. Associate degrees	886
3.	Number of students completing a one-year career-technical certificate degree program:	45
4.	Number of students completing a skill set certificate other than the one-year certificate degree program:	249
5.	Number of students completing a career-technical associate degree:	207
6.	Job placement rate of career-technical program completers:	78.80%
7.	Number of new programs implemented in:	
	a. Certificate/AAS in Technical Studies Programs	2
	b. AAS in Occupational Development Programs	0
8.	Number of workforce education or training programs delivered to employers:	
	a. credit (15a + 16a) from key elements matrix	0
	b. non-credit (15b + 16b) from key elements matrix	176

9.	Number of courses/programs offered at an employer site:	
	a. credit (#16a from key elements matrix)	0
	b. non-credit (#16b from key elements matrix)	113
10.	Total number of enrollees receiving workforce education or training programs: (duplicated Headcount) (#17 from key elements matrix)	1,866
11.	Total number of training contact (clock) hours delivered: (#17 from key elements matrix:)	32,528
12.	Total number of focused courses and workshops offered pertaining to entrepreneurship skill development:	46
13.	Total number of 25% Higher Education Adult Part-time Student (HEAPS) grant participants:	32

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2005-2006

INSTITUTION:

III. STUDENT SUCCESS

1. Percentage of community and technical college students completing a certificate/associate degree or still enrolled within five-years of initial enrollment:	64.70%
2. Percentage of students successfully meeting the appropriate levels in the areas of mathematics and reading on the ACT WorkKeys assessment:	81.20%
3. Percentage of students successfully completing required national and state licensure/certificate exams in field of study:	94.00%
4. Number of certificate degrees awarded:	45
5. Number of associate degrees awarded:	269
6. Graduation rate:	
a. 3-year graduation rate:	10.70%
b. 6-year graduation rate:	28.40%
7. Retention rate:	63.40%

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2005-2006

INSTITUTION:

IV. IMPROVED LITERACY

1. Percentage of students enrolled in developmental education successfully completing the course(s):

- English

<u>255</u>	<u>396</u>	<u>64.40%</u>
Numerator	Denominator	%

- Mathematics

<u>575</u>	<u>883</u>	<u>65.10%</u>
Numerator	Denominator	%

- Reading

<u>224</u>	<u>353</u>	<u>63.50%</u>
Numerator	Denominator	%

2. Percentage of students enrolled in developmental education courses successfully completing the next subsequent college-level course work:

- English

<u>105</u>	<u>150</u>	<u>70.00%</u>
Numerator	Denominator	%

- Mathematics

<u>13</u>	<u>22</u>	<u>59.10%</u>
Numerator	Denominator	%

3. Percentage of students enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:

<u>569</u>	<u>1,683</u>	<u>33.80%</u>
Numerator	Denominator	%

4. Percentage of students **not** enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:

<u>369</u>	<u>1,667</u>	<u>22.10%</u>
Numerator	Denominator	%

5. Percentage of developmental education enrollment above the age of 25:

<u>264</u>	<u>939</u>	<u>28.10%</u>
Numerator	Denominator	%

6. Number of new partnerships developed with Adult Basic Education programs to improve the literacy rate:

4

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2005-2006

INSTITUTION:

V. COLLABORATION

1. Total number of courses brokered from other higher education institutions in West Virginia:	0
2. Total number of courses brokered from out-of-state institutions:	52
3. Total number of postsecondary courses brokered from or in collaboration with vocational/technical centers in West Virginia:	40
4. Total number of EDGE students matriculating to postsecondary education:	26
5. New Tech Prep 4+2 programs created:	0
6. Total number of programs made available through collaboration and partnerships with private education providers:	2
7. Total number of programs made available through collaboration and partnerships with employers:	21
8. Total number of programs offered in collaboration with public agencies:	1

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2005-2006

INSTITUTION:

VI. TRANSFER EDUCATION

1. Percentage of community and technical college students that are enrolled in transfer programs:	1,282	2,491	51.47%
	<hr/> Numerator	<hr/> Denominator	<hr/> %
2. Number of community and technical college students transferring to baccalaureate programs:			129
			<hr/>
3. Percentage of transfer graduates receiving a baccalaureate degree within five-years upon transfer:			100.00%
			<hr/> %

Workforce Development Key Elements Matrix

Community & Technical College Work Force Centers

Institution: SOUTHERN

System Goal	Components	OD	Elements/Activities	Evaluation			Funding				
				Count (sessions, programs etc)	Count (Bodies, Participants)	Contact Hours (Duplicated)	Self Funding Institutional Resources	Private Company, Non-profit	Development Office Funds	HEPC, Legislative	Federal and related funding
Customized Employer Services	Design/Development Projects	1	Needs Analysis	6							
		2	Job/Task Analysis/Profiling	5							
		3	Material Development, Design	16							
		4	Curriculum Development	0							
		5	Pilot Training Delivery (Demonstration)	0							
		6	Train the Trainer	5							
		7	Structured OJT Design	0							
		8	Pre-employment Program Design	0							
	Workplace Education	9	ACT Center Modules (training modules)	0	0	0					
		10	Skill/Knowledge Validation	20	232	25,041					
		11	Professional Development	75	1,039	5,777					
		12	License Required Continuing Education	1	4	28					
		13	Vocational/Skill upgrade	80	591	1,682					
		14	Train the Trainer Delivered	0	0	0					
		15	On Site (Sessions, numbers, hours)	63	1,066	13,745					
		15a	On Site, Credit (Sessions, numbers, hrs)	0	0	0					
		15b	On Site, Non-Credit (Sessions, #, hrs)	63	1,066	13,745					
		16	Off Site (Sessions, numbers, hours)	113	800	18,783					
	16a	Off Site, Credit (Sessions, #, hours)	0	0	0						
	16b	Off Site, Non-Credit (Sessions, #, hours)	113	800	18,783						
	17	Total On Site and Off Site (15 + 16)	176	1,866	32,528						
	Industry Collaboration	18	Grant Fund Procurement	11							
		19	Facilitation (sessions)	25							
		20	Facility Usage (Hours, equipment, etc)	119							
		21	Meeting Support (Registration, certificates)	14							
22		Board Membership	17								
23		Board Leadership (Committee Chair etc)	7								
24		Partnerships with other CTC	1								
25		Business Consulting	339		1,013						

Evaluation: Collecting data by counting, hours

Reporting Entities: WV CTCS Chancellor's Office, WVDO, WIA, Etc

Note: SBDC activity is reported to the SBDC Office. Training activity of SBDC is included according to type.

Workforce Development- Education and training activities that provide individuals with necessary skills to enter employment, enhance the skill level and availability of a workforce for business attraction, expansion, retention, increased productivity or advances the economic development of West Virginia.

Items 10 - 14 should = 15 + 16

OD refers to the Operational Definitions

Community and Technical College Performance Indicators

Definitions

AAS in Occupational Development	Program administered by West Virginia community and technical colleges in cooperation with Registered Apprenticeship programs that recognizes for college credit the competencies and skills achieved in the apprentice program.
ACT WorkKeys	An assessment program developed by American College Testing (ACT) that measures workforce readiness skills necessary to be successful in the workforce for a given occupation.
Adult Basic Education	Program administered by the West Virginia Department of Education that assists individuals in enhancing general education skills and preparing for the General Education Development (GED) examination.
Adult Students	Students age 25 or above.
Associate Degree	A defined program for students in a specific occupational area consisting of a minimum of sixty (60) collegiate credit hours.
Baccalaureate Program	College courses or programs leading to a four-year degree.
Brokering	The act of a community and technical college facilitating the delivery of a program or course into the district from another educational provider.
Business Consultation	A one-on-one meeting between college personnel, students, or business assistance organizations hosted by the college with a representative for a "for profit" or nonprofit business organization at which meeting technical information is conveyed to or assistance is rendered to the business organization. The number of sessions is the number of distinct occurrences of assistance; the number of hours is the total number of hours of assistance rendered. Examples of business consultations are (but not limited to) student business internships, business consulting by college faculty, technical support given to businesses housed within a business incubator owned or managed by the college, and technical support provided to businesses by Small Business Development Center personnel.
Career-Technical Program	Community and technical college degree programs that prepare students to enter the workforce directly upon completion of the program.
Career-Technical Skill Set	Instruction of varying lengths in a specific occupational area, which may be for collegiate credit or non-credit.

