

# 2021-2022 Factbook



Dr. Thomas Striplin, President





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## Preface

The *Eastern College Factbook* is a summary of statistics about Eastern Community and Technical College.

The purpose of this book is to provide a consistent source of information regarding Eastern Community and Technical College. Most of the data for the factbook has been collected from existing data sources.

I hope this book is a great resource to all campus offices.

Lindsey Graham Guinn  
Institutional Research & Reporting Specialist  
WV Higher Education Policy Commission

## Chapter 1: About Eastern Community & Technical College

### History of the Institution

For over 20 years, Eastern has been serving the educational needs of the Potomac Highlands throughout Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker counties. Eastern students receive a high-quality, hands-on learning experience in state-of-the-art classrooms and laboratories. We offer personalized attention to individual educational and career goals and custom solutions that are unmatched in our region.

### Mission

Eastern's mission is to provide accessible and affordable educational opportunities for academic, technical, workforce training and life-long learning for the Potomac Highlands regional community.

### Vision

Eastern enriches the Potomac Highlands regional community through a range of innovative programs and services that exemplify community college values and achieve the community college mission.

### College Leadership

Dr. Thomas Striplin

President

Curtis Hakala

Dean of Teaching and Learning

Ron Hamilton

Chief Information Officer

Dr. Megan Webb

Dean of Community Engagement and Partnerships

Monica Wilson

Dean of Student Access and Success

### Organizational Chart

Insert

### Board of Governors

Greg Greenwalt, Chair

Jr Helmick, Vice Chair

Sherry Michael, Faculty Representative

Ann Degnan, Staff Representative

Vanessa Hinger, Student Representative

Sheldon Arbaugh

Andrew Blackwood

Melinda Chambers



Sonnee Shomo

Sheena Van Meter

Herman Whetzel

### Our Accreditors

Eastern Community & Technical College is accredited by the Higher Learning Commission.

The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region.

#### Academic Program Accreditation

WV Board of Examiners for Registered Professional Nurses (Full Approval, March 2013)

90 MacCorkle Ave, SW

Suite 203

South Charleston, WV 25303-1443

WV Board of Nursing: [www.wvrnboard.com](http://www.wvrnboard.com)

Full Accreditation in February, 2015

Accreditation Commission for Education in Nursing (ACEN) (Full Approval, February 2015)

3343 Peachtree Road, NE

Suite 850

Atlanta GA 30326

[www.acenursing.org](http://www.acenursing.org)



## Chapter 2: Academics

### Programs of Study

#### Associate in Applied Science (A.A.S)

- Accounting
- Administrative Support Technology
- Automotive Technology
- Biological and Environmental Technology
- Business Management
- Early Childhood Development
- Electromechanical Technology
- Information Technology
- Nursing
- Winder Energy Technology

#### Associate in Arts (A.A)

- Elementary Education (Shepherd)
- English
- General
- History/Political Science
- Humanities & Arts
- Social Science

#### Associate in Science (A.S.)

- General
- Accounting
- Elementary Education (WVUP)

