

**Southern West Virginia Community and Technical College**  
**President's Cabinet**  
**Meeting of September 10, 2019**  
**9:30 a.m.**  
**Building C, Room 428, Logan Campus**

**AGENDA**

1. Verification of Quorum and Call to Order . . . . . Dr. Robert Gunter
2. President . . . . . Dr. Gunter
  - 2.1 *Great Colleges to Work For*® 2019 Comments Report
3. Academic Affairs . . . . . Dr. Deanna Romano
  - 3.1 HLC Focused Report Update
4. Institutional Advancement . . . . . Ms. Rita Roberson
  - 4.1 Recruitment and Outreach Specialist Position
  - 4.2 Website Update
5. Information Technology Services . . . . . Mr. Thomas Cook
  - 5.1 Telephone System Update
  - 5.2 Listserv Update
6. Executive Council Requests for Approval . . . . . Dr. Romano
  - 6.1 SCP-2218, *Evaluation of Full-time Faculty*, and SCP-2218.A, *Faculty Evaluation Forms*
  - 6.2 SCP-4786, *Transfer Student Requirements and Credit Evaluation*
  - 6.3 SCP-7125, *Information Technology Acceptable Usage*
  - 6.4 SCP-7720, *Security of Information Technology*
  - 6.5 SIP-2171, *Faculty Credentialing and Tested Experience*
7. Other . . . . . President Gunter
8. Adjournment and Next Meeting: Tuesday, October 8, 2019, 9:30 a.m., Building C, Room 428, Logan Campus

**Southern West Virginia Community and Technical College  
President's Cabinet  
Meeting of September 10, 2019  
9:30 a.m.  
Building C, Room 428, Logan Campus**

**OFFICIAL MINUTES**

**Members Present:** Robert Gunter, Chair and President; Allyn Sue Barker, VP for Workforce and Community Development; Tom Cook, Chief Information Officer; Samuel Litteral, VP for Finance and Administration; Charles Lopez, VP for Student Services; Rita Roberson, VP for Institutional Advancement; Deanna Romano, VP for Academic Affairs

**Members Absent:** None

**Staff Present:** Emma Baisden, Recorder

**1. Verification of Quorum and Call to Order**

President Robert Gunter declared a quorum present and convened the meeting at 9:30 a.m.

**2. President**

**2.1 2019 Great Colleges To Work For® Comments Report**

President Gunter asked the group if anyone had reviewed the 2019 Great Colleges To Work For® survey questions and results that were distributed to Cabinet members at the August meeting. The group concurred that results of the faculty and exempt staff appear similar, and administration and nonexempt staff appears similar. President Gunter plans to share the results and comments with the Board of Governors at its October 15 meeting. The Employee Comments Report is more positive than the Full Data Set Results by Job Category. The Comments Report and Data Set Report results do not match. Communication was again identified as a consistent problem which needs to be resolved. Senior management must acknowledge that a disconnect exists. Employees commented that they would like the opportunity to grow in their careers and to be able to come up through the ranks to management positions which become available. Development of a leadership program for current employees was suggested. President Gunter will hire the most qualified applicant for positions available. All Cabinet members agreed that measures should be taken to improve. The group determined that most comments were positive. However, there were a number of comments regarding pay raises even though an average pay increase of 13% has been provided to all employees over the past three (3) years. Vice President Litteral informed the group that the State of West Virginia hired a firm to conduct a study to determine the pay scale for classified staff salaries. The firm established salary ranges and organized them into salary grades. Each job is assigned a salary grade that represents employees performing similar work using similar knowledge, skills and abilities. Since employees have different levels of experience and education, quartiles are used to determine where an employee should be placed in the salary range. The Vice Chancellor for Human Resources met with Southern's Classified Staff Council to explain how pay scales are determined. The Community and Technical College System conducted the work on the pay scales. The Cabinet will reconvene at 8:30

a.m. on August 24<sup>th</sup> to develop talking points for the employee survey results for the October 15<sup>th</sup> Board of Governors meeting.

**3. Academic Affairs**

**3.1 HLC Focused Report Update**

Vice President Romano informed Cabinet members that the Assurance Chairs have met and provided editorial comments on the draft focused report. She has reached out to units for additional information and is pulling together data. She will have a more detailed document for the Board of Governors' October 15, 2019 meeting. The Higher Learning Commission has released webinars on revised criterion. Dr. Romano has reached out to the Criterion Chairs asking them to join her for the webinars even though they are only intended for Accreditation Liaison Officers. Vice President Barker pointed out that Southern's history section in the focused report needs to be updated to include Boyd and Lawrence counties in Kentucky as they are now part of the reciprocity agreement.

**4. Institutional Advancement**

**4.1 Recruitment and Outreach Specialist Position**

Vice President Roberson conducted a second interview with an individual who previously interviewed for this position. The candidate is traveling and should notify the Director of Human Resources today if she accepts the position. If so, her anticipated start date is September 30th.

**4.2 Website Update**

Southern's new website launched on August 26, 2019, and as stated at the August Cabinet meeting, it is not 100 percent complete and there are sections that need to be tweaked. Comments received regarding content that needs to be corrected are being worked on and will be corrected as soon as possible. President Gunter stated that he pushed to get the website launched and knew there would be information that needs to be updated. Bulldog Creative Services personnel will provide training on September 13<sup>th</sup> for individuals who have responsibility for updating content on the website. President Gunter requested for Ms. Roberson to have Ms. Katie Jarrell to determine the length of time website content updates will be held before being released to go live on the website. Bulldog Creative Services are looking at solutions to fix the base platform of the website.

