

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

AGENDA

Friday, April 23, 2010

8:00 a.m.

**Mountwest Cooking & Culinary Institute
917 Third Avenue
Huntington, WV**

- I. Call to Order and Determination of Quorum
- II. Approval of Minutes – March 19, 2010*
- III. President’s Report - Dr. Cotroneo
- IV. Branding/Identity Plan – Dr. Cotroneo and Bulldog Creative Services
- V. Finance and Facilities Committee Report – Jeffrey Porter, Chair
 - Nine Month Financial Report ending March 31, 2010*
 - Proposed Policy for Environmental Health and Safety*
 - Proposed FY 2011 Tuition and Fees*
 - Next FFC Meeting – May 19, 2010
 - Other
- VI. Student and Academic Services Committee Report – Donna Donathan, Chair
 - Recommendation - General/Transfer Studies Program Review *
 - Recommendation – Interior Design Program Review *
 - Other
- VII. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues
- VIII. Announcements:
 - Next Regularly Scheduled Meeting of the IBOG – May 21, 2010 @ the Mountwest Cooking & Culinary Institute, Breakfast at 7:30 a.m. with Meeting to Begin at 8:00 a.m.
 - IBOG Annual Training to be provided by CTCC scheduled to be held May 20, 2010 has been cancelled. IBOG members will be notified once training has been re-scheduled.
 - MCTC Commencement – Friday, May 7, 2010
 - Other
- IX. Adjournment

*Denotes Action Item

**MARSHALL COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

MINUTES

Friday, March 19, 2010

8:00 a.m.

MCTC Cooking & Culinary Institute

917 Third Avenue

Huntington, WV

PRESENT: Bob Bailey, Mark Bugher, Ruth Cline, Donna Donathan, Mark George, Jim Hale, Mike Herron, Jeffrey Porter, Susan Richardson, Monica Shafer, and Cheryl D. Thompson.

ABSENT: Jason Moses.

ALSO ATTENDING: President Keith J. Cotroneo, Jean Chappell, Shirley Dyer, Herb Karlet (via telephone), Tommie Kelley, Michael McComas, Chris Michael, Stephanie A. Neal, Carol Perry, Terri Tomblin-Byrd, Sandra Walker, John Whiteley, and the news media.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Ms. Richardson called the meeting to order at 8:07 a.m. A quorum was established.

II. Approval of Minutes – February 26, 2010:

A motion was made by Mark George and seconded by Bob Bailey to accept the February 26, 2010 minutes as presented. The motion was approved.

III. President's Report – Dr. Cotroneo:

President Cotroneo gave a report to the Board that included the following items:

- IBOG member Bob Bailey was recognized as being the recipient of The Distinguished West Virginian Award on March 18, 2010. This award is the highest civilian honor that can be awarded by WV Governor Joe Manchin III.
- Senate Bill 499 was approved by the WV Legislature during the 2010 regular session and is awaiting approval of the Governor.
- There are several new rules from the Department of Education related to institutional accreditation. The new rules relate mainly to partnerships and contracted relationships as well as distance learning issues.

- The college is in the process of re-engaging EMUS, an enrollment management system which focuses on student retention, enrollment and peer telecounseling.
- The Workforce Development Institute's partnership with the Huntington Regional Chamber of Commerce has proven to be very successful.
- A new publication, *MCTC Office of Student Services Disabled Student Support Resource and Information Manual*, was distributed to IBOG members.

IV. Survey Results of Board Preferences Regarding the College Logo – Dr. Cotroneo:

Chris Michael, President/CEO of Bulldog Creative Services, presented to the Board several logo and color variations for consideration with regard to a new logo and official colors for the college. Following discussion, a motion was made by Jeffrey Porter and seconded by Mark Bugher to approve of Option 1 (sans serif font with upper and lowercase letters) with the standard ink color to be determined at a later date. The motion was approved.

V. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating to Property Acquisitions, Leases and/or Personnel Issues:

None.

VI. Finance and Facilities Committee Report – Jeffrey Porter, Chair:

Jeffrey Porter indicated the Finance and Facilities Committee met March 17, 2010.