#### Customized Degree Programs

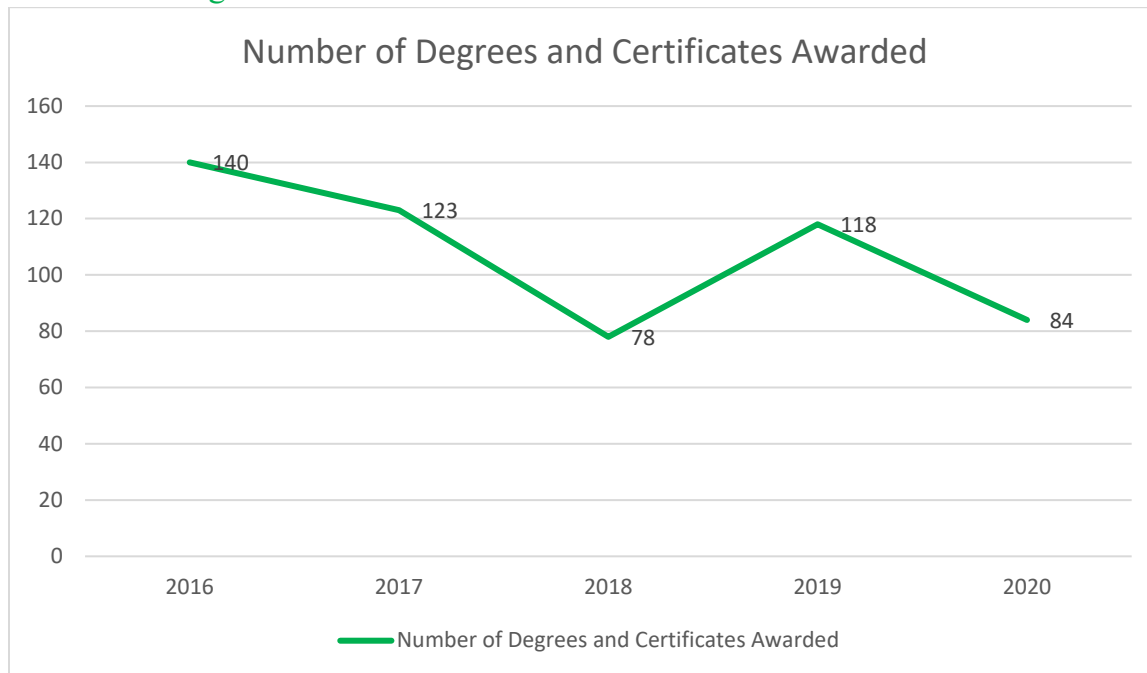
- Board of Governors
- Occupation Development
- Paraprofessional in Education
- Technical Studies

### Certificates

- Accounting
- Administrative Support Technology
- Allied Health Care
- Automotive Technology
- Biological & Environmental Technology
- Business Management
- Computer Applications Specialist
- Electromechanical Technology

- Information Technology
- Paraprofessional in Education
- Wind Energy Technology
- Technical Studies: Certified Nursing Assistant
- Technical Studies: Medical Assistant
- Technical Studies: Pharmacy Technical
- Technical Studies: Phlebotomy Technician
- Technical Studies: Residential Care Specialist, Specialist Needs Children
- Technical Studies: Welding Technology