**5. Information Technology Services**

**5.1 Telephone System Update**

Information Technology Services personnel have upgraded 130 of 370 employee telephones. The next phase will be the single phone line conversion which takes approximately 15-45 minutes per phone. This upgrade should occur within the next week. Mr. Cook will e-mail employees involved to notify them of the conversion. He anticipates that all phone lines will be converted to the new system by the end of the Fall Semester.

**5.2 Listserv Update**

- All Governance System listservs have been updated. Training will be provided for administrative assistants on how to upload linked documents to the cloud so attachments will not be sent with e-mails.
- Bi-weekly timecards will be placed in a folder on the shared drive instead of Human Resources sending them as attachments to all employees.
- Mr. Cook can develop a listserv for any segmentation of students needed by personnel.
- Mr. Cook distributed a "Student Classification versus Course Location Comparison" for the 2019 Fall Semester for review and discussion.

**6. Executive Council Recommendations for Approval**

The following items were presented to the President's Cabinet for approval.

**6.1 SCP-2218, *Evaluation of Full-time Faculty*, and SCP-2218.A, *Faculty Evaluation Forms***

**MOTION:** Charles Lopez made a motion to approve the recommendation for revisions made to SCP-2218 and 2218.A to align with SCP-2686 and 2686.A for submission to the Board of Governors for review and consideration for release for a 30-day comment period. Revisions made reflect the discontinuance of Series 8 and the creation of Series 55. Revisions were also made to reflect current titles and the change in removing faculty status for School Deans.

**ACTION:** Samuel Litteral seconded the motion. The motion carried and Chair Gunter declared the motion adopted and the recommendation approved.

**6.2 SCP-4786, *Transfer Student Requirements and Credit Evaluation***

**MOTION:** Charles Lopez made a motion to approve the recommendation for revisions made to SCP-4786 which reflect current titles and process. In addition, in 7.6 on page four, sentence two, underscore the language, "the student must complete 8 hours," and unstrike "at Southern" at the end of the sentence.

**ACTION:** Allyn Sue Barker seconded the motion as amended. The motion carried and Chair Gunter declared the motion adopted and the recommendation approved.

**6.3 SCP-7125, *Information Technology Acceptable Usage***

**MOTION:** Tom Cook made a motion to approve the recommendation for continuation of this policy with without revision for submission to the Board of Governors for review and consideration for release for a 30-day comment period.

**ACTION:** Samuel Litteral seconded the motion. The motion carried and Chair Gunter declared the motion adopted and the recommendation approved.

**6.4 SCP-7720, Security of Information Technology**

**MOTION:** Charles Lopez made a motion to approve the recommendation for continuation of this policy with without revision for submission to the Board of Governors for review and consideration for release for a 30-day comment period.

**ACTION:** Samuel Litteral seconded the motion. The motion carried and Chair Gunter declared the motion adopted and the recommendation approved.

**6.5 SIP-2171, Faculty Credentialing and Tested Experience**

**MOTION:** Samuel Litteral made a motion to approve the Faculty Senate's recommendation to implement the institutional procedure to be used by the Office of Academic Affairs to ensure that each faculty member employed at Southern possesses the academic preparation, training and/or tested experience to meet the minimum requirements of accrediting bodies and state agencies. The *Faculty Qualifications Including Tested Experience* for the Teaching Fields of English, Mathematics, Science, Social Science, and the School of Career and Technical Studies will be listed as attachments to SIP-2171.

**ACTION:** Charles Lopez seconded the motion as amended. The motion carried and Chair Gunter declared the motion adopted and the recommendation approved.

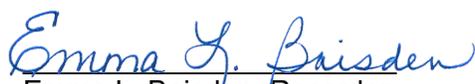
**7. Other**

7.1 President Gunter reiterated that all Southern Institutional Procedures (SIP) will go through the governance process before they are presented to the President's Cabinet for final approval.

**8. Adjournment**

Being no further business to discuss, President Gunter declared the meeting adjourned at 11:50 a.m. The next regular meeting of the President's Cabinet is scheduled for Tuesday, October 8, 2019, beginning at 9:30 a.m. in Room 428, Building C, Logan Campus.

  
for Robert E. Gunter, Chair

  
Emma L. Baisden, Recorder

# INSTITUTIONAL GOVERNANCE RECOMMENDATION FORM

RECOMMENDED BY: Faculty Senate

CHECK ONE:  Individual  Committee  Council/Senate  
CHECK ONE:  Policy Recommendation  Non-Policy Recommendation

1. BACKGROUND:

This guidance sets forth the procedure used by the Office of Academic Affairs to ensure that each faculty member employed with Southern West Virginia Community and Technical College possesses the academic preparation, training and/or tested experience to meet the minimum requirements of accrediting bodies and state agencies.

2. STATEMENT OF RECOMMENDATION:

It is recommended that the SIP be added to Southern's intranet as an administrative procedure.

3. RATIONALE:

The Higher Learning Commission requires institutions to justify and document qualifications of faculty as part of its accreditation process.

4. SUPPORTING DATA AND DOCUMENTS:

The proposed SIP is attached.

5. IDENTIFY RESOURCES THAT MAY BE REQUIRED:

Equipment	N/A
Financial	N/A
Personnel	N/A
Space	N/A
Technology	N/A
Other	N/A

6. DESCRIBE IMPACT ON OTHER COLLEGE ENTITIES: (Briefly describe how the adoption of the recommendation could impact specific departments and/or groups within the College, or how adoption would impact other policies and/or procedures).

This procedure applies to faculty at Southern West Virginia Community and Technical College and to other individuals assigned to perform faculty work.