The Committee reviewed two recommendations that were brought to the Board for approval – Revision of Policy H-18 [Full-time Faculty Qualifications, Appointments and Instructional Load] and a Proposed Summer School Policy. A motion was made by Mark Bugher and seconded by Mike Herron that public notice be given of the intent to revise MCTC IBOG H-18, the current policy on Full-Time Faculty Qualifications, Appointments and Instructional Load (Part of Faculty Personnel Policy) by deleting Section 1.5.e. relating to Summer School instructional load and salaries and that if no substantive comments are received, the MCTC IBOG extends its final approval of the policy. The motion was approved. A motion was then made by Mark Bugher and seconded by Mike Herron that public notice be given that a proposed policy on Summer School by the Board be made available for a 30-day comments period and, that if no substantive comments are received, the MCTC IBOG extends its final approval of the policy. The motion was approved.

Both the FY 2011 Budget and Tuition and Fees are on hold waiting for legislative action on an approved budget. It is anticipated that additional information will be available at the April 2011 meeting.

SB 499 relating to the name change of the college was approved by the legislature and is awaiting approval from the Governor. SB 480 relating to personnel and

flexibility issues was approved by the legislature but died due to technical difficulties in enrolling the bill.

VII. Announcements:

- Ms. Richardson reported ancillary agreements with Marshall University are moving forward as expected. Additionally, she had received deeds for the Cabell Hall property and the Fifth Avenue parking lot retained from the Memorandum of Understanding with the university.
- The next regularly scheduled meeting of the Institutional Board of Governors is scheduled to be held April 23, 2010 at the MCTC Cooking & Culinary Institute, 917 Third Avenue, Huntington, WV. Breakfast will be available at 7:30 a.m. and the meeting will begin at 8:00 a.m.
- Annual training for Institutional Board of Governors members to be provided by the Council for Community & Technical College System is scheduled to be held May 20, 2010. Details are forthcoming.
- MCTC Commencement will be held Friday, May 7, 2010.
- The IBOG Student and Academic Services Committee is scheduled to meet immediately following the March 19, 2010 IBOG meeting.
- The proposed purchase of the Mountain Bounty Kitchen is still on hold awaiting approval of the Economic Development Authority.

VIII. Adjournment:

There being no other agenda items, the meeting was adjourned at 8:42 a.m.

Susan K. Richardson

Chairman

Ruth Cline

Secretary

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of April 23, 2010**

ITEM: Financial Report for the nine months ending
March 31, 2010

COMMITTEE: Finance & Facilities Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors receives the
Financial Report for the nine months ending
March 31, 2010.

STAFF MEMBER: Jeff Porter
Chair, Finance & Facilities Committee

Herbert J. Karlet
Vice President and Chief Financial Officer

BACKGROUND:

A modified cash report has been prepared based upon the State's Financial Information Management System (FIMS).

FIMS is a "*cash-basis*" accounting system mandated by the State. The attached statements have been "*modified*" to include certain revenues which have been earned, but not yet received and certain expenses that should be accrued, but not yet expended. For example, the State Fiscal Stabilization Funds are included as a source of funds at 75%, because three-fourths of the fiscal year is over. However, the receipt of these funds is currently scheduled for April, 2010; none of these funds were received at March 31, 2010.

Regarding use of funds, the MU-MCTC Agreement Estimate has been calculated at 75% of the annual cost. To not modify these cash statements would misrepresent the financial status of the College. Due to the complexities of "*cutoffs*", complete accrual accounting statements for MCTC are only presented in the annual Audit Report, as of June 30, 20XX, the end of the fiscal year.



Mountwest

Community & Technical College

FINANCIAL REPORT

MODIFIED CASH BASIS

FOR THE NINE MONTHS ENDING

MARCH 31, 2010

and

MARCH 31, 2009

HERBERT J. KARLET, CPA

VICE PRESIDENT, CFO

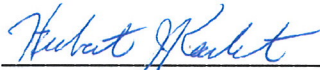
APRIL 23, 2010

CERTIFICATION OF CHIEF FINANCIAL OFFICER

To the best of my knowledge, the MCTC Source and Use Statement for the nine months ending March 31, 2010 is an accurate summary of the operations of Mountwest Community and Technical College [MCTC].

This statement has been prepared utilizing the modified cash basis of accounting. This presentation differs from the full accrual basis, as presented in the College's annual audit reports, in that all timing accruals and cutoffs have not been included. Reasonable efforts have been made to include all amounts necessary for fair presentation and we are not aware of any material modifications that should be made to this statement.