### Number of Degrees and Certificates Awarded



### Graduation Rates

100%

2015	2016	2017	2018	2019
10%	15%	11%	7%	8%

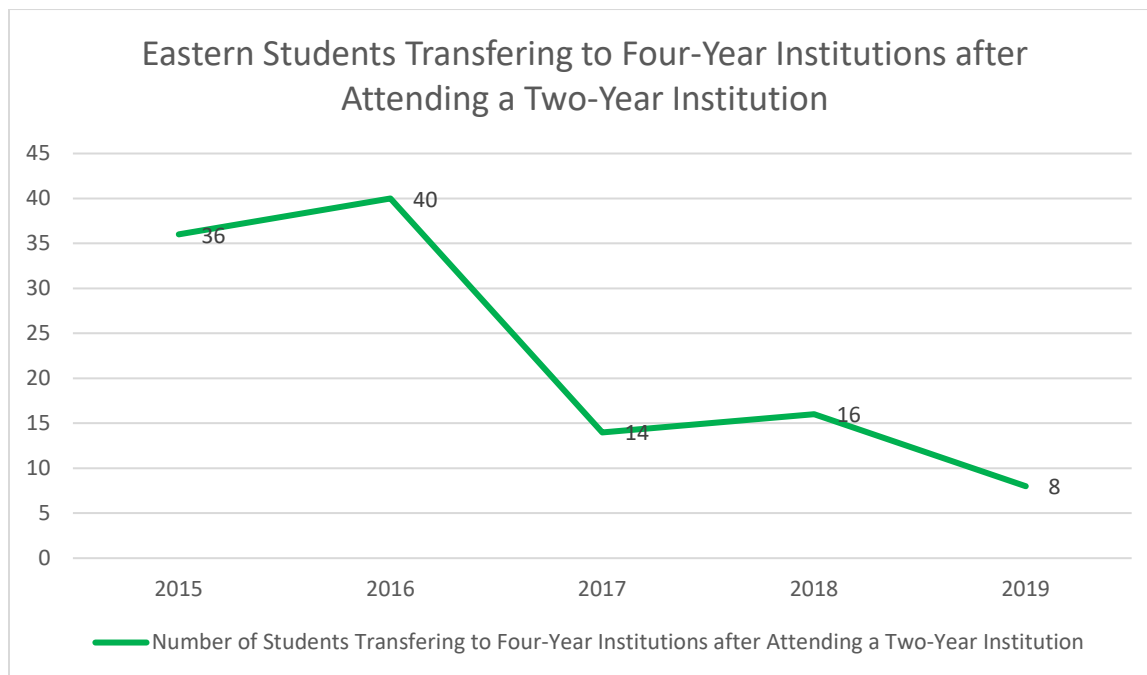
150%

2015	2016	2017	2018	2019
29%	31%	20%	32%	20%

200%

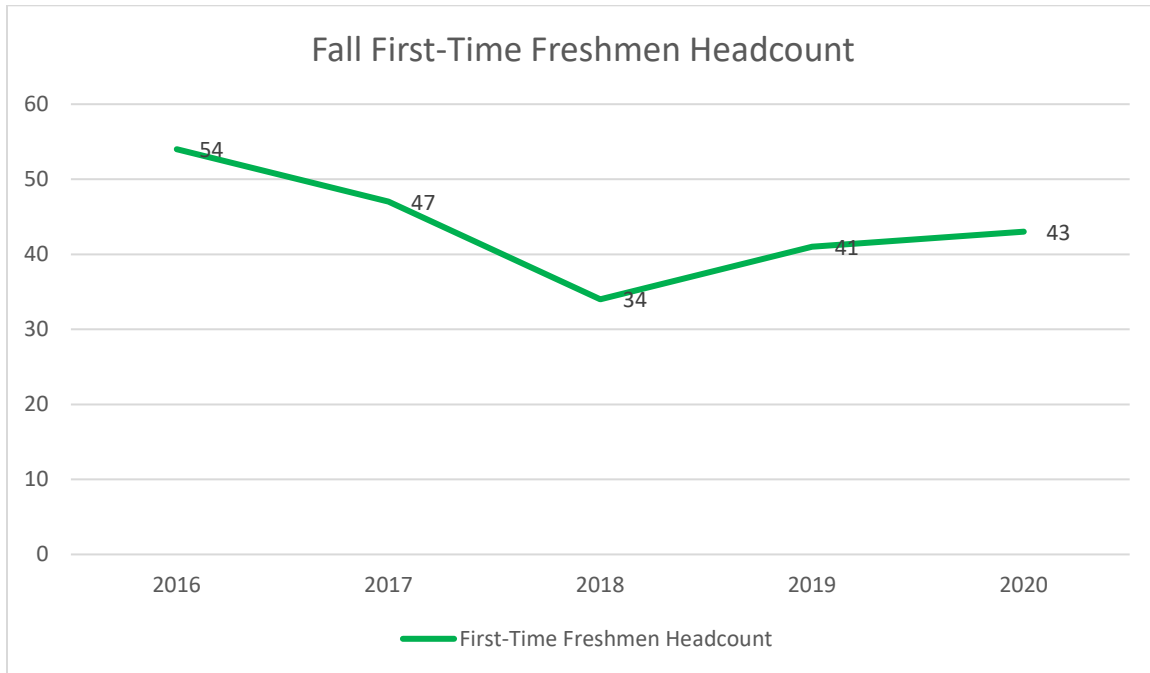
2015	2016	2017	2018	2019
53%	36%	27%	33%	24%