7. Stephanie Maunts 11/28/2018  
Signature of Governance Committee Chair or Date  
Individual Submitting the Recommendation

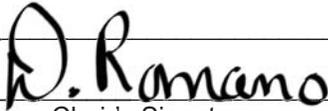
8. MANAGEMENT COUNCIL FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

RECOMMENDATION: (if applicable)

- Approved as Recommended       Approved as Modified
- Denied Recommendation         Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_

\_\_\_\_\_

  
Chair's Signature

11/28/2018  
Date

9. INSTITUTIONAL EFFECTIVENESS COMMITTEE RECOMMENDATION: (if applicable)

- Approved as Recommended       Approved as Modified
- Denied Recommendation         Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chair's Signature

Date

10. EXECUTIVE COUNCIL'S RECOMMENDATION:

- Approved as Recommended       Approved as Modified
- Denied Recommendation         Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_

\_\_\_\_\_

  
Chair's Signature

9/5/2019  
Date

11. PRESIDENT'S CABINET RECOMMENDATION:

- Approved as Recommended       Approved as Modified
- Denied Recommendation         Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_

\_\_\_\_\_

  
Chair's Signature

09/10/2019  
Date

12. BOARD OF GOVERNORS RECOMMENDATION: (if applicable)

- Approved as Recommended       Approved as Modified
- Denied Recommendation         Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chair's Signature

Date

Final Decision Copied to:

Submitting Individual, Committee Chairperson, or Council/Senate Chairperson

Revised 07/18/2018

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
ACADEMIC AFFAIRS  
PROCEDURE  
SIP-2171**

**SUBJECT:** Faculty Credentialing and Tested Experience

**REFERENCE:** The Higher Learning Commission (HLC) publication “*Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices*,” March 2016; SCP-2171, *Professional and Educational Requirements for Faculty*; SCP-2171.A, *Faculty Credentials Certification Form*

**ORIGINATION:** August 6, 2018

**EFFECTIVE:** September 10, 2019

**REVIEWED:** New

**SECTION 1. PURPOSE**

- 1.1 This guidance sets forth the procedure used by the Office of Academic Affairs to ensure that each faculty member employed with Southern West Virginia Community and Technical College possesses the academic preparation, training and/or tested experience to meet the minimum requirements of accrediting bodies and state agencies.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This procedure applies to faculty at Southern West Virginia Community and Technical College and to other individuals assigned to perform faculty work.

**SECTION 3. DEFINITIONS**

- 3.1 Tested experience - Tested experience includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline and course content in which the faculty member is teaching.

**SECTION 4. PROCEDURE**

- 4.1 The School Dean may submit guidelines for determining faculty qualifications, including tested experience as deemed appropriate.
- 4.2 Revisions to the Faculty Credentials Matrix may be proposed to the academic administration team by any of the following groups: faculty members, program directors, or academic heads. Chief Academic Officer will review the Faculty Credentials Matrix upon receipt of proposed revisions or updates. The updated Faculty Credentials Matrix will be disseminated to faculty, program directors, and Dean after each revision.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 The Higher Learning Commission requires institutions to justify and document qualifications of faculty as part of its accreditation process. The faculty hiring qualifications related to tested experience should be

reviewed and approved through the faculty governance process at the institution.

**SECTION 6. GENERAL PROVISIONS**

6.1 The general information related to the faculty credentialing procedure for implementation and review of tested experience for faculty qualification.

**SECTION 7. RESPONSIBILITIES**

- 7.1 Division Heads/Lead Faculty - Division Heads/Lead Faculty members will define minimum faculty qualification guidelines, with input from faculty, including tested experience as appropriate. These guidelines are forwarded to the School Dean for review and approval.
- 7.2 School Dean - The School Dean reviews the proposed minimum qualification guidelines for approval and then forwards the guidelines to the Faculty Senate for review and approval. The School Dean or Chair is responsible for ensuring these guidelines are reviewed every 5 years.
- 7.3 Faculty Senate - The Faculty Senate will review the proposed faculty qualifications, including tested experience, for approval. The Faculty Senate will then forward to the Chief Academic Officer.
- 7.4 Chief Academic Officer - The Chief Academic Officer, working with his/her respective leadership team and the Human Resources department, maintains a comprehensive list of faculty credential requirements and current credentialing forms.
- 7.5 Human Resources Department - The Human Resources department will maintain an electronic database of faculty credentials that contains the same information as in the Faculty Credentials folders. The Human Resources department will use this database to provide accurate, timely information to various accrediting agencies, federal/state agencies, and College departments.

**SECTION 8. CANCELLATION**

8.1 None

**SECTION 9. REVIEW STATEMENT**

9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the Cabinet-level Administrator may recommend to the President’s Cabinet that the procedure be amended or repealed.

**SECTION 10. SIGNATURES**

\_\_\_\_\_  
President 09/10/2019  
Date

\_\_\_\_\_  
Cabinet-level Administrator 09/10/2019  
Date

**Attachments:** SIP-2171.A, Faculty Qualifications Teaching Field: English  
SIP-2171.B, Faculty Qualifications Teaching Field: Mathematics

SIP-2171.C, Faculty Qualifications Teaching Field: Science  
SIP-2171.D, Faculty Qualifications Teaching Field: Social Science  
SIP-2171.E, Faculty Qualifications School of Career and Technical Studies

**Distribution:** All Southern Employees  
Intranet

**Revision Notes:** Originated August 6, 2018

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**SIP-2171.A**  
**Faculty Qualifications Including Tested Experience**  
**Teaching Field: English**

**REFERENCE:** SIP-2171, Faculty Credentialing and Tested Experience  
SCP-2171, Professional and Educational Requirements for Faculty  
SCP-2171.A, Faculty Credentials Certification Form

**ORIGINATION:** August 9, 2018

**EFFECTIVE:** September 10, 2019

**REVIEWED:** New

The School of Arts and Sciences at Southern West Virginia Community and Technical College is committed to the highest standards of instructional delivery by assuring the qualifications of our faculty. It is our commitment that every student will have a faculty member who has solid preparation and experience to effectively teach in each program. Extensive efforts will be made to hire fully qualified candidates meeting the traditional preparation pathway below but there may be the need to determine faculty qualifications through tested experience. The School of Arts and Sciences will strive to limit the number of faculty hired through tested experience and will not appoint a faculty using tested experience if a traditionally prepared faculty is not appointed as a mentor.

