



FACULTY HANDBOOK

2026-2027

Michael McComas
Chief Academic Officer

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Welcome

Dear Faculty,

Welcome to the 2026-2027 academic year at Mountwest Community & Technical College. Whether you are returning or joining us for the first time, I want to express my appreciation for the vital role you play in our shared mission to empower students through high-quality education and meaningful support.

This Faculty Handbook is designed to serve as a resource and guide, offering clarity on academic policies, procedural expectations, and the structures that support our collaborative governance. As we continue to build a student-centered learning environment, your contributions, both in and out of the classroom, remain central to our success.

We face a critical period in higher education, where adaptability, innovation, and commitment to excellence are more important than ever. I encourage you to stay engaged, participate actively in faculty governance, and share your voice as we refine our practices and strengthen our college community.

Thank you for your dedication to student success and for being a part of Mountwest. I look forward to working with you in the year ahead.

Sincerely,

Mike

Michael McComas
Chief Academic Officer

Mission, Vision, and History

Our Mission

Mountwest empowers students to learn and lead in the community and in the workforce.

Our Vision

Mountwest makes a positive impact on the lives of our students while providing them with the education and tools to prepare for their future. We inspire, support, and develop students to achieve goals, build positive relationships, and succeed in the workforce.

Our History

Mountwest Community & Technical College was established as Marshall Community College, a college within Marshall University that provided two-year associate degrees and continuing and community education. Classes first began in the fall of 1975 with a wide range of programs.

In 1991, the College's name became Marshall Community & Technical College to better reflect the technical nature of the many programs offered. Marshall Community & Technical College became accredited for the first time as an independent institution in 2003.

By 2008, many changes, including national education and workforce trends, began to redefine community and technical college education in West Virginia. These changes led to the statewide separation of two-year colleges from their four-year parent institutions.

Marshall Community & Technical College became a separate institution on July 1, 2008, as a result of West Virginia House Bill 3215. This bill made the College a free-standing, independent institution no longer administratively linked to Marshall University and established a separate Board of Governors to determine, control, supervise and manage the financial, business, educational policies and affairs of the College.

The College adopted the designation "MCTC" until it was officially named Mountwest Community & Technical College by West Virginia Senate Bill 499 in 2010. Mountwest continued to offer classes on the university campus through spring 2012. In August 2012, Mountwest opened the doors to its own 28-acre campus atop Fifth Street Hill in Huntington.

Today, Mountwest is one of only nine public institutions that form the [West Virginia Community & Technical College System](#), and it continues to meet the educational needs of Tri-State students and employers through hands-on, high-quality learning, as it has for more than five decades.

College Governance & Organization

Mountwest Community & Technical College operates within a structured framework of shared governance, ensuring that institutional decision-making is informed by local oversight, state regulations, and faculty participation. This approach fosters transparency, collaboration, and alignment with the college's mission.

West Virginia Community & Technical College System (WVCTCS)

The [West Virginia Community & Technical College System \(WVCTCS\)](#) is the statewide coordinator of community and technical colleges, working to ensure that education is both meaningful and aligned with the needs of West Virginia's workforce. WVCTCS unifies nine community and technical colleges across the Mountain State into a single, coordinated system. Its mission is to provide accessible, affordable, and practical education that prepares students for immediate employment or further academic study.

Mountwest Institutional Board of Governors

Members of the [Mountwest Institutional Board of Governors](#) are citizens, appointed by the governor, who oversee operations and establish policies for the college. All meetings of the Board are open to the public, and interested individuals are encouraged to attend.

The Board of Governors meeting schedule, agenda, and minutes can be found [here](#).

The most current institutional policies approved by the board can be found [here](#).

The following individuals have been appointed by the Governor of West Virginia to oversee the college's operations and establish its policies:

David A. Earl – Chairman

Jeffrey Blatt – Vice Chairman

Dinah Ledbetter – Secretary

MariBeth Anderson

J.L. Brydie

Melanie Hall

Justin Jarrell

Mark A. Morgan

Jennifer Plymale

Cierra Thompson – Student Representative

Erin Rich – Faculty Representative

Eric Keck – Staff Representative

College Leadership

Dr. Josh Baker, President

Michael McComas, Vice President of Academic Affairs

Terri Frye, Vice President of Finance & CFO

James McDougale, Vice President of Student Services

Mesha Shamblin, Vice President of Human Resources & Institutional Advancement

Jennifer Porter, Director of Grants & Special Projects

Gordon Mitchell, Chief Information Officer

Rodney Pell, Chief Operations Officer

Academic Deans

Sarah Dick, Dean of Liberal Arts and Transfer Studies

crouse@mctc.edu

Gerald “Jerry” Doyle, Dean of Career and Technical Studies

doyle@mctc.edu

Janet Smith, Dean of Allied Health

smithjan@mctc.edu

Kristy Wood, Dean of Workforce Development

wood25@mctc.edu

Organizational Chart

The organizational chart outlines Mountwest’s leadership and divisions. A link to the chart can be found here:

