



Board of Governors

Meeting Agenda

FY 17

August 24, 2016

12:00 pm; Eastern WVCTC Main Campus; Moorefield, WV

BOARD MEMBERS

Robert Tissue, Chair

Dixie Bean

Laurel Godlove

Douglas Lambert

Faron Shanholtz

George Sponaule

Scott Staley, Vice Chair

Greg Greenwalt

Curtis Hakala

Jr. Helmick

Theda May

Melinda Chambers

Dr. Charles Terrell, President

**Strategic Plan 2015-2020**

Student Access and Success

Teaching and Learning

Community Engagement and Partnerships

Culture of Innovation

Resources

Eastern West Virginia Community and Technical College  
Board of Governors  
Eastern Campus Moorefield, West Virginia

STANDING COMMITTEES

ACADEMIC & STUDENT PROGRAMS COMMITTEE:

SCOTT STALEY, CHAIR  
CURTIS HAKALA  
LAUREL GODLOVE  
DIXIE BEAN

PERSONNEL COMMITTEE:

DOUGLAS LAMBERT, CHAIR  
ROBERT TISSUE  
CURTIS HAKALA  
DIXIE BEAN  
FARON SHANHOLTZ

FINANCE & ADMINISTRATION COMMITTEE:

ROBERT TISSUE, CHAIR  
GREG GREENWALT  
DOUG LAMBERT  
SCOTT STALEY

BOARD OPERATIONS COMMITTEE:

SPECIAL COMMITTEES

FACILITIES COMMITTEE:

ROBERT TISSUE, CHAIR  
LAUREL GODLOVE  
DIXIE BEAN  
MELINDA CHAMBERS  
GEORGE SPONAUGLE

FOUNDERS AWARD COMMITTEE:

ROBERT TISSUE, CHAIR

Eastern West Virginia Community and Technical College

Board of Governors

Meeting of August 24, 2016

EWVCTC Main Campus

Moorefield, WV

Call to Order:

\*Action Item:

\*Minutes July 20, 2016 ..... Attachment

Presentation:

- A. WV Secretary of State Natalie Tennant
- B. Lindsey Teets, Small Business Development update....Attachment

Welcome:

- A. Anthony Oliverio and Rachel Davis, Faculty
- B. Update on staffing

\*Action Items:

- A. None

Informational Items:

- A. Revised HLC Self-Study Timeline.....Attachment
- B. Chancellor’s Advisory Committee and Council meetings

Board Chair & Committee Reports:

- A. WV Board of Governors Association
- B. Classified Staff updates-Laurel Godlove
- C. Faculty updates-Curtis Hakala
- D. Student updates-Theda May

<b>Student Access and Success</b>			<b>1</b>
Enrollment/Retention/College Completion/Financial Aid/Early Entrance Data Points			
• Fall Enrollment update			
CAMPUS	HeadCount	FTE	
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Eastern	488	288.8	

Workforce	76	38.5	
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sum	564	327.3	
Unduplicated Total	555	327.3	
<ul style="list-style-type: none"> <li>Shepherd University Enrollment Plan September</li> </ul>			
<b>Teaching and Learning</b> Assessment/Reaccreditation/Institutional Effectiveness/Assessment/Academics/Career And Technical Education Data Points-			<b>2</b>
<ul style="list-style-type: none"> <li>Wind Technology instructor-Brad Goldizen</li> </ul>			
<b>Community Engagement and Partnerships</b> Workforce Education/District Consortium/Sector-Based Strategies/BTG Data Points-			<b>3</b>
<ul style="list-style-type: none"> <li>Grant County Mulch</li> <li>Sugar Grove</li> <li>Davis &amp; Elkins</li> </ul>			
<b>Culture of Innovation</b> WORCS/Foundation/IREED/Launchpad/SBDC			<b>4</b>
<ul style="list-style-type: none"> <li>Small Business Administration (\$50,000)</li> <li>Benedum Foundation (\$150,000)</li> <li>USDA \$32,000</li> <li>USDA \$ 7,000</li> </ul>			
<b>Resources</b> Alignment of Budget/Grants/			<b>5</b>
<ul style="list-style-type: none"> <li>DOL America's College Promise \$3,720,000</li> <li>WVDO Loan Agreements</li> </ul>			
<b>Campus Safety, Security and Health</b>			
<ul style="list-style-type: none"> <li>Panic button</li> <li>Mock Active Shooter and fire drills Fall 2016</li> </ul>			
<b>Public Relations</b> Communications/Marketing/Events/Media Data Points-			
<ul style="list-style-type: none"> <li>Outdoor movie night - update</li> <li>Natalie Roper, Generation WV 2017 Commencement speaker</li> </ul>			