Guidelines for determining Faculty Qualifications:

Traditional Preparation:

1. A Master's Degree (or higher) in any of the following areas within the field of English: English, Journalism, or Communication.
2. A Master's Degree (or higher) in any field with 18 graduate hours in English, Journalism, or Communication.

Tested Experience:

Faculty candidates who do not meet the academic credentials specified in the traditional preparation above but who have extensive experience in the field may qualify through tested experience. Faculty must have a Master's degree and must provide evidence that they demonstrate sufficient content expertise necessary to teach students in the discipline.

In order to determine if a faculty member qualifies under tested experience, he/she must submit a portfolio of experience for evaluation. In a cover letter for the portfolio the individual will reflect upon their experience and fully explain which of the tested experience criteria they meet. The portfolio will be reviewed by the English program team and the Dean of the School. If a faculty is granted permission to teach within the discipline, the program team will assign a mentor to the faculty meeting qualifications through tested experience to ensure content expertise.

Validation of student success at advance levels will be reviewed each semester during the first year and annually after that along with formal evaluation of faculty as required by SCP-2218, Evaluation of Full-Time Faculty. The faculty member must sufficiently demonstrate content expertise by the end of his/her third year to continue teaching in the discipline. Faculty not meeting content expertise by the end of year three will be removed as a qualified instructor in the discipline.

To qualify under tested experience, the faculty candidate must have a Master’s Degree in any field and must satisfy either:

1. one (1) of the four Group A criteria and two (2) of the Group B criteria, or
2. two (2) of the Group A criteria and one (1) of the Group B criteria.
3. Consideration may be given to candidates with three (3) of the Group B criteria.

#	<i>Group A Criteria</i>	<i>Evidence Required</i>
1	At least 12 graduate credit hours in English, Journalism, or Communication	Graduate transcript
2	Bachelor’s Degree in English, Journalism, or Communication	Transcript
3	National Board for Professional Teaching Standards Certificate in English, Adolescent and Young Adulthood with documentation of teaching collegial-level outcomes.	Copy of Certificate or other written evidence of successful completion.
4	Fellowships, awards, or recognitions for excellence related to the teaching of English at the collegial-level from national or state professional organizations.	Letter or certificate attesting to the award or recognition and the degree of collegial-level outcomes.

#	<i>Group B Criteria</i>	<i>Evidence Required</i>
1	Three (3) years or more of High School Advanced Placement English teaching with advanced (collegial-level) outcomes.	Student and supervisor course evaluations affirming teaching effectiveness and three years a data documenting student exam scores at or above national average for advanced placement
2	Three (3) or more years of work experience in the field.	Letter from supervisor or client attesting to effective field related performance and documentation of advanced performance.
3	Peer reviews affirming English teaching effectiveness.	Three or more letters of recommendation from faculty or administrators who have observed the faculty member effectively teaching advanced (collegial level) outcomes.
4	Extensive presentations at national, regional, or state peer-reviewed English conferences/workshops showcasing collegial-level content.	Paper shared at conference and conference proposal with presenter letter of acceptance, presenter certificate or similar evidence.
5	Extensive participation in nationally normed English assessment activity, such as Advanced Placement scoring in English or related field, item writing for national English competition at the collegial-level.	Letter from organization, certificate, or similar evidence to document collegial level performance.
6	Extensive leadership in collegial-level English professional organization.	Letter of appointment, organizational chart, or similar evidence.

7	Evaluator of grants or other scholarly function in a collegial-level English-related study/project.	Letter from grant administrator, or similar evidence.
8	Publications of collegial-level peer-review books, journal articles, or similar publications in the field or peer-reviewer of nationally recognized publications.	Copy of publications and reviews
9	Extensive experience as an editor or publisher of a newspaper or magazine.	Letter of appointment, organizational chart, copy of work, or similar evidence.
10	Participation in equivalent of 18 credit hours of English-related professional development.	Certificates of completion.
11	Other collegial-level English related professional activity not listed above that demonstrate such experience is sufficient to determine the faculty member has the content expertise necessary to teach students in the English discipline to obtain student learning outcomes.	Evidence must document experience is sufficient to prove content expertise.

The chart is intended to match the Degrees or Tested Experience to the courses being taught.

<b>Qualification Alignment</b>			
Degree or Tested Experience	English	Journalism	Communication
Course Prefix	EN TH		CA SP

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**SIP-2171.B**  
**Faculty Qualifications Including Tested Experience**  
**Teaching Field: Mathematics**

**REFERENCE:**        **SIP-2171, Faculty Credentialing and Tested Experience**  
                          **SCP-2171, Professional and Educational Requirements for Faculty**  
                          **SCP-2171.A, Faculty Credentials Certification Form**

**ORIGINATION:**    **September 2018**

**EFFECTIVE:**        **September 10, 2019**

**REVIEWED:**        **New**

The School of Arts and Sciences at Southern West Virginia Community and Technical College is committed to the highest standards of instructional delivery by assuring the qualifications of our faculty. It is our commitment that every student will have a faculty member who has solid preparation and experience to effectively teach in each program. Extensive efforts will be made to hire fully qualified candidates meeting the traditional preparation pathway below but there may be the need to determine faculty qualifications through tested experience. The School of Arts and Sciences will strive to limit the number of faculty hired through tested experience and will not appoint a faculty using tested experience if a traditionally prepared faculty is not appointed as a mentor.