Certificate/AAS in Technical Studies Program	Program administered by a West Virginia community and technical college that is either customized to meet an employer or group of employers' needs or recognizes employer training programs for college credit.
Certificate Degree Program	A defined program of study in a specific occupational area consisting of a minimum of thirty (30) collegiate credit hours.
College-Going Rate	The percentage of high school graduates in the community and technical college consortia district enrolling in post-secondary education during the Fall term following graduation.
Consortia District	The counties in West Virginia that comprise a geographic region as defined in WV Code 18B-3C-4.
Contact Hours	Number of Students X Number of Session Hours <i>Example:</i> 10 students x 3 hour session = 30 contact hours
Credit Program	Those programs delivered by a community and technical college that are assigned a specific number of college credits.
Customized Education or Training Program	A program developed by the community and technical college that meets documented employer needs and may be for credit or non-credit, short-term or long-term.
Developmental Education	Courses, generally in areas of mathematics, reading and writing, offered to those that lack the fundamental education competencies to be successful in college-level course work.
Dual Credit	Those courses in which an early admission student is receiving both high school and college credit for the course.
Early Admission Students	High school students enrolled in a college-level course.
Education Program	A defined sequence of instruction that results in the awarding of collegiate credit.
Entrepreneurship Program	Programs developed to assist individuals in operating their own business or to be self-employed.
Graduation Rate	The percentage of first-time, full-time freshmen graduating with an associate degree in three years, or a certificate degree in two years.
Job Placement	Full-time or part-time employment in a field or related field of study, continuation of education or enlistment in military service.
Non-Credit Program	Those programs delivered by a community and technical college that are not assigned a designated college credit unit, and in most cases, are not counted as meeting requirement for degree completion, but does lead to specific skills or skill enhancement.
Non-Traditional Age Student	Students age 25 and above
Participation Rate	Percentage of citizens in a given district attending a community and technical college.

Program	A program (as distinguished from the one-year Certificate Degree Program) that is a coherent, specialized curriculum or skill sets designed to deliver a specific body of knowledge for personal/career development or professional continuing education.
Retention Rate	The percentage of first-time, full-time freshmen enrolled during the Fall semester and enrolled for the next Fall semester at any West Virginia public higher education institution.
Traditional Age Student	Students between the ages of 18-24
Training Program	A defined sequence of instruction with competencies in a specific area and may be for-credit or not-for-credit.
Transfer Program	A community and technical college program intended to prepare a student to transfer to a baccalaureate institution or program.
Transfer Rate	Percentage of credit students enrolled in community and technical colleges in a given Fall semester and enrolled in a baccalaureate institution the next Fall semester.
Workshop	An offering of knowledge over a period of time, usually no more than one or two days, that generally combines instruction with laboratory or experimental activity.

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2006-2007

INSTITUTION:

I. ACCESS

1.	Population of citizens age 18-54 in community and technical college district:	128,242
2.	Number of citizens age 18 and above enrolled in community and technical college credit and non-credit programs/courses:	
	a. credit	2,297
	b. non-credit	2,597
3.	Participation rate: - enrollment/population = participation rate	3.80%
4.	Adult population enrollment: <i>Number of students 25-44 years of age enrolled in community and technical college programs/courses:</i>	
	a. credit	696
	b. non-credit	1,149
5.	Traditional age enrollment: <i>Number of students 18-24 years of age enrolled in community and technical college programs/courses:</i>	
	a. credit	1,322
	b. non-credit	388
6.	Early admission enrollment:	
	a. Dual credit enrollment (headcount)	144
	b. Other	262

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2006-2007

INSTITUTION:

II. WORKFORCE DEVELOPMENT

1.	Number of career-technical certificate degrees and associate degrees offered:	
	a. Certificate degrees	6
	b. Associate degrees	19
2.	Number of students enrolled in career-technical certificate degree and associate degree programs:	
	a. Certificate degrees	59
	b. Associate degrees	798
3.	Number of students completing a one-year career-technical certificate degree program:	47
4.	Number of students completing a skill set certificate other than the one-year certificate degree program:	825
5.	Number of students completing a career-technical associate degree:	236
6.	Job placement rate of career-technical program completers:	73.40%
7.	Number of new programs implemented in:	
	a. Certificate/AAS in Technical Studies Programs	0
	b. AAS in Occupational Development Programs	0
8.	Number of workforce education or training programs delivered to employers:	
	a. credit (15a + 16a) from key elements matrix	0
	b. non-credit (15b + 16b) from key elements matrix	325

9.	Number of courses/programs offered at an employer site:	
	a. credit (#16a from key elements matrix)	0
	b. non-credit (#16b from key elements matrix)	147
10.	Total number of enrollees receiving workforce education or training programs: (duplicated Headcount) (#17 from key elements matrix)	4,265
11.	Total number of training contact (clock) hours delivered: (#17 from key elements matrix:)	40,485
12.	Total number of focused courses and workshops offered pertaining to entrepreneurship skill development:	27
13.	Total number of 25% Higher Education Adult Part-time Student (HEAPS) grant participants:	Council

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2006-2007

INSTITUTION:

III. STUDENT SUCCESS

1. Percentage of students successfully meeting the appropriate levels in the areas of mathematics and reading on the ACT WorkKeys assessment:	Council
2. Percentage of students successfully completing required national and state licensure/certificate exams in field of study:	99.30%
3. Number of certificate degrees awarded:	47
4. Number of associate degrees awarded:	281
5. Graduation rate:	
a. 3-year graduation rate:	11.80%
b. 6-year graduation rate:	26.10%
6. Retention rate:	61.90%

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2006-2007

INSTITUTION:

IV. IMPROVED LITERACY

1. Percentage of students enrolled in developmental education successfully completing the course(s):

- English

209	314	66.6%
Numerator	Denominator	%

- Mathematics

631	939	67.2%
Numerator	Denominator	%

- Reading

178	260	68.5%
Numerator	Denominator	%

2. Percentage of students enrolled in developmental education courses successfully completing the next subsequent college-level course work:

- English

89	141	63.1%
Numerator	Denominator	%

- Mathematics

32	48	66.7%
Numerator	Denominator	%

3. Percentage of students enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:

582	1,691	34.4%
Numerator	Denominator	%

4. Percentage of students **not** enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:

357	1,883	19.0%
Numerator	Denominator	%

5. Percentage of developmental education enrollment above the age of 25:

295	1,005	29.4%
Numerator	Denominator	%

6. Number of new partnerships developed with Adult Basic Education programs to improve the literacy rate:

1

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2006-2007

INSTITUTION:

V. COLLABORATION

1. Total number of courses brokered from other higher education institutions in West Virginia:	9
2. Total number of courses brokered from out-of-state institutions:	81
3. Total number of postsecondary courses brokered from or in collaboration with vocational/technical centers in West Virginia:	32
4. Total number of EDGE students matriculating to postsecondary education:	24
5. New Tech Prep 4+2 programs created:	0
6. Total number of programs made available through collaboration and partnerships with private education providers:	2
7. Total number of programs made available through collaboration and partnerships with employers:	27
8. Total number of programs offered in collaboration with public agencies:	5

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2006-2007

INSTITUTION:

VI. TRANSFER EDUCATION

1. Percentage of community and technical college students that are enrolled in transfer programs:	<u>1,313</u>	<u>2,317</u>	<u>56.7%</u>
	Numerator	Denominator	%
2. Number of community and technical college students transferring to baccalaureate programs:			<u>206</u>
3. Percentage of transfer graduates receiving a baccalaureate degree within five-years upon transfer:			<u>100.00%</u>
			%