This report is intended solely for the information and use of the MCTC Board of Governors and the management of college.



Herbert J. Karlet, CPA
Vice President, CFO

MCTC Source and Use Statement
Nine Months Ending March 31, 2010 and 2009
By Object Line

<u>SOURCE OF MODIFIED CASH</u>	FY 2009 YTD March, 2009	FY 2010 YTD March, 2010	DIFFERENCE
State Appropriations	\$ 4,433,807	\$ 4,155,557	\$ (278,250)
State Fiscal Stabilization Funds	-	278,250	278,250
Tuition and Fees	4,091,801	4,694,924	603,123
State Grants and Contracts	637,010	740,217	103,207
Federal Grants and Contracts	21,196	19,575	(1,621)
Other	720,451	614,668	(105,783)
Total	<u>\$ 9,904,265</u>	<u>\$ 10,503,191</u>	<u>\$ 598,926</u>
 <u>USE OF MODIFIED CASH</u>			
Personal Services	\$ 4,254,422	\$ 4,828,769	\$ 574,347
Employee Benefits	874,287	922,920	48,633
Net	\$ 5,128,709	\$ 5,751,689	\$ 622,980
Current Expenses	2,149,052	2,275,657	126,605
Repairs and Alterations	4,808	17,470	12,662
Equipment	104,135	165,335	61,200
Other	4,174	221,549	217,375
MU-MCTC Agreement Estimate	3,375,000	2,167,500	(1,207,500)
Net	\$ 5,637,169	\$ 4,847,511	\$ (789,658)
Total	<u>\$ 10,765,878</u>	<u>\$ 10,599,200</u>	<u>\$ (166,678)</u>
Modified Cash Increase (Decrease)	<u>\$ (861,613)</u>	<u>\$ (96,009)</u>	<u>\$ 765,604</u>
 Beginning Modified Cash		<u>\$ 7,646,093</u>	
 Ending Modified Cash		<u>\$ 7,550,084</u>	

NOTE

- Assumes receipt of Federal Stimulus Funds of \$371,000 in 4th Quarter.
- Seventy-five per cent (\$278,250) is included is revenue as of March 31, 2009.

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of April 23, 2010**

ITEM: Approval to give public notice of a 30-day comment period for a policy on Environmental Health and Safety.

COMMITTEE: Finance & Facilities Committee

RECOMMENDED RESOLUTION: *Resolved*, public notice will be given that a proposed policy on Environmental Health and Safety by the Board is available for a 30-day comment period; *and*, that if no substantive comments are received, the MCTC IBOG extends its final approval of the policy.

BOARD/STAFF MEMBER: Jeffrey Porter, Chair
Finance and Facilities Committee

Herb Karlet
Chief Financial Officer

BACKGROUND:

The college needs a policy on Environmental Health and Safety.

**Mountwest Community & Technical College
Institutional Board of Governors
Environmental Health and Safety Policy
Policy No. XXXXX**

1. General

1.1 Scope:

1.1.1 This policy is designed to ensure that the college provides a safe and healthy environment for the faculty, staff, students, and visitors on the main campus and all satellite campus and class locations.

1.2 Authority: West Virginia Code

1.3 Passage Date: _____

1.4 Effective Date: Thirty (30) days from passage.

1.5 Controlling Over: Mountwest Community and Technical College (MCTC)

2. Policy

2.1 Maintaining a safe facility; conducting work in a safe manner; and protecting the safety of employees, students, and the general public are extremely important to the MCTC Institutional Board of Governors. Therefore, it is the policy of the Board that the President of the College will establish and assure adherence to an Environmental Health and Safety Manual/Procedures.

2.1.1 This manual will establish risk management and loss control procedures that will protect the assets of MCTC, the safety of its employees, its students, and members of the general public.

2.1.2 All of MCTC's employees and administrators have certain responsibilities in the risk management and loss control process that must be carried out to have a successful program. These responsibilities include such activities as establishing a safe work place, following safe practices, limiting exposure to potential liability and loss, and carrying out the system necessary to maintain an effective and efficient risk management and loss control program. The specifics of these activities are to be detailed in the Environmental Health and Safety Manual, which is to be distributed to each employee. Upon employment, each employee is to sign a statement that this policy and the manual have been reviewed and is understood by the employee. Updates and/or revisions to the manual will be distributed to employees and made publicly available online.