Guidelines for determining Faculty Qualifications:

Traditional Preparation:

1. A Master's Degree (or higher) in any of the following areas within the Mathematics field: Mathematics, Probability, Statistics, Applied Mathematics, Actuarial Science, Operations Research, Engineering, Physics, Computer Sciences, or Decision Sciences.
2. A Master's Degree (or higher) in any field with 18 graduate hours in Mathematics, Probability, Statistics, Applied Mathematics, Actuarial Science, Operations Research, Engineering, Physics, Computer Sciences, or Decision Sciences.

Tested Experience:

Faculty candidates who do not meet the academic credentials specified in the traditional preparation above but who have extensive experience in the field may qualify through tested experience. Faculty must have a Master's degree and must provide evidence that they demonstrate sufficient content expertise necessary to teach students in the discipline.

In order to determine if a faculty member qualifies under tested experience, he/she must submit a portfolio of experience for evaluation. In a cover letter for the portfolio the individual will reflect upon their experience and fully explain which of the tested experience criteria they meet. The portfolio will be reviewed by the Mathematics program team and the Dean of the School. If a faculty is granted permission to teach within the discipline, the program team will assign a mentor to the faculty meeting qualifications through tested experience to ensure content expertise.

Validation of student success at advance levels will be reviewed each semester during the first year and annually after that along with formal evaluation of faculty as required by SCP-2218, Evaluation of Full-Time Faculty. The faculty member must sufficiently demonstrate content expertise by the end of his/her third year to continue teaching in the discipline. Faculty not meeting content expertise by the end of year three will be removed as a qualified instructor in the discipline.

To qualify under tested experience, the faculty candidate must have a Master's Degree in any field and must satisfy either:

1. one (1) of the three Group A criteria and two (2) of the Group B criteria, or
2. two (2) of the Group A criteria and one (1) of the Group B criteria.
3. Consideration may be given to candidates with three (3) of the Group B criteria.

#	<i>Group A Criteria</i>	<i>Evidence Required</i>
1	At least 12 graduate credit hours in Mathematics, Probability, Statistics, Applied Mathematics, Actuarial Science, Operations Research, Engineering, Physics, Computer Sciences, or Decision Sciences	Graduate transcript
2	Bachelor's Degree in Mathematics, Probability, Statistics, Applied Mathematics, Actuarial Science, Operations Research, Engineering, Physics, Computer Sciences, or Decision Sciences	Transcript
3	National Board for Professional Teaching Standards Certificate in Mathematics, Adolescent and Young Adulthood with documentation of teaching collegial-level outcomes.	Copy of Certificate or other written evidence of successful completion.
4	Fellowships, awards, or recognitions for excellence related to the teaching of mathematics at the collegial-level from national or state professional organizations.	Letter or certificate attesting to the award or recognition and the degree of collegial-level outcomes.

#	<i>Group B Criteria</i>	<i>Evidence Required</i>
1	Six or more semesters of successful advanced (collegial level) high school or college mathematics teaching experience.	Student and supervisor course evaluations affirming teaching effectiveness and documentation of advanced (collegial level) content.
2	Three (3) or more years of work experience in the field.	Letter from supervisor or client attesting to effective field related performance and documentation of advanced performance.
3	Peer reviews affirming mathematics teaching effectiveness.	Three or more letters of recommendation from faculty or administrators who have observed the faculty member effectively teaching advanced (collegial level) outcomes.
4	Extensive presentations at national, regional, or state peer-reviewed mathematics conferences/workshops showcasing collegial-level content.	Paper shared at conference and conference proposal with presenter letter of acceptance, presenter certificate or similar evidence.
5	Extensive participation in nationally normed mathematics assessment activity, such as Advanced Placement scoring in mathematics (or related, e.g., Calculus), item writing for national mathematics competition at the collegial-level.	Letter from organization, certificate, or similar evidence to document collegial level performance.
6	Extensive leadership in collegial-level mathematics professional organization.	Letter of appointment, organizational chart, or similar evidence.

7	Evaluator of grants or other scholarly function in a collegial-level mathematics-related study/project.	Letter from grant administrator, or similar evidence.
8	Publications of collegial-level peer-review books, journal articles, or similar publications in the field or peer-reviewer of nationally recognized publications.	Copy of publications
9	At least three years successfully teaching AP Mathematics with advanced (collegial level) outcomes.	Three years a data documenting student exam scores at or above national average for advanced placement.
10	Participation in equivalent of 18 credit hours of mathematics-related professional development.	Certificates of completion.
11	Other collegial-level mathematical related professional activity not listed above that demonstrate such experience is sufficient to determine the faculty member has the content expertise necessary to teach students in the mathematics discipline to obtain student learning outcomes.	Evidence must document experience is sufficient to prove content expertise.

The chart is intended to match the Degrees or Tested Experience to the courses being taught.

<b>Qualification Alignment</b>		
Degree or Tested Experience	Mathematics, Probability, Statistics, Applied Mathematics, Actuarial Science, Operations Research, Engineering, Physics, Computer Sciences, or Decision Sciences	Mathematics and Education
Course Prefix	MT	ME

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**SIP-2171.C**  
**Faculty Qualifications Including Tested Experience**  
**Teaching Field: Science**

**REFERENCE:**        **SIP-2171, Faculty Credentialing and Tested Experience**  
                          **SCP-2171, Professional and Educational Requirements for Faculty**  
                          **SCP-2171.A, Faculty Credentials Certification Form**

**ORIGINATION:**    **August 9, 2018**

**EFFECTIVE:**        **September 10, 2019**

**REVIEWED:**        **New**

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Guidelines for determining Faculty Qualifications:

Traditional Preparation:

1. A Master's Degree (or higher) in any of the following areas within the teaching field of Science: Biology, Chemistry, Biochemistry, Physical Science, Environmental Science, Astronomy, Physics, Engineering, Geology, or Agriculture.
2. A Master's Degree (or higher) in any field with 18 graduate hours in Biology, Chemistry, Biochemistry, Physical Science, Environmental Science, Astronomy, Physics, Engineering, Geology, or Agriculture.