Workforce Development Key Elements Matrix

Community & Technical College Work Force Centers

Institution: SOUTHERN

System Goal	Components	OD	Elements/Activities	Evaluation			Funding				
				Count (sessions, programs etc)	Count (Bodies, Participants)	Contact Hours (Duplicated)	Self Funding Institutional Resources	Private Company, Non-profit	Development Office Funds	HEPC, Legislative	Federal and related funding
Customized Employer Services	Design/Development Projects	1	Needs Analysis	15						x	x
		2	Job/Task Analysis/Profiling	2				x	x		
		3	Material Development, Design	17						x	x
		4	Curriculum Development	18			x			x	x
		5	Pilot Training Delivery (Demonstration)	10						x	x
		6	Train the Trainer	7	34	212				x	x
		7	Structured OJT Design	0							
		8	Pre-employment Program Design	1			x				x
	9	ACT Center Modules (training modules)	0								
	Workplace Education	10	Skill/Knowledge Validation	59	792	23,086	x	x		x	x
		11	Professional Development	118	1,287	4,387	x	x			x
		12	License Required Continuing Education	5	211	1,688		x		x	x
		13	Vocational/Skill upgrade	136	1,941	11,112	x	x	x	x	x
		14	Train the Trainer Delivered	7	34	212				x	x
		15	On Site (Sessions, numbers, hours)	178	2,304	26,127					
		15a	On Site, Credit (Sessions, numbers, hrs)	0	0	0					
		15b	On Site, Non-Credit (Sessions, #, hrs)	178	2,304	26,127					
		16	Off Site (Sessions, numbers, hours)	147	1,961	14,358					
		16a	Off Site, Credit (Sessions, #, hours)	0	0	0					
	16b	Off Site, Non-Credit (Sessions, #, hours)	147	1,961	14,358						
	17	Total On Site and Off Site (15 + 16)	325	4,265	40,485						
	Industry Collaboration	18	Grant Fund Procurement	26							
		19	Facilitation (sessions)	26							
		20	Facility Usage (Hours, equipment, etc)	164	10,149						
		21	Meeting Support (Registration, certificates)	13							
22		Board Membership	20								
23		Board Leadership (Committee Chair etc)	7								
24		Partnerships with other CTC	1								
25		Business Consulting	152								

Evaluation: Collecting data by counting, hours

Reporting Entities: WV CTCS Chancellor's Office, WVDO, WIA, Etc

Note: SBDC activity is reported to the SBDC Office. Training activity of SBDC is included according to type.

Workforce Development- Education and training activities that provide individuals with necessary skills to enter employment, enhance the skill level and availability of a workforce for business attraction, expansion, retention, increased productivity or advances the economic development of West Virginia.

Items 10 - 14 should = 15 + 16

OD refers to the Operational Definitions

Community and Technical College Performance Indicators

Definitions

AAS in Occupational Development	Program administered by West Virginia community and technical colleges in cooperation with Registered Apprenticeship programs that recognizes for college credit the competencies and skills achieved in the apprentice program.
ACT WorkKeys	An assessment program developed by American College Testing (ACT) that measures workforce readiness skills necessary to be successful in the workforce for a given occupation.
Adult Basic Education	Program administered by the West Virginia Department of Education that assists individuals in enhancing general education skills and preparing for the General Education Development (GED) examination.
Adult Students	Students age 25 or above.
Associate Degree	A defined program for students in a specific occupational area consisting of a minimum of sixty (60) collegiate credit hours.
Baccalaureate Program	College courses or programs leading to a four-year degree.
Brokering	The act of a community and technical college facilitating the delivery of a program or course into the district from another educational provider.
Business Consultation	A one-on-one meeting between college personnel, students, or business assistance organizations hosted by the college with a representative for a "for profit" or nonprofit business organization at which meeting technical information is conveyed to or assistance is rendered to the business organization. The number of sessions is the number of distinct occurrences of assistance; the number of hours is the total number of hours of assistance rendered. Examples of business consultations are (but not limited to) student business internships, business consulting by college faculty, technical support given to businesses housed within a business incubator owned or managed by the college, and technical support provided to businesses by Small Business Development Center personnel.
Career-Technical Program	Community and technical college degree programs that prepare students to enter the workforce directly upon completion of the program.
Career-Technical Skill Set	Instruction of varying lengths in a specific occupational area, which may be for collegiate credit or non-credit.

Certificate/AAS in Technical Studies Program	Program administered by a West Virginia community and technical college that is either customized to meet an employer or group of employers' needs or recognizes employer training programs for college credit.
Certificate Degree Program	A defined program of study in a specific occupational area consisting of a minimum of thirty (30) collegiate credit hours.
College-Going Rate	The percentage of high school graduates in the community and technical college consortia district enrolling in post-secondary education during the Fall term following graduation.
Consortia District	The counties in West Virginia that comprise a geographic region as defined in WV Code 18B-3C-4.
Contact Hours	Number of Students X Number of Session Hours <i>Example:</i> 10 students x 3 hour session = 30 contact hours
Credit Program	Those programs delivered by a community and technical college that are assigned a specific number of college credits.
Customized Education or Training Program	A program developed by the community and technical college that meets documented employer needs and may be for credit or non-credit, short-term or long-term.
Developmental Education	Courses, generally in areas of mathematics, reading and writing, offered to those that lack the fundamental education competencies to be successful in college-level course work.
Dual Credit	Those courses in which an early admission student is receiving both high school and college credit for the course.
Early Admission Students	High school students enrolled in a college-level course.
Education Program	A defined sequence of instruction that results in the awarding of collegiate credit.
Entrepreneurship Program	Programs developed to assist individuals in operating their own business or to be self-employed.
Graduation Rate	The percentage of first-time, full-time freshmen graduating with an associate degree in three years, or a certificate degree in two years.
Job Placement	Full-time or part-time employment in a field or related field of study, continuation of education or enlistment in military service.
Non-Credit Program	Those programs delivered by a community and technical college that are not assigned a designated college credit unit, and in most cases, are not counted as meeting requirement for degree completion, but does lead to specific skills or skill enhancement.
Non-Traditional Age Student	Students age 25 and above
Participation Rate	Percentage of citizens in a given district attending a community and technical college.

Program	A program (as distinguished from the one-year Certificate Degree Program) that is a coherent, specialized curriculum or skill sets designed to deliver a specific body of knowledge for personal/career development or professional continuing education.
Retention Rate	The percentage of first-time, full-time freshmen enrolled during the Fall semester and enrolled for the next Fall semester at any West Virginia public higher education institution.
Traditional Age Student	Students between the ages of 18-24
Training Program	A defined sequence of instruction with competencies in a specific area and may be for-credit or not-for-credit.
Transfer Program	A community and technical college program intended to prepare a student to transfer to a baccalaureate institution or program.
Transfer Rate	Percentage of credit students enrolled in community and technical colleges in a given Fall semester and enrolled in a baccalaureate institution the next Fall semester.
Workshop	An offering of knowledge over a period of time, usually no more than one or two days, that generally combines instruction with laboratory or experimental activity.

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2007-2008

INSTITUTION: Southern West Virginia Community and Technical College

I. ACCESS

1.	Population of citizens age 18-54 in community and technical college district:	128,242
2.	Number of citizens age 18 and above enrolled in community and technical college credit and non-credit programs/courses:	
	a. credit	2,264
	b. non-credit	2,749
3.	Participation rate: - enrollment/population = participation rate	3.90%
4.	Adult population enrollment: <i>Number of students 25-44 years of age enrolled in community and technical college programs/courses:</i>	
	a. credit	628
	b. non-credit	1,441
5.	Traditional age enrollment: <i>Number of students 18-24 years of age enrolled in community and technical college programs/courses:</i>	
	a. credit	1,355
	b. non-credit	411
6.	Early admission enrollment:	
	a. Dual credit enrollment (headcount)	161
	b. Other	61

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2007-2008

INSTITUTION: Southern West Virginia Community and Technical College

II. WORKFORCE DEVELOPMENT

1.	Number of career-technical certificate degrees and associate degrees offered:	
	a. Certificate degrees	7
	b. Associate degrees	19
2.	Number of students enrolled in career-technical certificate degree and associate degree programs:	
	a. Certificate degrees	45
	b. Associate degrees	884
3.	Number of students completing a one-year career-technical certificate degree program:	37
4.	Number of students completing a skill set certificate other than the one-year certificate degree program:	1,117
5.	Number of students completing a career-technical associate degree:	192
6.	Job placement rate of career-technical program completers:	78.30%
7.	Number of new programs implemented in:	
	a. Certificate/AAS in Technical Studies Programs	1
	b. AAS in Occupational Development Programs	0
8.	Number of workforce education or training programs delivered to employers:	
	a. credit (15a + 16a) from key elements matrix	0
	b. non-credit (15b + 16b) from key elements matrix	345