<b>Local, State and National meetings</b>	
Advisory Committee/WV Council/	
•	
<b>Higher Learning Commission-Self Study Visit April 22-24, 2018 “HLC Awakens”</b>	
October 10 – 25, 2016	Crosstalk sessions for taskforces scheduled by Self Study Process Facilitator

Next Meeting: September 21 2016, at 12:00 pm

Special Guest: To be announced

Adjournment:

## VI. Comprehensive Calendar and Timetable

### 2017 - 2018 Visit (Spring Visit Timeline)

Timeline	Activity
March, 2014	Eastern receives Continued Accreditation (Standard Pathway)
2014 – 2016	HLC Monitoring Report issues addressed
March 28 - 31, 2015	Self Study Leadership Team and Eastern Staff attend the annual HLC Conference. Self Study Leadership Team meets with Dr. Eric Martin (HLC Liaison) while at the Conference.
May, 2015	Mission/Strategic Planning Sessions including Eastern Staff  Spring 2015. Plan approved by BOG 9-23-15. Plan updates in progress.
September, 2015	President notifies HLC as to designated Study Coordinator and preferred visit dates; qualities Eastern desires in visiting team members (i.e. areas of expertise to provide us with guidance); and any proposed changes to Statement of Affiliation Status (SAS).
October 2015	Self Study Leadership Team Appointed
November, 2015	Self Study Leadership Team reviews the Self Study Prospectus and finalizes for Board of Governors review/approval.
November 13, 2015	HLC selects 2018 Site Visit dates (4/23/18 – 4/24/18)
January 11, 2016	Self Study Leadership Team meets with Criterion Team Leaders (review timeline, responsibilities, documentation)
January, 2016	President presents report on the preliminary plan to the Board of Governors. Includes approval of prospectus, self study budget and affirmation to move forward with the process.
January - February, 2016	Monitoring Report Implementation Teams provide updates for review by Cabinet and Department Heads to identify status regarding HLC recommendations and progress on monitoring report issues. Reports forwarded to SB-G for distribution to and review by Criterion Team Taskforces.
February 8, 2016	Documentation Team meets to establish processes
March, 2016	Self Study Design Submitted by President to Dr. Jeff Rosen (HLC liaison) for review and recommendations

Timeline	Activity
March, 2016 – March, 2018	Conduct focus groups and sector based strategy meetings. Sessions to be coordinated by Marketing and Workforce Education.
March 14, 2016	All College Meeting and Self Study Kick-off: Processes defined; workgroups/criterion teams officially appointed; review Self Study goals; review HLC criteria and 2013 Visiting Team Report.
March 1, 2016 –June 1, 2016	Initial Baseline for Data for the Self Study; Criterion Team data requests to be submitted to SB-G
March 18, 2016	Designated Self Study Work Sessions: During this first session, each Criterion Taskforce will review criteria, core components and minimum requirements. (These are individual team meetings.) Criterion Taskforces establish team review processes, identify preliminary questions to guide review, identify initial data needs, persons to interview, departmental documents to obtain. Taskforces will provide a report of meeting, processes to use and data needs to Self Study Facilitator.
March 1, 2016 - March, 2018	Self Study Leadership Team interacts with appropriate stakeholders and taskforces
April 8, 2016	Designated Self Study Work Sessions
April 15 – 19, 2016	Self Study Leadership Team and Eastern Staff attend the HLC Annual Conference in Chicago
April, 2016	Self Study Leadership Team meets with Dr. Jeff Rosen while attending the HLC Annual Conference
April 22, 2016	Designated Self Study Work Sessions
May 1, 2016	Initial Criterion Taskforce Reports due to Self Study Leadership Team
May 1, 2016 – April 31, 2017	Self Study Report Facilitator reviews taskforce reports; requests additional data as needed
May 1, 2016 – April 31, 2017	Criterion Taskforces provide follow up data per Self Study Report Facilitator's request
May 13, 2016	Designated Self Study Work Sessions
May 27, 2016	Designated Self Study Work Sessions
June – August 2016	Documentation Team reviews Assurance System Training Videos, schedules practice sessions in Assurance System complete with uploads, edits and linking documentation.
June 3, 2016	Department reports due to Criterion Taskforce Leaders. Each College department (Business Office, IT, LSS, Academics, Workforce) will provide a summary of