Tested Experience:

Faculty candidates who do not meet the academic credentials specified in the traditional preparation above but who have extensive experience in the field may qualify through tested experience. Faculty must have a Master's degree and must provide evidence that they demonstrate sufficient content expertise necessary to teach students in the discipline.

In order to determine if a faculty member qualifies under tested experience, he/she must submit a portfolio of experience for evaluation. In a cover letter for the portfolio the individual will reflect upon their experience and fully explain which of the tested experience criteria they meet. The portfolio will be reviewed by the Science program team and the Dean of the School. If a faculty is granted permission to teach within the discipline, the program team will assign a mentor to the faculty meeting qualifications through tested experience to ensure content expertise.

Validation of student success at advance levels will be reviewed each semester during the first year and annually after that along with formal evaluation of faculty as required by SCP-2218, Evaluation of Full-Time Faculty. The faculty member must sufficiently demonstrate content expertise by the end of his/her third year to continue teaching in the discipline. Faculty not meeting content expertise by the end of year three will be removed as a qualified instructor in the discipline.

To qualify under Tested Experience, the faculty candidate must have a Master's Degree in any field and must satisfy either:

1. one (1) of the three Group A criteria and two (2) of the Group B criteria, or
2. two (2) of the Group A criteria and one (1) of the Group B criteria.
3. Consideration may be given to candidates with three (3) of the Group B criteria.

#	<b><i>Group A Criteria</i></b>	<b><i>Evidence Required</i></b>
1	At least 12 graduate credit hours in Biology, Chemistry, Biochemistry, Physical Science, Environmental Science, Astronomy, Physics, Engineering, Geology, Agriculture	Graduate transcript
2	Bachelor's Degree in science	Transcript
3	Fellowships, awards, or recognitions for excellence related to the teaching of science at the collegial-level from national or state professional organizations.	Letter or certificate attesting to the award or recognition and the degree of collegial-level outcomes.

#	<b><i>Group B Criteria</i></b>	<b><i>Evidence Required</i></b>
1	Six or more semesters of successful high school Advanced Placement or college science teaching experience.	Student and supervisor course evaluations affirming teaching effectiveness and documentation of advanced (collegial level) content.
2	Six or more years of experience teaching high school science courses with collegial-level outcomes.	Student and supervisor course evaluations affirming teaching effectiveness and documentation of advanced (collegial level) content
3	Three (3) or more years of work experience in the field.	Letter from supervisor or client attesting to effective field related performance and documentation of advanced performance.
4	Peer reviews affirming science teaching effectiveness.	Three or more letters of recommendation from faculty or administrators who have observed the faculty member effectively teaching advanced (collegial level) outcomes.
5	Extensive presentations at national, regional, or state peer-reviewed science conferences/workshops showcasing collegial-level content.	Paper shared at conference and conference proposal with presenter letter of acceptance, presenter certificate or similar evidence.
6	Extensive participation in nationally normed science assessment activity, such as Advanced Placement scoring in science, item writing for national science competition at the collegial-level.	Letter from organization, certificate, or similar evidence to document collegial level performance.
6	Extensive leadership in collegial-level science professional organization.	Letter of appointment, organizational chart, or similar evidence.
7	Evaluator of grants or other scholarly function in a collegial-level science-related study/project.	Letter from grant administrator, or similar evidence.
8	Publications of collegial-level peer-review books, journal articles, or similar publications in the field or peer-reviewer of nationally recognized publications.	Copy of publications
9	Participation in equivalent of 18 credit hours of science-related professional development.	Certificates of completion.

10	Other collegial-level science related professional activity not listed above that demonstrate such experience is sufficient to determine the faculty member has the content expertise necessary to teach students in the science discipline to obtain student learning outcomes.	Evidence must document experience is sufficient to prove content expertise.
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The chart is intended to match the Degrees or Tested Experience to the courses being taught.

<b>Qualification Alignment</b>				
Degree or Tested Experience	Biology Biochemistry Environmental Science	Chemistry Biochemistry	Physics Physical Science Agriculture Geology Astronomy	Physics Engineering
Course Prefix	BS	CH	SC	PH

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**SIP-2171.D**

**Faculty Qualifications Including Tested Experience**  
**Teaching Field: Social Science**

**REFERENCE:** SIP-2171, Faculty Credentialing and Tested Experience  
SCP-2171, Professional and Educational Requirements for Faculty  
SCP-2171.A, Faculty Credentials Certification Form

**ORIGINATION:** September 2018

**EFFECTIVE:** September 10, 2019

**REVIEWED:** New

The School of Arts and Sciences at Southern West Virginia Community and Technical College is committed to the highest standards of instructional delivery by assuring the qualifications of our faculty. It is our commitment that every student will have a faculty member who has solid preparation and experience to effectively teach in each program. Extensive efforts will be made to hire fully qualified candidates meeting the traditional preparation pathway below but there may be the need to determine faculty qualifications through tested experience. The School of Arts and Sciences will strive to limit the number of faculty hired through tested experience and will not appoint a faculty using tested experience if a traditionally prepared faculty is not appointed as a mentor.

Guidelines for determining Faculty Qualifications:

Traditional Preparation:

1. A Master's Degree (or higher) in any of the following areas within the field of Social Science: History, Political Science, Psychology, Sociology, Human Geography, Philosophy or Anthropology.
2. A Master's Degree (or higher) in any field with 18 graduate hours in History, Political Science, Psychology, Sociology, Human Geography, Philosophy or Anthropology.