9.	Number of courses/programs offered at an employer site:	
	a. credit (#16a from key elements matrix)	12
	b. non-credit (#16b from key elements matrix)	115
10.	Total number of enrollees receiving workforce education or training programs: (duplicated Headcount) (#17 from key elements matrix)	3,839
11.	Total number of training contact (clock) hours delivered: (#17 from key elements matrix:)	63,503
12.	Total number of focused courses and workshops offered pertaining to entrepreneurship skill development:	21
13.	Total number of 25% Higher Education Adult Part-time Student (HEAPS) grant participants:	142

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2007-2008

INSTITUTION: Southern West Virginia Community and Technical College

III. STUDENT SUCCESS

1. Percentage of students successfully meeting the appropriate levels in the areas of mathematics and reading on the ACT WorkKeys assessment:	Council
2. Percentage of students successfully completing required national and state licensure/certificate exams in field of study:	95.10%
3. Number of certificate degrees awarded:	37
4. Number of associate degrees awarded:	226
5. Graduation rate:	
a. 3-year graduation rate:	9.40%
b. 6-year graduation rate:	24.40%
6. Retention rate:	64.50%

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2007-2008

INSTITUTION: Southern West Virginia Community and Technical College

IV. IMPROVED LITERACY

1. Percentage of students enrolled in developmental education successfully completing the course(s):

- English

231	370	62.40%
Numerator	Denominator	%

- Mathematics

582	984	59.10%
Numerator	Denominator	%

- Reading

178	266	66.90%
Numerator	Denominator	%

2. Percentage of students enrolled in developmental education courses successfully completing the next subsequent college-level course work:

- English

91	132	68.90%
Numerator	Denominator	%

- Mathematics

36	54	66.70%
Numerator	Denominator	%

3. Percentage of students enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:

593	1,694	35.00%
Numerator	Denominator	%

4. Percentage of students **not** enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:

368	1,879	19.60%
Numerator	Denominator	%

5. Percentage of developmental education enrollment above the age of 25:

239	1,032	23.20%
Numerator	Denominator	%

6. Number of new partnerships developed with Adult Basic Education programs to improve the literacy rate:

0

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2007-2008

INSTITUTION: Southern West Virginia Community and Technical College

V. COLLABORATION

1. Total number of courses brokered from other higher education institutions in West Virginia:	8
2. Total number of courses brokered from out-of-state institutions:	99
3. Total number of postsecondary courses brokered from or in collaboration with vocational/technical centers in West Virginia:	18
4. Total number of EDGE students matriculating to postsecondary education:	25
5. New Tech Prep 4+2 programs created:	0
6. Total number of programs made available through collaboration and partnerships with private education providers:	2
7. Total number of programs made available through collaboration and partnerships with employers:	42
8. Total number of programs offered in collaboration with public agencies:	1

COMMUNITY AND TECHNICAL COLLEGE PERFORMANCE INDICATORS

Academic Year 2007-2008

INSTITUTION: Southern West Virginia Community and Technical College

VI. TRANSFER EDUCATION

1. Percentage of community and technical college students that are enrolled in transfer programs:	<u>1,177</u>	<u>2,273</u>	<u>51.78%</u>
	Numerator	Denominator	%
2. Number of community and technical college students transferring to baccalaureate programs:			<u>180</u>
3. Percentage of transfer graduates receiving a baccalaureate degree within five-years upon transfer:			<u>47.30%</u>
			%

Workforce Development Key Elements Matrix

Community & Technical College Work Force Centers

Institution: Southern West Virginia Community & Technical College

System Goal	Components	OD	Elements/Activities	Evaluation			Funding						
				Count (sessions, programs etc)	Count (Bodies, Participants)	Contact Hours (Duplicated)	Self Funding Institutional Resources	Private Company, Non-profit	Development Office Funds	HEPC, Legislative	Federal and related funding		
Customized Employer Services	Design/Development Projects	1	Needs Analysis	19								x	
		2	Job/Task Analysis/Profiling	4									x
		3	Material Development, Design	18									x
		4	Curriculum Development	20									x
		5	Pilot Training Delivery (Demonstration)	12	579				x				x
		6	Train the Trainer	7	60	736	x						x
		7	Structured OJT Design	0									
		8	Pre-employment Program Design	1					x				
	9	ACT Center Modules (training modules)	0										
	Workplace Education	10	Skill/Knowledge Validation	135	1,010	36,243	x	x					x
		11	Professional Development	68	677	4,193	x	x					
		12	License Required Continuing Education	19	493	3,952	x	x					x
		13	Vocational/Skill upgrade	122	1,599	18,379	x	x			x		x
		14	Train the Trainer Delivered	13	60	736		x					x
		15	On Site (Sessions, numbers, hours)	230	2,324	41,920							
		15a	On Site, Credit (Sessions, numbers, hrs)	0	0	0							
		15b	On Site, Non-Credit (Sessions, #, hrs)	230	2,324	41,920							
		16	Off Site (Sessions, numbers, hours)	127	1,515	21,583							
		16a	Off Site, Credit (Sessions, #, hours)	12	10	6,100							
	16b	Off Site, Non-Credit (Sessions, #, hours)	115	1,505	15,483								
	17	Total On Site and Off Site (15 + 16)	357	3,839	63,503								
	Industry Collaboration	18	Grant Fund Procurement	27									
		19	Facilitation (sessions)	62									
		20	Facility Usage (Hours, equipment, etc)	113	4,468								
		21	Meeting Support (Registration, certificates)	17									
22		Board Membership	22										
23		Board Leadership (Committee Chair etc)	10										
24		Partnerships with other CTC	2										
25		Business Consulting	188	115	631								

Evaluation: Collecting data by counting, hours

Reporting Entities: WV CTCS Chancellor's Office, WVDO, WIA, Etc

Note: SBDC activity is reported to the SBDC Office. Training activity of SBDC is included according to type.

Workforce Development- Education and training activities that provide individuals with necessary skills to enter employment, enhance the skill level and availability of a workforce for business attraction, expansion, retention, increased productivity or advances the economic development of West Virginia.

Items 10 - 14 should = 15 + 16

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Community and Technical College Performance Indicators

Definitions

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Adult Basic Education	Program administered by the West Virginia Department of Education that assists individuals in enhancing general education skills and preparing for the General Education Development (GED) examination.
Adult Students	Students age 25 or above.
Associate Degree	A defined program for students in a specific occupational area consisting of a minimum of sixty (60) collegiate credit hours.
Baccalaureate Program	College courses or programs leading to a four-year degree.
Brokering	The act of a community and technical college facilitating the delivery of a program or course into the district from another educational provider.
Business Consultation	A one-on-one meeting between college personnel, students, or business assistance organizations hosted by the college with a representative for a "for profit" or nonprofit business organization at which meeting technical information is conveyed to or assistance is rendered to the business organization. The number of sessions is the number of distinct occurrences of assistance; the number of hours is the total number of hours of assistance rendered. Examples of business consultations are (but not limited to) student business internships, business consulting by college faculty, technical support given to businesses housed within a business incubator owned or managed by the college, and technical support provided to businesses by Small Business Development Center personnel.
Career-Technical Program	Community and technical college degree programs that prepare students to enter the workforce directly upon completion of the program.
Career-Technical Skill Set	Instruction of varying lengths in a specific occupational area, which may be for collegiate credit or non-credit.