## Eastern Students Transferring to a Four-Year Institution after Attending a Two-Year Institution

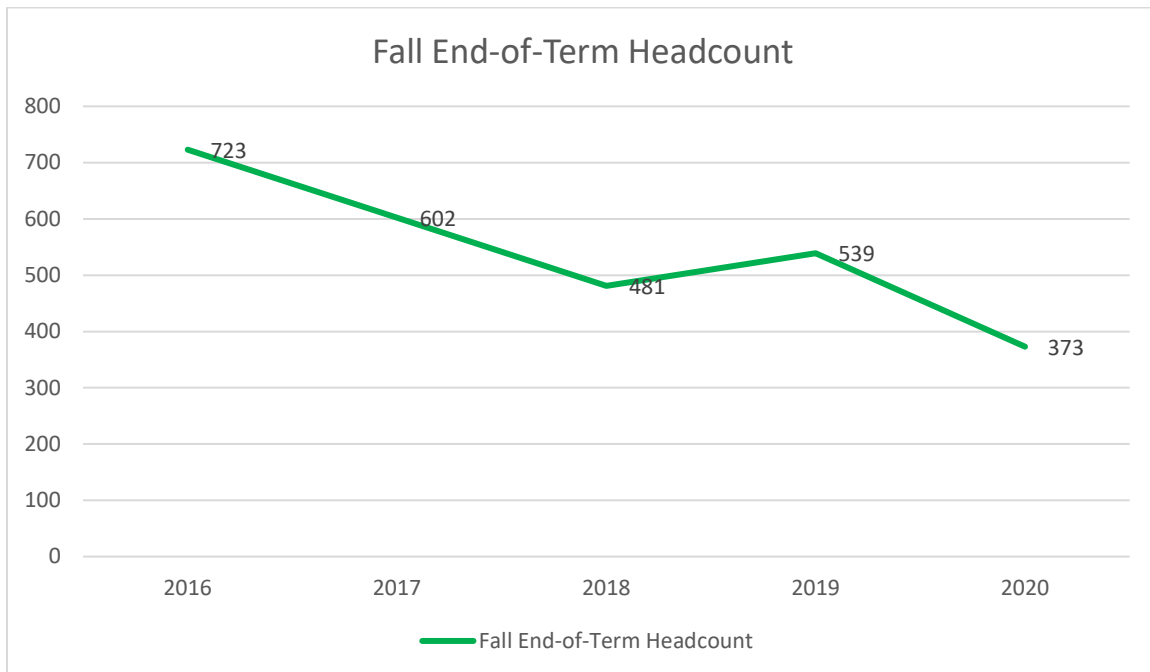


## Chapter 3: Enrollment

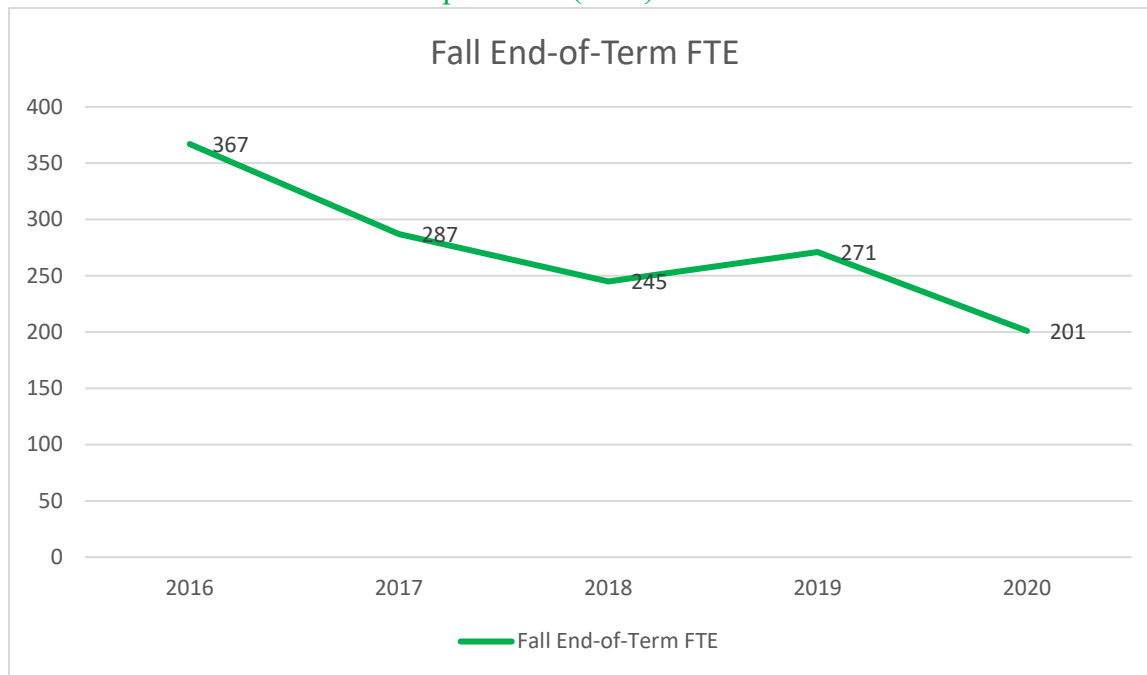
### Fall End-of-Term First-Time Freshmen Headcount