Timeline	Activity
	department practices supporting each criterion. Summary includes, but is not limited to best practices, processes under review/revision, changes made since last self study, etc. These documents will be provided to the Criterion Taskforces as a base document to begin their evaluation for the self study report.
June 10, 2016	Designated Self Study Work Sessions
June 24, 2016	Designated Self Study Work Sessions
July 1, 2016	Criterion Taskforce progress reports due. Taskforce Leaders post reports in designated folders on Share File and forward to Self Study Process Facilitator. Process Facilitator follows-up with teams for incomplete information/reports, etc.
July 8, 2016	Designated Self Study Work Sessions
July 22, 2016	Designated Self Study Work Sessions
July 11 - 15, 2016	Criterion Taskforce Leaders Crosstalk (facilitated by Self Study Process Facilitator) (Additional crosstalk sessions may be requested). Taskforce Leaders meet to share progress, initial findings and to determine which taskforces should meet for crosstalk sessions.
July 26, 2016	Self Study Leadership Team meets to review progress/status of Criterion Teams.
August 1, 2016	Criterion Taskforce progress reports due. Taskforce Leaders post reports in designated folders on Share File and forward to Self Study Process Facilitator. Process Facilitator follows-up with teams for incomplete information/reports, etc.
August 12, 2016	Designated Self Study Work Sessions
August 26, 2016	Designated Self Study Work Sessions
August 30, 2016	All College Meeting: Self Study Update; Criterion Taskforce presentations of findings, questions/concerns, and next steps
October 10 – October 25, 2016	Crosstalk sessions for taskforces scheduled by Self Study Process Facilitator
October 14, 2016	Designated Self Study Work Sessions
October 28, 2016	Designated Self Study Work Sessions
November 1, 2016	Criterion Taskforce progress reports due. Taskforce Leaders post reports in designated folders on Share File and forward to Self Study Process Facilitator. Process Facilitator follows-up with teams for incomplete information/reports, etc.
November 7 – November 25, 2016	Taskforce Leaders Crosstalk (facilitated by Self Study Process Facilitator) (Additional crosstalk sessions may be requested)



Timeline	Activity
November 11, 2016	Designated Self Study Work Sessions
November 12, 2016	Designated Self Study Work Sessions
December 9, 2016	Designated Self Study Work Sessions
December, 2016	Self Study Leadership Team meets to review progress/status of Criterion Teams.
January 6, 2017	<p>Criterion Taskforce progress reports due. Taskforce Leaders post reports in designated folders on Share File and forward to Self Study Process Facilitator. Process Facilitator follows-up with teams for incomplete information/reports, etc.</p> <p>First draft of Criterion and Core Component Assurance Argument due. Criterion Taskforce Leaders post assurance argument draft on Share File.</p>
February 3, 2017	<p>Criterion Taskforce progress reports due. Taskforce Leaders post reports in designated folders on Share File and forward to Self Study Process Facilitator. Process Facilitator follows-up with teams for incomplete information/reports, etc.</p>
February, 2017	Self Study Leadership Team meets to review progress/status of Criterion Teams.
February 14, 2017	All College Meeting: Self Study Update; Criterion Taskforce presentations of findings, questions/concerns, and next steps
March 2017 (TBD)	HLC Liaison, Jeff Rosen: Campus Visit. To be determined by Dr. Terrell
March 30 - April 4, 2017	Self Study Leadership Team and Eastern Staff attend the HLC Annual Conference in Chicago
March/April, 2017 TBD	Self Study Leadership Team meets with Dr. Jeff Rosen while attending the HLC Annual Conference
March 1, 2017 – August 17, 2017	Criterion Taskforce Leaders post revised drafts of assurance arguments <u>and</u> supporting documentation on Share File. Self Study Leadership Team reviews drafts of Assurance Arguments for edits, unresolved issues, etc.
April 1, 2017 – November 14, 2017	Documents Facilitator and Taskforce on Documents build and complete documentation resource files (Share File) and identify documents for uploading onto Assurance System.
April 1, 2017 – March 14, 2018	Documents Facilitator and Taskforce on Documents build and complete on-campus documentation resource files.
August 16, 2017	<p>Initial Draft of Federal Compliance Document</p> <p>Self Study Coordinator and Self Study Facilitator complete Federal Compliance document.</p>

Timeline	Activity
August 29, 2017	All College Meeting: Self Study Update; report draft update, pending visit with HLC liaison, questions/concerns, and next steps
August 31, 2017	Initial full draft of Criterion Assurance Arguments completed by Criterion Taskforce Leaders (Criteria 1 – 5) to be posted on Share File  Self Study Report Facilitator completes draft of Introduction. Dr. Terrell reviews/approves draft of introduction.
August/Sept, 2017	On-campus visit by HLC liaison (Dr. Jeff Rosen) Date TBD. To be determined by Dr. Terrell.
September 7, 2017	Taskforces and constituents provide comments on Assurance Arguments. Comments to be submitted to Report Facilitator and respective Criterion Team Leader.
October 1, 2017	Third Party Comment: Announcement of Visit and opportunity for constituents to send comments to HLC