Certificate/AAS in Technical Studies Program	Program administered by a West Virginia community and technical college that is either customized to meet an employer or group of employers' needs or recognizes employer training programs for college credit.
Certificate Degree Program	A defined program of study in a specific occupational area consisting of a minimum of thirty (30) collegiate credit hours.
College-Going Rate	The percentage of high school graduates in the community and technical college consortia district enrolling in post-secondary education during the Fall term following graduation.
Consortia District	The counties in West Virginia that comprise a geographic region as defined in WV Code 18B-3C-4.
Contact Hours	Number of Students X Number of Session Hours <i>Example:</i> 10 students x 3 hour session = 30 contact hours
Credit Program	Those programs delivered by a community and technical college that are assigned a specific number of college credits.
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Dual Credit	Those courses in which an early admission student is receiving both high school and college credit for the course.
Early Admission Students	High school students enrolled in a college-level course.
Education Program	A defined sequence of instruction that results in the awarding of collegiate credit.
Entrepreneurship Program	Programs developed to assist individuals in operating their own business or to be self-employed.
Graduation Rate	The percentage of first-time, full-time freshmen graduating with an associate degree in three years, or a certificate degree in two years.
Job Placement	Full-time or part-time employment in a field or related field of study, continuation of education or enlistment in military service.
Non-Credit Program	Those programs delivered by a community and technical college that are not assigned a designated college credit unit, and in most cases, are not counted as meeting requirement for degree completion, but does lead to specific skills or skill enhancement.
Non-Traditional Age Student	Students age 25 and above
Participation Rate	Percentage of citizens in a given district attending a community and technical college.

Program	A program (as distinguished from the one-year Certificate Degree Program) that is a coherent, specialized curriculum or skill sets designed to deliver a specific body of knowledge for personal/career development or professional continuing education.
Retention Rate	The percentage of first-time, full-time freshmen enrolled during the Fall semester and enrolled for the next Fall semester at any West Virginia public higher education institution.
Traditional Age Student	Students between the ages of 18-24
Training Program	A defined sequence of instruction with competencies in a specific area and may be for-credit or not-for-credit.
Transfer Program	A community and technical college program intended to prepare a student to transfer to a baccalaureate institution or program.
Transfer Rate	Percentage of credit students enrolled in community and technical colleges in a given Fall semester and enrolled in a baccalaureate institution the next Fall semester.
Workshop	An offering of knowledge over a period of time, usually no more than one or two days, that generally combines instruction with laboratory or experimental activity.

WV Community and Technical College System

Performance Indicator Report

Academic Year 2008 - 2009

Institution: Southern West Virginia Community and Technical College	
Contact Person: Merle Dempsey	Phone: 304.896.7415

I. ACCESS

1.	Population of citizens age 18 and above in community and technical college district:	128,424
2.	Number of citizens age 18 and above enrolled in community and technical college credit and non-credit programs/courses:	
	a. credit	2,269
	b. non-credit	2,734
3.	Participation rate: - enrollment/population = participation rate	3.90%
4.	Adult population enrollment:	
	<i>Number of students 25-44 years of age enrolled in community and technical college programs/courses:</i>	
	a. credit	591
	b. non-credit	1,613
5.	Traditional age enrollment:	
	<i>Number of students 18-24 years of age enrolled in community and technical college programs/courses:</i>	
	a. credit	1,376
	b. non-credit	402
6.	Early admission enrollment:	
	a. Dual credit enrollment (headcount)	200
	b. Other	26

**WV Community and Technical College System
Performance Indicator Report
Academic Year 2008 - 2009**

II. WORKFORCE DEVELOPMENT

1.	Number of career-technical certificate degrees and associate degrees offered:	
	a. Certificate degrees	<u>8</u>
	b. Associate degrees	<u>21</u>
2.	Number of students enrolled in career-technical certificate degree and associate degree programs:	
	a. Certificate degrees	<u>47</u>
	b. Associate degrees	<u>915</u>
3.	Number of students completing a one-year career-technical certificate degree program:	<u>53</u>
4.	Number of students completing a skill set certificate other than the one-year certificate degree program:	<u>2,034</u>
5.	Number of students completing a career-technical associate degree:	<u>215</u>
6.	Job placement rate of career-technical program completers:	<u>77.40%</u>
7.	Number of new programs implemented in:	
	a. Certificate/AAS in Technical Studies Programs	<u>0</u>
	b. AAS in Occupational Development Programs	<u>0</u>
8.	Number of workforce education or training programs delivered to employers:	
	a. credit (15a + 16a) from key elements matrix	<u>0</u>
	b. non-credit (15b + 16b) from key elements matrix	<u>278</u>

9.	Number of courses/programs offered at an employer site:	
	a. credit (#16a from key elements matrix)	<u>5</u>
	b. non-credit (#16b from key elements matrix)	<u>38</u>
10.	Total number of enrollees receiving workforce education or training programs: (duplicated Headcount) (#17 from key elements matrix)	<u>4,490</u>
11.	Total number of training contact (clock) hours delivered: (#17 from key elements matrix)	<u>81,260</u>
12.	Total number of focused courses and workshops offered pertaining to entrepreneurship skill development:	<u>30</u>
13.	Total number of 25% Higher Education Adult Part-time Student (HEAPS) grant participants:	<u>Council</u>

WV Community and Technical College System
Performance Indicator Report
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III. STUDENT SUCCESS

1. Percentage of students successfully meeting the appropriate levels in the areas of mathematics and reading on the ACT WorkKeys assessment:	<u>Council</u>
2. Percentage of students successfully completing required national and state licensure/certificate exams in field of study:	<u>90.50%</u>
3. Number of certificate degrees awarded:	<u>53</u>
4. Number of associate degrees awarded:	<u>270</u>
5. Graduation rate:	
a. 3-year graduation rate:	<u>14.60%</u>
b. 6-year graduation rate:	<u>24.60%</u>
6. Retention rate:	<u>58.50%</u>

WV Community and Technical College System

Performance Indicator Report

Academic Year 2008 - 2009

IV. IMPROVED LITERACY

1.	Percentage of students enrolled in developmental education successfully completing the course(s):			
	- English	<u>202</u> Numerator	<u>320</u> Denominator	<u>63.13%</u> %
	- Mathematics	<u>505</u> Numerator	<u>864</u> Denominator	<u>58.45%</u> %
	- Reading	<u>152</u> Numerator	<u>221</u> Denominator	<u>68.78%</u> %
2.	Percentage of students enrolled in developmental education courses successfully completing the next subsequent college-level course work:			
	- English	<u>85</u> Numerator	<u>122</u> Denominator	<u>69.67%</u> %
	- Mathematics	<u>24</u> Numerator	<u>31</u> Denominator	<u>77.42%</u> %
3.	Percentage of students enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:			
		<u>619</u> Numerator	<u>1,795</u> Denominator	<u>34.48%</u> %
4.	Percentage of students not enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:			
		<u>389</u> Numerator	<u>1,507</u> Denominator	<u>25.81%</u> %
5.	Percentage of developmental education enrollment above the age of 25:			
		<u>246</u> Numerator	<u>920</u> Denominator	<u>26.74%</u> %
6.	Number of new partnerships developed with Adult Basic Education programs to improve the literacy rate:			<u>0</u>

**WV Community and Technical College System
Performance Indicator Report
Academic Year 2008 - 2009**

V. COLLABORATION

1.	Total number of courses brokered from other higher education institutions in West Virginia:	<u>8</u>
2.	Total number of courses brokered from out-of-state institutions:	<u>69</u>
3.	Total number of postsecondary courses brokered from or in collaboration with vocational/technical centers in West Virginia:	<u>4</u>
4.	Total number of EDGE students matriculating to postsecondary education:	<u>11</u>
5.	New Tech Prep 4+2 programs created:	<u>0</u>
6.	Total number of programs made available through collaboration and partnerships with private education providers:	<u>2</u>
7.	Total number of programs made available through collaboration and partnerships with employers:	<u>49</u>
8.	Total number of programs offered in collaboration with public agencies:	<u>3</u>

WV Community and Technical College System
Performance Indicator Report
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VI. TRANSFER EDUCATION

1.	Percentage of community and technical college students that are enrolled in transfer programs:	<u>1,322</u>	<u>2,548</u>	<u>51.88%</u>
		Numerator	Denominator	%
2.	Number of community and technical college students transferring to baccalaureate programs:			<u>191</u>
3.	Percentage of transfer graduates receiving a baccalaureate degree within five-years upon transfer:			<u>52.90%</u>