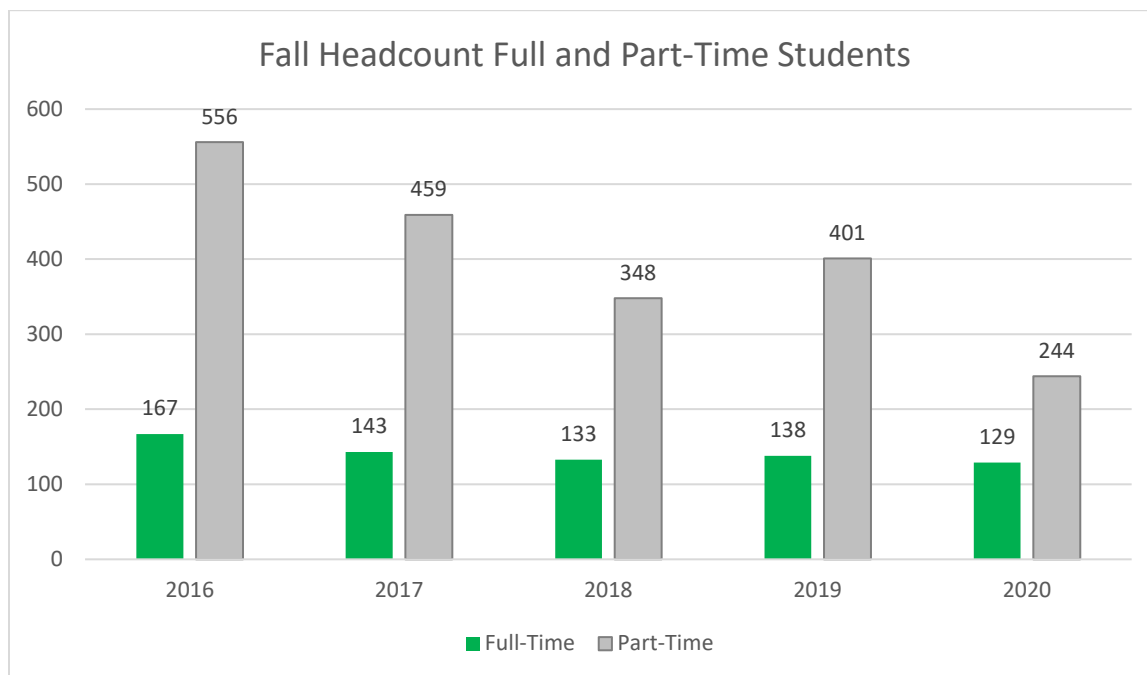
### Fall End-of-Term Headcount



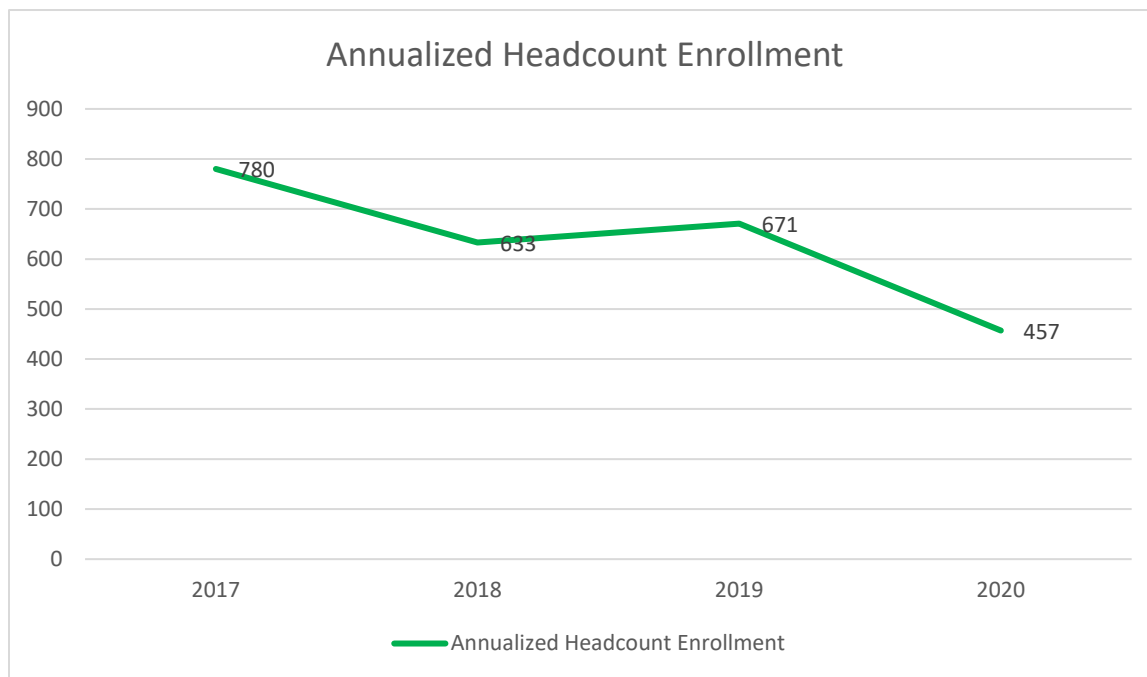