[Mountwest Organizational Chart](#)

Faculty & Staff Directory

A directory of faculty and staff is located on our website: [Directory - MCTC](#)

Faculty are encouraged to participate in college governance through elected councils and committees. For a detailed explanation of the role and structure of faculty leadership, please refer to the Faculty Constitution linked below.

Faculty Resources & Policies

To ensure access to current information, Mountwest maintains an online repository of academic calendars, policies, professional development tools, and compliance guidelines. These are updated regularly and serve as essential references for instructional and institutional expectations.

Mountwest Administrative Procedures

The administrative procedures of Mountwest Community & Technical College provide the college community with a written record of current college procedures. Many of the procedures have wide applicability – they affect both academic and administrative areas, all employees or the activities of the college as they relate to students, alumni, the community and the general public. Current procedures can be found here: [Administrative Procedures - MCTC](#)

Faculty Constitution

Mountwest's Faculty Constitution defines the governance, responsibilities, and authority of college faculty, establishing how faculty participate in decision-making and interact with administration. The Faculty Constitution can be found here: [Faculty-Consitution-Finalized-Passed-April-2025.docx](#)

Academic Calendar

The current academic calendar with key dates for each academic term, including breaks and deadlines can be found here: [Academic Calendar - MCTC](#)

CETL: Faculty Development & Teaching Support

The Center for Excellence in Teaching and Learning (CETL) is dedicated to providing Mountwest Community and Technical College's faculty and staff with guidance and resources throughout their professional development journey. Explore training, workshops, and instructional resources for faculty here: [Center for Excellence in Teaching & Learning - MCTC](#)

Mission Statement

The Center for Excellence in Teaching and Learning supports all faculty as they cultivate inclusive, evidence-based, student-centered teaching and learning practices.

Vision Statement

The Center for Excellence in Teaching and Learning (CETL) at Mountwest Community and Technical College will create a dynamic and inclusive academic environment where faculty are empowered to excel in teaching, innovate in pedagogy, and foster student success. Our vision is to be a hub of professional growth and scholarly excellence, promoting an atmosphere of academic success. Through evidence-based practices we strive to support learning outcomes-centered approaches, cultivate professionalism and scholarship, enhance student learning assessment, and champion student-centered teaching and learning strategies. By nurturing a community of committed educators, the CETL aims to elevate the educational experience for all students, ensuring their success in an ever-evolving academic landscape.

New Faculty Academy

Developed by the Center for Excellence in Teaching and Learning, the New Faculty Academy is a one-year course in which new faculty complete four different modules covering various elements of course design and professional development. Covering everything from navigating and using Blackboard Ultra to mastering student engagement, faculty complete readings, watch videos, and submit various assignments (e.g. statement of teaching philosophy, course assessment report, etc.) to demonstrate understanding in accordance with the established course learning outcomes. To learn more about the New Faculty Academy, click this [link](#), which is a guided tour through the course shell.

CETL Advisory Board

The CETL Advisory Board attends bi-weekly meetings with the Director to discuss all things CETL. This includes but is not limited to the development of the Operations Manual, preparations for in-service, monthly CETL offerings, website updates, and more.

The CETL team members are as follows:

- Morgan Byrne (Director)
- Kristen Brumfield (Advisory Board Member)
- Josh Keck (Advisory Board Member)
- Hannah Matthews (Advisory Board Member)
- Kelly Terry (Advisory Board Member)

FERPA Guidelines & Student Privacy

The Mountwest Procedure regarding the Family Educational Rights and Privacy Act (FERPA) is located [here](#).

The purpose of this procedure is to ensure that all faculty at Mountwest Community and Technical College understand their responsibilities under the Family Educational Rights and Privacy Act (FERPA) and comply with federal law protecting the privacy of student education records. This procedure applies to all faculty members, including full-time, part-time, and adjunct instructors, who have access to student education records in any form (electronic, paper, or verbal).