Workforce Development Key Elements Matrix

Community and Technical College Work Force Centers

				Evaluation			Funding						
				Count (sessions, programs etc)	Count (Bodies, Participants)	Contact Hours (Duplicated)	Self Funding Institutional Resources	Private Company, Non-profit	Development Office Funds	HEPC, Legislative	Federal and related funding		
Institution: Southern WV Community and Technical College													
System Goal	Components	OD*	Elements/Activities										
Customized Employer Services	Design/Development Projects	1	Needs Analysis	7							X	X	
		2	Job/Task Analysis/Profiling	0									
		3	Material Development, Design	0									
		4	Curriculum Development	9				X					
		5	Pilot Training Delivery (Demonstration)	12	106	845	X			X	X		
		6	Train the Trainer	61	70	7,632	X	X		X	X		
		7	Structured OJT Design	0									
		8	Pre-employment Program Design	0									
	Workplace Education	9	ACT Center Modules (training modules)	0	0	0							
		10	Skill/Knowledge Validation	74	1,334	51,132	X	X		X	X		
		11	Professional Development	54	825	2,597	X	X		X	X		
		12	License Required Continuing Education	23	439	3,592	X	X		X	X		
		13	Vocational/Skill upgrade	66	1,737	11,952	X	X		X	X		
		14	Train the Trainer Delivered	61	70	7,632	X	X		X	X		
		15	On Site (Sessions, numbers, hours)	240	2,405	56,063							
		15a	On Site, Credit (Sessions, numbers, hrs)	0	0	0							
		15b	On Site, Non-Credit (Sessions, #, hrs)	240	2,405	56,063							
		16	Off Site (Sessions, numbers, hours)	43	2,085	25,197							
	16a	Off Site, Credit (Sessions, #, hours)	5	85	4,355		X						
	16b	Off Site, Non-Credit (Sessions, #, hours)	38	2,000	20,842								
			17	Total On Site and Off Site (15 + 16)	283	4,490	81,260						
	Industry Collaboration	18	Grant Fund Procurement	20									
		19	Facilitation (sessions)	42	385	990							
		20	Facility Usage (Hours, equipment, etc)	174	6,370								
		21	Meeting Support (Registration, certificates)	14									
22		Board Membership	32										
23		Board Leadership (Committee Chair etc)	9										
24		Partnerships with other CTC	0										
25		Business Consulting	127	1,186	1,904								

Evaluation: Collecting data by counting, hours

Reporting Entities: WV CTCs Chancellor's Office, WVDO, WIA, Etc

Note: SBDC activity is reported to the SBDC Office. Training activity of SBDC is included according to type.

Workforce Development - Education and training activities that provide individuals with necessary skills to enter employment, enhance the skill level and availability of a workforce for business attraction, expansion, retention, increased productivity or advances the economic development of West Virginia.

Items 10 - 14 should = 15 + 16

*OD refers to the Operational Definitions

Source: Langford International, Inc.

WV Community and Technical College System

Performance Indicator Report

Definitions

AAS in Occupational Development	Program administered by West Virginia community and technical colleges in cooperation with Registered Apprenticeship programs that recognizes for college credit the competencies and skills achieved in the apprentice program.
ACT WorkKeys	An assessment program developed by American College Testing (ACT) that measures workforce readiness skills necessary to be successful in the workforce for a given occupation.
Adult Basic Education	Program administered by the West Virginia Department of Education that assists individuals in enhancing general education skills and preparing for the General Education Development (GED) examination.
Adult Students	Students age 25 or above.
Associate Degree	A defined program for students in a specific occupational area consisting of a minimum of sixty (60) collegiate credit hours.
Baccalaureate Program	College courses or programs leading to a four-year degree.
Brokering	The act of a community and technical college facilitating the delivery of a program or course into the district from another educational provider.
Business Consultation	A one-on-one meeting between college personnel, students, or business assistance organizations hosted by the college with a representative for a "for profit" or nonprofit business organization at which meeting technical information is conveyed to or assistance is rendered to the business organization. The number of sessions is the number of distinct occurrences of assistance; the number of hours is the total number of hours of assistance rendered. Examples of business consultations are (but not limited to) student business internships, business consulting by college faculty, technical support given to businesses housed within a business incubator owned or managed by the college, and technical support provided to businesses by Small Business Development Center personnel.
Career-Technical Program	Community and technical college degree programs that prepare students to enter the workforce directly upon completion of the program.
Career-Technical Skill Set	Instruction of varying lengths in a specific occupational area, which may be for collegiate credit or non-credit.
Certificate/AAS in Technical Studies Program	Program administered by a West Virginia community and technical college that is either customized to meet an employer or group of employers' needs or recognizes employer training programs for college credit.

Certificate Degree Program	A defined program of study in a specific occupational area consisting of a minimum of thirty (30) collegiate credit hours.
College-Going Rate	The percentage of high school graduates in the community and technical college consortia district enrolling in post-secondary education during the Fall term following graduation.
Consortia District	The counties in West Virginia that comprise a geographic region as defined in WV Code 18B-3C-4.
Contact Hours	Number of Students X Number of Session Hours <i>Example:</i> 10 students x 3 hour session = 30 contact hours
Credit Program	Those programs delivered by a community and technical college that are assigned a specific number of college credits.
Customized Education or Training Program	A program developed by the community and technical college that meets documented employer needs and may be for credit or non-credit, short-term or long-term.
Developmental Education	Courses, generally in areas of mathematics, reading and writing, offered to those that lack the fundamental education competencies to be successful in college-level course work.
Dual Credit	Those courses in which an early admission student is receiving both high school and college credit for the course.
Early Admission Students	High school students enrolled in a college-level course.
Education Program	A defined sequence of instruction that results in the awarding of collegiate credit.
Entrepreneurship Program	Programs developed to assist individuals in operating their own business or to be self-employed.
Graduation Rate	The percentage of first-time, full-time freshmen graduating with an associate degree in three years, or a certificate degree in two years.
Job Placement	Full-time or part-time employment in a field or related field of study, continuation of education or enlistment in military service.
Non-Credit Program	Those programs delivered by a community and technical college that are not assigned a designated college credit unit, and in most cases, are not counted as meeting requirement for degree completion, but does lead to specific skills or skill enhancement.
Non-Traditional Age Student	Students age 25 and above
Participation Rate	Percentage of citizens in a given district attending a community and technical college.

Program	A program (as distinguished from the one-year Certificate Degree Program) that is a coherent, specialized curriculum or skill sets designed to deliver a specific body of knowledge for personal/career development or professional continuing education.
Retention Rate	The percentage of first-time, full-time freshmen enrolled during the Fall semester and enrolled for the next Fall semester at any West Virginia public higher education institution.
Traditional Age Student	Students between the ages of 18-24
Training Program	A defined sequence of instruction with competencies in a specific area and may be for-credit or not-for-credit.
Transfer Program	A community and technical college program intended to prepare a student to transfer to a baccalaureate institution or program.
Transfer Rate	Percentage of credit students enrolled in community and technical colleges in a given Fall semester and enrolled in a baccalaureate institution the next Fall semester.
Workshop	An offering of knowledge over a period of time, usually no more than one or two days, that generally combines instruction with laboratory or experimental activity.