Tested Experience:

Faculty candidates who do not meet the academic credentials specified in the traditional preparation above but who have extensive experience in the field may qualify through tested experience. Faculty must have a Master's degree and must provide evidence that they demonstrate sufficient content expertise necessary to teach students in the discipline.

In order to determine if a faculty member qualifies under tested experience, he/she must submit a portfolio of experience for evaluation. In a cover letter for the portfolio the individual will reflect upon their experience and fully explain which of the tested experience criteria they meet. The portfolio will be reviewed by the Social Science program team and the Dean of the School. If a faculty is granted permission to teach within the discipline, the program team will assign a mentor to the faculty meeting qualifications through tested experience to ensure content expertise.

Validation of student success at advance levels will be reviewed each semester during the first year and annually after that along with formal evaluation of faculty as required by SCP-2218, Evaluation of Full-Time Faculty. The faculty member must sufficiently demonstrate content expertise by the end of his/her third year to continue teaching in the discipline. Faculty not meeting content expertise by the end of year three will be removed as a qualified instructor in the discipline.

To qualify under tested experience, the faculty candidate must have a Master's Degree in any field and must satisfy either:

1. one (1) of the three Group A criteria and two (2) of the Group B criteria, or
2. two (2) of the Group A criteria and one (1) of the Group B criteria.
3. Consideration may be given to candidates with three (3) of the Group B criteria.

#	<i><b>Group A Criteria</b></i>	<i><b>Evidence Required</b></i>
1	At least 12 graduate credit hours in social science: History, Political Science, Psychology, Sociology, Human Geography, Philosophy or Anthropology	Graduate transcript
2	Bachelor's Degree in History, Political Science, Psychology, Sociology, Human Geography, Philosophy or Anthropology	Transcript
3	Fellowships, awards, or recognitions for excellence related to the teaching of social science at the collegial-level from national or state professional organizations.	Letter or certificate attesting to the award or recognition and the degree of collegial-level outcomes.

#	<i><b>Group B Criteria</b></i>	<i><b>Evidence Required</b></i>
1	Six or more semesters of successful advanced (collegial level) high school or college social science teaching experience.	Student and supervisor course evaluations affirming teaching effectiveness and documentation of advanced (collegial level) content.
2	Three (3) or more years of work experience in the field.	Letter from supervisor or client attesting to effective field related performance and documentation of advanced performance.
3	Peer reviews affirming social science teaching effectiveness.	Three or more letters of recommendation from faculty or administrators who have observed the faculty member effectively teaching advanced (collegial level) outcomes.
4	Extensive presentations at national, regional, or state peer-reviewed social science conferences/workshops showcasing collegial-level content.	Paper shared at conference and conference proposal with presenter letter of acceptance, presenter certificate or similar evidence.
5	Extensive participation in nationally normed social science assessment activity, such as Advanced Placement scoring in the field, item writing for national social science competition at the collegial-level.	Letter from organization, certificate, or similar evidence to document collegial level performance.
6	Extensive leadership in collegial-level social science professional organization.	Letter of appointment, organizational chart, or similar evidence.
7	Evaluator of grants or other scholarly function in a collegial-level social science-related study/project.	Letter from grant administrator, or similar evidence.
8	Publications of collegial-level peer-review books, journal articles, or similar publications in the field or peer-reviewer of nationally recognized publications.	Copy of publications

9	Participation in equivalent of 18 credit hours of social science related professional development.	Certificates of completion.
10	Other collegial-level social science related professional activity not listed above that demonstrate such experience is sufficient to determine the faculty member has the content expertise necessary to teach students in the social science discipline to obtain student learning outcomes.	Evidence must document experience is sufficient to prove content expertise.

The chart is intended to match the Degrees or Tested Experience to the courses being taught.

Degree or Tested Experience	History Political Science Human Geography Anthropology	Sociology	Psychology	Philosophy
Course Prefix	HS PS GE	SO	PY	PE

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**SIP-2171.E**

**Faculty Qualifications Including Tested Experience**  
**School of Career and Technical Studies**

**REFERENCE:**        **SIP-2171, Faculty Credentialing and Tested Experience**  
                          **SCP-2171, Professional and Educational Requirements for Faculty**  
                          **SCP-2171.A, Faculty Credentials Certification Form**

**ORIGINATION:**

**EFFECTIVE:**        **September 10, 2019**

**REVIEWED:**        **New**

The School of Career and Technical Studies at Southern West Virginia Community and Technical College is committed to the highest standards of instructional delivery by assuring the qualifications of our faculty. It is our commitment that every student will have a faculty member who has solid preparation and experience to effectively teach in each program. Extensive efforts will be made to hire fully qualified candidates meeting the regional and specialized accreditation requirements. Validation of student success at advance levels will be reviewed each semester during the first year and annually after that along with formal evaluation of faculty as required by SCP-2218, Evaluation of Full-Time Faculty. Below are the faculty credential requirements for all programs within the School of Career and Technical Studies.

Accounting (AC)

1. Master's Degree in Accounting, or
2. Master's Degree in non-related field + 18 graduate hours in Accounting, or
3. Bachelor's Degree in accounting plus
  - a. Professional Certification, or
  - b. 2+ years of professional employment in accounting, or
  - c. Relevant additional coursework beyond a bachelor's degree, or
  - d. Documented evidence of teaching excellence.

Agriculture (AG)

1. Bachelor's Degree in Agriculture, Agriculture Education, Horticulture, Soil and Crop Management, Agroecology, Animal and Nutritional Science, Agriculture Mechanics, or Agribusiness required, or
2. AAS in Agriculture or related field and 5 years experience, or
3. 10 years practical experience in agriculture or related field.

Healthcare Professional/Allied Health (AH)

1. BS or BA with national/state certification in a professional healthcare profession, or
2. AA, AS, or AAS with national/state certification in a professional healthcare profession with a minimum of 5 years experience.