2.2 It is the policy of the Board that the President will establish a Safety/Loss Control Committee. This Committee is an important part of MCTC's safety and loss control efforts. Managers and supervisors can gain valuable assistance in their areas of joint effort with their committee

members. Committee membership is a volunteer service to MCTC. All managers, supervisors, and employees are to fully support the effort of the Safety/Loss Control Committee.

2.2.1 Goals of the Safety/Loss Control Committee

- a. Involve employees in safety and loss control management;
- b. Lower the frequency and severity of accidents and injuries;
- c. Maintain a safe environment for employees, students, and visitors; and,
- d. Involve employee participation in safety programs.

2.2.2 Committee Formation

Membership on the committee is to be voluntary. The committee will represent all departments, but have the most efficient number of members to assist in the accomplishment of committee goals. Standing members to the committee will include a representative from Human Resources, Business Services, Maintenance, and Safety. The purpose of the standing membership is to provide continuity, lend experience, and provide a resource for the committee. The President will designate an administrator to oversee the Safety/Loss Control Program. The designated administrator will be the main contact for loss control and safety activities. The committee's other members represent a cross-section of employees from various departments with membership rotated every three years with staggering terms to ensure continuity.

2.2.3 Committee Functions

The suggested functions of the loss control committee include:

- a. Developing a loss control and safety manual and assuring this manual is provided to all employees.
- b. Serving as a loss control review board for all accidents or incidents involving employees, members of the general public, entity vehicles or property. This includes recommending loss control and safety measures that could prevent similar occurrences in the future.
- c. Establishing a procedure for reporting hazardous conditions or activities and taking corrective action.
- d. Periodically inspecting facilities to see that they are complying with established loss control policies and standards and to identify and correct hazardous conditions.
- e. Preparing checklists to guide and document inspections.
- f. Coordinating evacuation or shelter drills.
- g. Determining loss control and safety training needs, including the identification, handling, storage, and disposal of hazardous materials, and developing a plan of action to guarantee required safety training is accomplished.
- h. Ensuring that first aid kits and personal protective equipment needs are met.
- i. Developing and conducting loss control and safety orientation program for new employees.

- j. Reviewing compliance status with the college's Records Management System.
- k. Will report to the Board of Governors on an annual basis.

2.2.4 Duties and Responsibilities

2.2.4.1 Safety Committee Members

Safety Committee members have the following responsibilities:

- a. Attend each meeting;
- b. Discuss safety activities and unsafe acts/conditions;
- c. Encourage all employees to work safely;
- d. Report safety and loss control actions to their department during normally scheduled safety training; and,
- e. During each spring term, elect a member of the committee to serve as chairperson.
- f.

2.2.5 Meetings

The Safety/Loss Control Committee will meet on a quarterly basis at a regular time and date. Each meeting will have a fixed agenda that is sent to the members approximately one week before the meeting. A special meeting may be held or an additional committee formed to address an emergency situation or complicated issue.

The agenda for the meeting should include, but not be limited to, the following:

- Call to Order
- Roll call by the secretary
- Introduction of any visitors
- Reading and approval of minutes of the previous meeting
- Review of any policies and/or procedures issued since the last meeting
- Taking care of unfinished business
- Review of any general liability, property, and auto claims or losses occurring and preventive measures taken since the previous meeting
- Discussion of loss control inspections and recommendations
- Addressing new business
- Adjournment

2.2.6 Records

2.2.6.1 The President will designate a staff member to serve as secretary for the committee. The secretary will maintain all records pertaining to the actions of the committee; these actions will be made publicly available online.

2.2.6.2 Records of all Safety/Loss Control Committee meetings and actions shall be maintained by the secretary for a period that shall be in compliance with State and Federal document retention guidelines.

2.2.7 Training

Each Safety Committee member will be provided with the necessary training in the:

- Function of the Committee; and,
- Safety and Loss Control policies and programs.

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of April 23, 2010**

ITEM: Tuition and Fees for FY 2011

COMMITTEE: Finance & Facilities Committee

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors approves the proposed tuition and fees for FY 2010-2011.