WV Community and Technical College System
Performance Indicator Report
Academic Year 2009 - 2010

Institution: Southern West Virginia Community and Technical College	
Contact Person: Pamela Alderman	Phone: 304.896.7302

I. ACCESS

1.	Population of citizens age 18 and above in community and technical college district:	<u>128,242</u>
2.	Number of citizens age 18 and above enrolled in community and technical college credit and non-credit programs/courses:	
	a. credit	<u>2,575</u>
	b. non-credit	<u>2,951</u>
3.	Participation rate: - enrollment/population = participation rate	<u>4.30%</u>
4.	Adult population enrollment:	
	<i>Number of students 25-44 years of age enrolled in community and technical college programs/courses:</i>	
	a. credit	<u>651</u>
	b. non-credit	<u>1,655</u>
5.	Traditional age enrollment:	
	<i>Number of students 18-24 years of age enrolled in community and technical college programs/courses:</i>	
	a. credit	<u>1,415</u>
	b. non-credit	<u>338</u>
6.	Early admission enrollment:	
	a. Dual credit enrollment (headcount)	<u>467</u>
	b. Other	<u>32</u>

**WV Community and Technical College System
Performance Indicator Report
Academic Year 2009 - 2010**

II. WORKFORCE DEVELOPMENT

1.	Number of career-technical certificate degrees and associate degrees offered:	
	a. Certificate degrees	12
	b. Associate degrees	24
2.	Number of students enrolled in career-technical certificate degree and associate degree programs:	
	a. Certificate degrees	39
	b. Associate degrees	942
3.	Number of students completing a one-year career-technical certificate degree program:	27
4.	Number of students completing a skill set certificate other than the one-year certificate degree program:	2,426
5.	Number of students completing a career-technical associate degree:	185
6.	Job placement rate of career-technical program completers:	72.70%
7.	Number of new programs implemented in:	
	a. Certificate/AAS in Technical Studies Programs	1
	b. AAS in Occupational Development Programs	0
8.	Number of workforce education or training programs delivered to employers:	
	a. credit (15a + 16a) from key elements matrix	0
	b. non-credit (15b + 16b) from key elements matrix	261

9.	Number of courses/programs offered at an employer site:	
	a. credit (#16a from key elements matrix)	<u>0</u>
	b. non-credit (#16b from key elements matrix)	<u>113</u>
10.	Total number of enrollees receiving workforce education or training programs: (duplicated Headcount) (#17 from key elements matrix)	<u>5,072</u>
11.	Total number of training contact (clock) hours delivered: (#17 from key elements matrix:)	<u>61,447</u>
12.	Total number of focused courses and workshops offered pertaining to entrepreneurship skill development:	<u>28</u>
13.	Total number of 25% Higher Education Adult Part-time Student (HEAPS) grant participants:	<u>No info provided</u>

WV Community and Technical College System
Performance Indicator Report
Academic Year 2009 - 2010

III. STUDENT SUCCESS

1.	Percentage of students successfully completing required national and state licensure/certificate exams in field of study:	<u>98.00%</u>
2.	Number of certificate degrees awarded:	<u>27</u>
3.	Number of associate degrees awarded:	<u>225</u>
4.	Graduation rate:	
	a. 3-year graduation rate:	<u>10.40%</u>
	b. 6-year graduation rate:	<u>28.50%</u>
5.	Retention rate:	<u>63.60%</u>

WV Community and Technical College System

Performance Indicator Report

Academic Year 2009 - 2010

IV. IMPROVED LITERACY

1.	Percentage of students enrolled in developmental education successfully completing the course(s):			
	- English	<u>247</u> Numerator	<u>375</u> Denominator	<u>65.9%</u> %
	- Mathematics	<u>626</u> Numerator	<u>967</u> Denominator	<u>64.7%</u> %
	- Reading	<u>169</u> Numerator	<u>249</u> Denominator	<u>67.9%</u> %
2.	Percentage of students enrolled in developmental education courses successfully completing the next subsequent college-level course work:			
	- English	<u>86</u> Numerator	<u>142</u> Denominator	<u>60.6%</u> %
	- Mathematics	<u>50</u> Numerator	<u>64</u> Denominator	<u>78.1%</u> %
3.	Percentage of students enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:			
		<u>618</u> Numerator	<u>1,753</u> Denominator	<u>35.3%</u> %
4.	Percentage of students not enrolled in developmental education courses successfully completing a certificate or associate degree within five-years of initial enrollment:			
		<u>368</u> Numerator	<u>1,449</u> Denominator	<u>25.4%</u> %
5.	Percentage of developmental education enrollment above the age of 25:			
		<u>278</u> Numerator	<u>1,018</u> Denominator	<u>27.3%</u> %
6.	Number of new partnerships developed with Adult Basic Education programs to improve the literacy rate:			<u>0</u>

**WV Community and Technical College System
Performance Indicator Report
Academic Year 2009 - 2010**

V. COLLABORATION

1. Total number of courses brokered from other higher education institutions in West Virginia:	<u>9</u>
2. Total number of courses brokered from out-of-state institutions:	<u>70</u>
3. Total number of postsecondary courses brokered from or in collaboration with vocational/technical centers in West Virginia:	<u>0</u>
4. Total number of EDGE students matriculating to postsecondary education:	<u>15</u>
5. New Tech Prep 4+2 programs created:	<u>0</u>
6. Total number of programs made available through collaboration and partnerships with private education providers:	<u>2</u>
7. Total number of programs made available through collaboration and partnerships with employers:	<u>57</u>
8. Total number of programs offered in collaboration with public agencies:	<u>4</u>

WV Community and Technical College System
Performance Indicator Report
Academic Year 2009 - 2010

VI. TRANSFER EDUCATION

1.	Percentage of community and technical college students that are enrolled in transfer programs:	<u>1,085</u> Numerator	<u>2,619</u> Denominator	<u>41.4%</u> %
2.	Number of community and technical college students transferring to baccalaureate programs:			<u>236</u>
3.	Percentage of transfer graduates receiving a baccalaureate degree within five-years upon transfer:			<u>55.10%</u>

Workforce Development Key Elements Matrix

Community and Technical College Work Force Centers

Institution: **Southern West Virginia Community and Technical College**

System Goal	Components	OD*	Elements/Activities	Evaluation			Funding				
				Count (sessions, programs etc)	Count (Bodies, Participants)	Contact Hours (Duplicated)	Self Funding Institutional Resources	Private Company, Non-profit	Development Office Funds	HEPC, Legislative	Federal and related funding
Customized Employer Services	Design/Development Projects	1	Needs Analysis	2			X				
		2	Job/Task Analysis/Profiling	0							
		3	Material Development, Design	0							
		4	Curriculum Development	10							
		5	Pilot Training Delivery (Demonstration)	1							
		6	Train the Trainer	2	6	124	X			X	
		7	Structured OJT Design	0							
		8	Pre-employment Program Design	0							
	Workplace Education	9	ACT Center Modules (training modules)	0							
		10	Skill/Knowledge Validation	69	592	29,148	X	X		X	
		11	Professional Development	33	451	865	X	X		X	
		12	License Required Continuing Education	52	2,183	17,002	X	X		X	
		13	Vocational/Skill upgrade	104	1,834	14,260	X	X		X	
		14	Train the Trainer Delivered	3	12	172	X	X		X	
		15	On Site (Sessions, numbers, hours)	148	1,747	33,897					
		15a	On Site, Credit (Sessions, numbers, hrs)	0	0	0					
		15b	On Site, Non-Credit (Sessions, #, hrs)	148	1,747	33,897					
		16	Off Site (Sessions, numbers, hours)	113	3,325	27,550					
	16a	Off Site, Credit (Sessions, #, hours)	0	0	0						
	16b	Off Site, Non-Credit (Sessions, #, hours)	113	3,325	27,550						
	17	Total On Site and Off Site (15 + 16)	261	5,072	61,447						
	Industry Collaboration	18	Grant Fund Procurement	17							
		19	Facilitation (sessions)	24	126	255	X				
		20	Facility Usage (Hours, equipment, etc)	194	6,658						
		21	Meeting Support (Registration, certificates)	15							
22		Board Membership	32								
23		Board Leadership (Committee Chair etc)	8								
24		Partnerships with other CTC	2								
25		Business Consulting	85	248	554						

Evaluation: Collecting data by counting, hours

Reporting Entities: WV CTCS Chancellor's Office, WVDO, WIA, Etc

Note: SBDC activity is reported to the SBDC Office. Training activity of SBDC is included according to type.

Workforce Development - Education and training activities that provide individuals with necessary skills to enter employment, enhance the skill level and availability of a workforce for business attraction, expansion, retention, increased productivity or advances the economic development of West Virginia.

Items 10 - 14 should = 15 + 16

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Source: Langford International, Inc.

WV Community and Technical College System

Performance Indicator Report

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Adult Students	Students age 25 or above.
Associate Degree	A defined program for students in a specific occupational area consisting of a minimum of sixty (60) collegiate credit hours.
Baccalaureate Program	College courses or programs leading to a four-year degree.
Brokering	The act of a community and technical college facilitating the delivery of a program or course into the district from another educational provider.
Business Consultation	A one-on-one meeting between college personnel, students, or business assistance organizations hosted by the college with a representative for a "for profit" or nonprofit business organization at which meeting technical information is conveyed to or assistance is rendered to the business organization. The number of sessions is the number of distinct occurrences of assistance; the number of hours is the total number of hours of assistance rendered. Examples of business consultations are (but not limited to) student business internships, business consulting by college faculty, technical support given to businesses housed within a business incubator owned or managed by the college, and technical support provided to businesses by Small Business Development Center personnel.
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Certificate/AAS in Technical Studies Program	Program administered by a West Virginia community and technical college that is either customized to meet an employer or group of employers' needs or recognizes employer training programs for college credit.