Business (BU)

1. Master's Degree in Business Administration, Management, Public Administration, Marketing, Finance, Economics, or related field, or

2. Master's Degree in a non-related field + 18 graduate hours in business administration, management, public administration, marketing, finance, economics or related field, or
3. Bachelor's Degree in business administration, management, public administration, marketing, finance, economics, or related field plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence in field, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Computed Tomography (CT)

1. Program Coordinator: MA or MS and credentialed with ARRT.
2. Faculty: BA or BS and credentialed in computed tomography with ARRT.

#### Information Technology (CS & IT)

1. BS or BA in Information Technology, Computer Science, or related field, or
2. AAS/AA/AS in information technology, computer science, or related field with a minimum of 5 years experience in the field, or
3. National certifications in information technology, computer science, or related field with a minimum of 5 years experience in the field.

#### Drafting and Design Technology (DR)

1. BS in Electrical Engineering, Computer-Aided Drafting, Technology or related field, or
2. AAS in Electrical Engineering, Computer-Aided Drafting, Technology or related field and 3 years of practical experience, or
3. CAD Technician Certificate, or related professional certifications with 5 years of practical experience, or
4. 10 years of practical experience in computer-aided drafting and design technology or related work experience.

#### Economics (EC)

1. Master's Degree in Finance, Economics, Business Administration, or related field, or
2. Master's Degree in a non-related field + 18 graduate hours in finance, business administration, or economics, or
3. Bachelor's Degree in finance, economics, or business administration, plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Paramedic Science (EM)

1. Program Coordinator: BS or BA with COAEMSP Paramedic certification.
2. Faculty: Paramedic Certification.

#### Electrical Engineering (EG)

1. BS in Electrical Engineering or related field, or
2. AAS in Electrical Engineering or related field and 5 years of practical experience, or
3. Masters Electrician License or equivalent, or
4. Journeyman Electrician with 7 years of practical experience, or
5. 10 years of practical experience in design and maintenance, control system, and fundamental of PLCs, or related work experience.

#### Entrepreneurship (EP)

1. Master's Degree in Business Administration, Management, Public Administration, Marketing, Finance, Economics, or related field, or
2. Master's Degree in a non-related field + 18 graduate hours in business administration, management, public administration, marketing, finance, economics or related field, or
3. Bachelor's Degree in business administration, management, public administration, marketing, finance, economics, or related field plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence in field, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Finance (FN)

1. Master's Degree in Business Administration, Management, Public Administration, Marketing, Finance, Economics, or related field, or
2. Master's Degree in a non-related field + 18 graduate hours in business administration, management, public administration, marketing, finance, economics or related field, or
3. Bachelor's Degree in business administration, management, public administration, marketing, finance, economics, or related field plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence in field, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Medical Coding (HI)

1. BS or BA with CAHIIM or National Healthcareer Association Medical Coding Certification (RHIT OR RHIA), or
2. AAS in medical coding field with national coding certification and 5 years of practical experience.

#### Management (MG)

1. Master's Degree in business administration, management, or related field, or
2. Master's Degree in a non-related field + 18 graduate hours in business administration, management or related field, or
3. Bachelor's Degree in business administration, management, education, or related field plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Marketing (MK)

1. Master's Degree in business administration, management, or related field, or
2. Master's Degree in a non-related field + 18 graduate hours in business administration, management or related field, or
3. Bachelor's Degree in business administration, management, or related field plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Mechantronics (MX)

1. BS in Mechanical/Industrial/Electrical or related field, or
2. AAS in Mechanical/Industrial/Electrical or related field and 5 years of practical experience, or
3. 10 years of practical experience in design and maintenance of mechanical, electrical, hydraulic, pneumatic, and programmable logic controls, or related work experience.

#### Medical Assisting (MA)

1. AAS or AS and credentialed in Medical Assisting.

#### Medical Laboratory Technology (ML)

1. Program Coordinator: MA or MS and credentialed in MLT.
2. Faculty: BA or BS and credentialed in MLT.

#### Nursing (NU)

1. Program Director: MS/MA/MSN or doctoral degree.
2. Faculty: BSN with 10 years of experience.
3. Clinical Faculty: BSN with 2 years experience.

#### Office Administration (OA)

1. Master's Degree in marketing, business administration, management, or related field, or
2. Master's Degree in a non-related field + 18 graduate hours in marketing, business administration, management or related field, or
3. Bachelor's Degree in marketing, business administration, management, or related field plus
  - a. Professional Certification
  - b. 2+ years of professional employment in-field
  - c. Documented evidence of teaching excellence, or
  - d. Relevant additional coursework beyond a bachelor's degree.

#### Orientation (OR)

1. Bachelor's Degree with advising or mentoring experience.

#### Powersports Technology (PR)

1. MMI (Motorcycle Mechanics Institute) Degree or equivalent, or
2. Manufacturer certifications and a minimum of 3 years work experience as an A level technician or equivalent, or
3. 5 years work experience as an A level technician or equivalent.

#### Radiologic Technology (RA)

1. Program Coordinator: MA or MS and credentialed with ARRT.
2. Faculty: BA or BS and credentialed with ARRT.

#### Respiratory Care Technology (RC)

1. Program Coordinator: BA or BS and credentialed as RRT.
2. Faculty: AS or AAS and credentialed as RRT.

#### Surgical Technology (SG)

1. Program Coordinator: AS or AAS and credentialed as CST with 5 years of experience.
2. Faculty/ Clinical Coordinator: AS or AAS and credentialed as CST with 3 years of experience.

#### Welding (WL)

1. AAS in Welding and 5 years of practical experience, or

2. AWS Certifications and 5 years of practical experience, or
3. 10 years of practical experience in various forms of welding.