STAFF MEMBER: Jeff Porter
Chair – FFC

Herbert J. Karlet
MCTC Vice President/CFO

BACKGROUND:

No fee increase is requested.

**Fee Planning Schedule - Per Semester
Academic Year 2010-11**

Institution: Mountwest Community and Technical College

Student Institutional Level: Community College

	Resident 2009-10 ASSESSED	Resident 2010-11 ASSESSED	Increase (Decrease)	Estimated Revenue
I. Regular Fees Charged to All Students				
a. Tuition and Required Education and General Fees	\$ 1,114	\$ 1,114	\$ -	
b. Required Educational and General Capital Fees				
i. System E&G Capital Fees	\$ 215	\$ 215	\$ -	
ii. Special Institutional E&G Capital Fees	\$ -	\$ -	\$ -	
c. Auxiliary and Auxiliary Capital Fees				
i. Standard Auxiliary Fees	\$ 99	\$ 99	\$ -	
ii. Mandatory Auxiliary Fees	\$ -	\$ -	\$ -	
iii. Auxiliary Capital Fee	\$ -	\$ -	\$ -	
d. Special Equity Fee	\$ -	\$ -	\$ -	
Total Student Fee Request 2010-11	\$ 1,428	\$ 1,428	\$ -	
Percentage of Increase requested over 2009-10			0.00%	
Add program specific fees below (if any)				
i. Allied Health	\$ 50	\$ 50	\$ -	
ii. Culinary Arts	\$ 50	\$ 50	\$ -	
iii. Paramedic Science	\$ 100	\$ 100	\$ -	

**Fee Planning Schedule - Per Semester
Academic Year 2010-11**

Institution: Mountwest Community and Technical College

Student Institutional Level: Community College

	Non-Resident 2009-10 ASSESSED	Non-Resident 2010-11 ASSESSED	Increase (Decrease)	Estimated Revenue
I. Regular Fees Charged to All Students				
a. Tuition and Required Education and General Fees	\$ 3,251	\$ 3,251	\$ -	
b. Required Educational and General Capital Fees				
i. System E&G Capital Fees	\$ 730	\$ 730	\$ -	
ii. Special Institutional E&G Capital Fees	\$ -	\$ -	\$ -	
c. Auxiliary and Auxiliary Capital Fees				
i. Standard Auxiliary Fees	\$ 99	\$ 99	\$ -	
ii. Mandatory Auxiliary Fees	\$ -	\$ -	\$ -	
iii. Auxiliary Capital Fee	\$ -	\$ -	\$ -	
d. Special Equity Fee	\$ -	\$ -	\$ -	
Total Student Fee Request 2010-11	\$ 4,080	\$ 4,080	\$ -	
Percentage of Increase requested over 2009-10			0.00%	
Add program specific fees below (if any)				
i. Allied Health	\$ 50	\$ 50	\$ -	
ii. Culinary Arts	\$ 50	\$ 50	\$ -	
iii. Paramedic Science	\$ 100	\$ 100	\$ -	

**Fee Planning Schedule - Per Semester
Academic Year 2010-11**

Institution: Mountwest Community and Technical College

Student Institutional Level: Community College

	Metro 2009-10 ASSESSED	Metro 2010-11 ASSESSED	Increase (Decrease)	Estimated Revenue
I. Regular Fees Charged to All Students				
a. Tuition and Required Education and General Fees	\$ 1,907	\$ 1,907	\$ -	
b. Required Educational and General Capital Fees				
i. System E&G Capital Fees	\$ 730	\$ 730	\$ -	
ii. Special Institutional E&G Capital Fees	\$ -	\$ -	\$ -	
c. Auxiliary and Auxiliary Capital Fees				
i. Standard Auxiliary Fees	\$ 99	\$ 99	\$ -	
ii. Mandatory Auxiliary Fees	\$ -	\$ -	\$ -	
iii. Auxiliary Capital Fee	\$ -	\$ -	\$ -	
d. Special Equity Fee	\$ -	\$ -	\$ -	
Total Student Fee Request 2010-11	\$ 2,736	\$ 2,736	\$ -	
Percentage of Increase requested over 2009-10			0.00%	
Add program specific fees below (if any)				
i. Allied Health	\$ 50	\$ 50	\$ -	
ii. Culinary Arts	\$ 50	\$ 50	\$ -	
iii. Paramedic Science	\$ 100	\$ 100	\$ -	