Policies & Benefits

The Office of Human Resources supports Mountwest employees through a number of services aimed at inspiring performance and achievement at the highest possible level. We are proud to work with our current and future employees, supervisors, and the administration on all aspects of human resources management.

Mountwest Community & Technical College is a State Community & Technical College of West Virginia and An Equal Opportunity Employer.

The following useful links provide information regarding employment benefits, institutional policies, and HR support services.

[Human Resources - MCTC](#)

[Benefits - MCTC](#)

[Employee Relations - MCTC](#)

Public Safety

The Mission of the Mountwest Department of Public Safety is to provide a safe atmosphere conducive to the education, research, employment, and daily lifestyles of our College Community; deliver high-quality, efficient, professional, and consistent service; and to proactively build and strengthen community partnerships and engagement through education and awareness to reduce crime.

At Mountwest, all the efforts of the Department of Public Safety are aimed at providing a safe environment where our community can thrive. We take the issue of campus safety seriously, and we are determined to continue our efforts to ensure our campus remains safe. To do so requires not just our efforts, but the cooperation and understanding of every member of our community.

Mountwest is proactive in promoting safety and preventing crime. Please familiarize yourself with the resources available on this page to assist you. As an active member of our community, we solicit your assistance and suggestions in responding to crime and safety issues on campus. A truly safe campus can only be achieved through the cooperation of its students, faculty, staff, and community.

Stop by the Security Desk in the Main Lobby, or call 304-710-3499 for any of the following services:

- Report a Crime
- Suspicious Activity
- Vehicle Lock-out
- Vehicle Jump Start
- Escort to/from the Main Building
- General Information

More information is available here: [Public Safety - MCTC](#)

Sharepoint Resources

These sites are maintained by Academic Affairs and are available to all full-time faculty.

- [Academic Leadership 2024 and Beyond](#)
Central hub for academic updates, procedures, and committee news.
- [Mountwest HLC Visit 2027–2028](#)
Evidence collection site for HLC criteria, federal compliance, and visit prep.

Instructional Technology and LMS Use

[Blackboard Ultra](#) is the official Learning Management System (LMS) of MCTC.

Faculty are required to maintain a visible course shell which contains at a minimum: Syllabus, Course schedule, and regularly updated grades

Support is available from the [Marshall Design Center](#)

Click [here](#) to book an individual help session and select Mountwest Support

Information Technology (IT) Services

At the IT Service Desk, the team offers a wide range of technology support for all Mountwest students, faculty, and staff. You can visit the IT Help Desk for assistance with the following:

- MyMCTC support
- Email and Microsoft Office support
- Technical assistance with SSO username and password, MFA
- Connecting to the MCTC Wi-Fi
- Setting up an email on mobile devices
- Downloading software

The IT Help Desk page, linked [here](#), also features PDF guides under the "Helpful Links" section, which offers assistance for the following:

- Mountwest user accounts
- Blackboard troubleshooting guide
- Accessing MCTC Wi-Fi
- Installing Outlook on your smartphone
- Accessing free Microsoft Office software

Student Services

Under the umbrella of Student Services, you will find Accessibility Services, admissions, the registrar, TANF support programs, financial aid, and more. Though specific services are broken down in detail below, you can learn more about everything under this umbrella by visiting the site [here](#).

- Accessibility Services
- Advising Services
- Veteran & Military Services
- Career Services
- Counseling Services
- Financial Aid
- Support Services
- Testing Center
- Registrar
- TANF Support Services

If you have questions about any of these services, don't hesitate to reach out to the following:

- Allison Flanagan, Director of Accessibility and Wellness Services
flanagana@mctc.edu | (304) 710 - 3417
- Eric Keck, Director of Admissions
kecke@mctc.edu | (304) 710 - 3413
- Jackson Sorrells, Coordinator for Student Engagement and Leadership
sorrellsr@mctc.edu | (304) 710 - 3375
- Jamie Bayne, Librarian
bayne@mctc.edu | (304) 710 - 3465

Academic Support Services

Academic Success Center- Designed to help students in a variety of courses and provide strategies for studying and learning course material.

Location: 107

Email: tutoring@mctc.edu

To submit writing assignments, email writingcenter@mctc.edu

Hours: For the most up-to-date Academic Success Center hours, please visit the webpage at <https://www.mctc.edu/academics/academic-services/academic-skills-center/> or stop by Room 107.