Certificate Degree Program	A defined program of study in a specific occupational area consisting of a minimum of thirty (30) collegiate credit hours.
College-Going Rate	The percentage of high school graduates in the community and technical college consortia district enrolling in post-secondary education during the Fall term following graduation.
Consortia District	The counties in West Virginia that comprise a geographic region as defined in WV Code 18B-3C-4.
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Dual Credit	Those courses in which an early admission student is receiving both high school and college credit for the course.
Early Admission Students	High school students enrolled in a college-level course.
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Entrepreneurship Program	Programs developed to assist individuals in operating their own business or to be self-employed.
Graduation Rate	The percentage of first-time, full-time freshmen graduating with an associate degree in three years, or a certificate degree in two years.
Job Placement	Full-time or part-time employment in a field or related field of study, continuation of education or enlistment in military service.
Non-Credit Program	Those programs delivered by a community and technical college that are not assigned a designated college credit unit, and in most cases, are not counted as meeting requirement for degree completion, but does lead to specific skills or skill enhancement.
Non-Traditional Age Student	Students age 25 and above
Participation Rate	Percentage of citizens in a given district attending a community and technical college.

Program	A program (as distinguished from the one-year Certificate Degree Program) that is a coherent, specialized curriculum or skill sets designed to deliver a specific body of knowledge for personal/career development or professional continuing education.
Retention Rate	The percentage of first-time, full-time freshmen enrolled during the Fall semester and enrolled for the next Fall semester at any West Virginia public higher education institution.
Traditional Age Student	Students between the ages of 18-24
Training Program	A defined sequence of instruction with competencies in a specific area and may be for-credit or not-for-credit.
Transfer Program	A community and technical college program intended to prepare a student to transfer to a baccalaureate institution or program.
Transfer Rate	Percentage of credit students enrolled in community and technical colleges in a given Fall semester and enrolled in a baccalaureate institution the next Fall semester.
Workshop	An offering of knowledge over a period of time, usually no more than one or two days, that generally combines instruction with laboratory or experimental activity.

Workforce Development Key Elements Matrix

Community & Technical College Work Force Centers

Institution: Southern WV CTC

System Goal	Components	OD	Elements/Activities	Evaluation				Funding						
				Count (Bodies, Participants)	Contact Hours (Duplicated)	Number of Completers	Sessions	Self Funding Institutional Resources	Private Company, Non-profit	HEAPS Approved Programs	CTCS, Legislative	Federal Funding		
Workforce Development	Workforce	1	On-line workforce/CE enrollment	1	24	1	1							
		1a	Credit	0	0	0	0							
		1b	Non-Credit	1	24	1	1							
		2	Skill Enhancement Courses/Workshops	2,960	37,315	2,960	138							
		2a	Credit	0	0	0	0							
		2b	Non-Credit	2,960	37,315	2,960	138							
		3	Skill Sets	2,752	48,469	2,752	127							
		3a	Credit	0	0	0	0							
		3b	Non-Credit	2,752	48,469	2,752	127							
		4	Advanced Skill Sets	0	0	0	0							
		4a	Credit	0	0	0	0							
		4b	Non-Credit	0	0	0	0							
		5	Entrepreneurship Courses/Workshops	125	289	125	20							
		5a	Credit	0	0	0	0							
		5b	Non-Credit	125	289	125	20							
		6	On Site (Sessions, number, hours)	1,990	51,725	1,990	144							
	6a	On Site-Credit (Sessions, #, hrs)	0	0	0	0								
	6b	On Site Non-Credit (Sessions, #, hrs)	1,990	51,725	1,990	144								
	7	Off Site (Sessions, number, hours)	3,847	34,342	3,847	141								
	7a	Off Site Credit (Sessions, #, hrs)	0	0	0	0								
	7b	Off Site Non-Credit (Sessions, #, hrs)	3,847	34,342	3,847	141								
	8	Total On Site & Off Site (6 + 7)	5,837	86,067	5,837	285								
	9	Number Employers Served	24			126								
	9a	Credit	0			0								
	9b	Non-Credit	24			126								
	10	Contracted Training Enrollment	4,223	41,144	4,223	116								
	10a	Credit	0	0	0	0								
	10b	Non-Credit	4,223	41,144	4,223	116								
	11	Brokered Courses (Number)	60											
	12	Collaborative Programs (Number)	7											
	13	Partnerships with other CTC (Number)	0											
	14	Regional Industry Sector Partnerships	1											
Grant Funding	1	New Program Development						6	3					

Workforce Development Key Elements Matrix
Period of July 1, 2011 through June 30, 2012

Institution:		Southern West Virginia Community and Technical College		Evaluation		
Components	OD	Elements/Activities	Registrations	Total Contact Hours Delivered*	Number of Completers	
Skill Set Classification	1. Skill Enhancement (Less than 15 contact hours per student)					
	1a.	Credit	0	0	0	
	1b.	Non-Credit	1712	12268	1712	
	1c.	Skill Enhancement Subtotal	1712	12268	1712	
	2. Skill Set (15 to 179 contact hours per student)					
	2a.	Credit	0	0	0	
	2b.	Non-Credit	720	46212	720	
	2c.	Skill Set Sub Total	720	46212	720	
	3. Advanced Skill Set (180-435 contact hours per student)					
	3a.	Credit	0	0	0	
3b.	Non-Credit	0	0	0		
3c.	Advanced Skill Set Sub Total	0	0	0		
TOTAL SKILL SETS DELIVERED (1c + 2c + 3c)			2432	58480	2432	
Unique Courses and Workshops (if applicable, will be duplicated in 1,2 or 3)	4. Entrepreneurship Courses/Workshops					
	4a.	Credit	0	0	0	
	4b.	Non-Credit	133	260	133	
	4c.	Sub Total	133	260	133	
	5. Required Professional Continuing Education Courses					
	5a.	Credit	0	0	0	
5b.	Non-Credit	992	7941	992		
5c.	Sub Total	992	7941	992		
Delivery Modality	6. On-Site Delivery					
	6a.	Credit	0	0	0	
	6b.	Non-Credit	2197	54545	2197	
	6c.	Subtotal	2197	54545	2197	
	7. Off-Site Delivery					
	7a.	Credit	0	0	0	
	7b.	Non-Credit	1435	13180	1,435	
	7c.	Sub Total	1435	13180	1435	
	8. Online Delivery					
	8a.	Credit	0	0	0	
	8b.	Non-Credit	4	96	4	
	8c.	Subtotal	4	96	4	
	9. Hybrid Delivery (combination of on-site, off-site or online)					
	9a.	Credit	0	0	0	
	9b.	Non-Credit	34	62	34	
9c.	Sub Total	34	62	34		
TOTAL SKILL SETS BY MODALITY (6c + 7c + 8c + 9c)			3670	67883	3670	
EMPLOYEES SERVED						
Service to Employers	10. Number of Employers Served		Count			
	10a.	Number of Employers who received a product or actual training	24			
	10. Contracted Training Enrollment (may be duplicated in 1,2 or 3)		Registrations	Total Contact Hours	Number of Completers	
	10a.	Credit	0	0	0	
	10b.	Non-Credit	1776	47297	1,776	
10c.	Sub Total	1776	47297	1776		
INDUSTRY COLLABORATION						
Industry Collaboration	Elements/Activities		Count			
	11	Brokered Courses (Number)	59			
	12	Collaborative Programs (Number)	9			
	13	Partnerships with other CTC (Number)	0			
14	Regional Industry Sector Partnerships (Number)	1				
FUNDING						
Grant Funding	External Funding Generated		Corporate, Company, or Non-Profit Funding	Federal Funding		
	1	External Funding Generated (in dollars)	\$273,077.66	\$ -		