**Fee Planning Schedule - Per Semester
Academic Year 2010-11**

Institution: Mountwest Community and Technical College

Student Institutional Level: Community College

II. Special Fees and Charges	Rate Per Semester 2009-10	Rate Per Semester 2010-11	Increase Decrease
Application Fee	\$ 15	\$ 15	\$ -
Application Fee - Physical Therapy	\$ 30	\$ 30	\$ -
Credit by Exam - per <i>course</i>	\$ 30	\$ 30	\$ -
Equivalent College Credit Evaluation/Transcription Fee - per <i>credit hour</i>	\$ 10	\$ 10	\$ -
Graduation Fee	\$ 20	\$ 20	\$ -
ID Card Replacement Fee	\$ 20	\$ 20	\$ -
Laboratory Fee - Allied Health & Life Sciences	\$ 30	\$ 30	\$ -
Laboratory Fee - EME 109 Course Fee	\$ 150	\$ 150	\$ -
Laboratory Fee - Business & Information Technology	\$ 30	\$ 30	\$ -
Laboratory Fee - CISCO/Microsoft	\$ 175	\$ 175	\$ -
Laboratory Fee - Culinary Arts	\$ 130	\$ 130	\$ -
Laboratory Fee - Liberal Arts & Human Services	\$ 30	\$ 30	\$ -
Laboratory Fee - Hospitality Management	\$ 30	\$ 30	\$ -
Laboratory Fee - Networking, IT	\$ 50	\$ 50	\$ -
Laboratory Fee - Physical Therapy Asst. Program	\$ 30	\$ 30	\$ -
Laboratory Fee - Transition Institute	\$ 25	\$ 25	\$ -
Late Fee	\$ 20	\$ 20	\$ -
Machinist Program Course Fee - per <i>credit hour</i>	\$ 75	\$ 75	\$ -
Microsoft Office Systems (MOS) - Certification Exam	\$ 75	\$ 75	\$ -
Off-Campus Fee	\$ 10	\$ 10	\$ -
Online Course Fee	\$ 119	\$ 119	\$ -
Personal Health & Wellness Fee	\$ 170	\$ 170	\$ -
Placement Test Fee - English/Math	\$ 10	\$ 10	\$ -
Portfolio Evaluation Fee - per <i>submission</i>	\$ 300	\$ 300	\$ -
Returned Check Fee	\$ 25	\$ 25	\$ -
Transcript Fee	\$ 6	\$ 6	\$ -
Transfer Evaluation Fee	\$ 10	\$ 10	\$ -

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of April 23, 2010**

ITEM: Recommendation for Interior Design Program Review

COMMITTEE: Student and Academic Services

RECOMMENDED RESOLUTION: *Resolved*, continuation of the program at the current level of activity with or without specific action (no action recommended)

STAFF MEMBER: Donna Donathan, Chair
Student and Academic Services Committee

Carol Perry
Executive Dean

Billie Brooks
Dean of Student Services

BACKGROUND:

The West Virginia Council for Community and Technical College Education Title 35, Procedural Rule, Series 10, Policy Regarding Program Review requires that each program be reviewed at least every five years, and in the review to address the viability, adequacy, necessity, and consistency with mission of the program to the mission of the institution and the education and workforce needs of the community. The governing board will report to the WVCCTCE Chancellor the results of the program reviews by May 31.

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of April 23, 2010**

ITEM: Recommendation for General/Transfer Studies Program Review

COMMITTEE: Student and Academic Services

RECOMMENDED RESOLUTION: *Resolved*, continuation of the program at the current level of activity with or without specific action (no action recommended)

STAFF MEMBER: Donna Donathan, Chair
Student and Academic Services Committee

Carol Perry
Executive Dean

Billie Brooks
Dean of Student Services

BACKGROUND:

The West Virginia Council for Community and Technical College Education Title 35, Procedural Rule, Series 10, Policy Regarding Program Review requires that each program be reviewed at least every five years, and in the review to address the viability, adequacy, necessity, and consistency with mission of the program to the mission of the institution and the education and workforce needs of the community. The governing board will report to the WVCCTCE Chancellor the results of the program reviews by May 31.