## Fall End-of-Term Full-Time Equivalent (FTE)



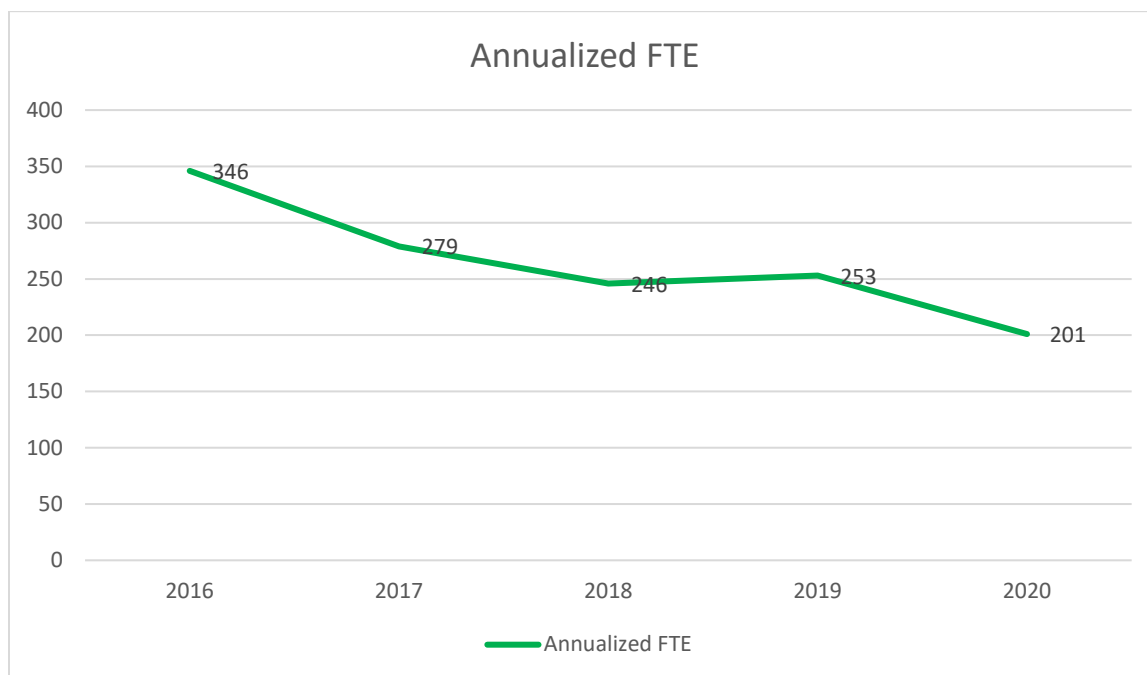
## Fall Headcount Full and Part-Time Students



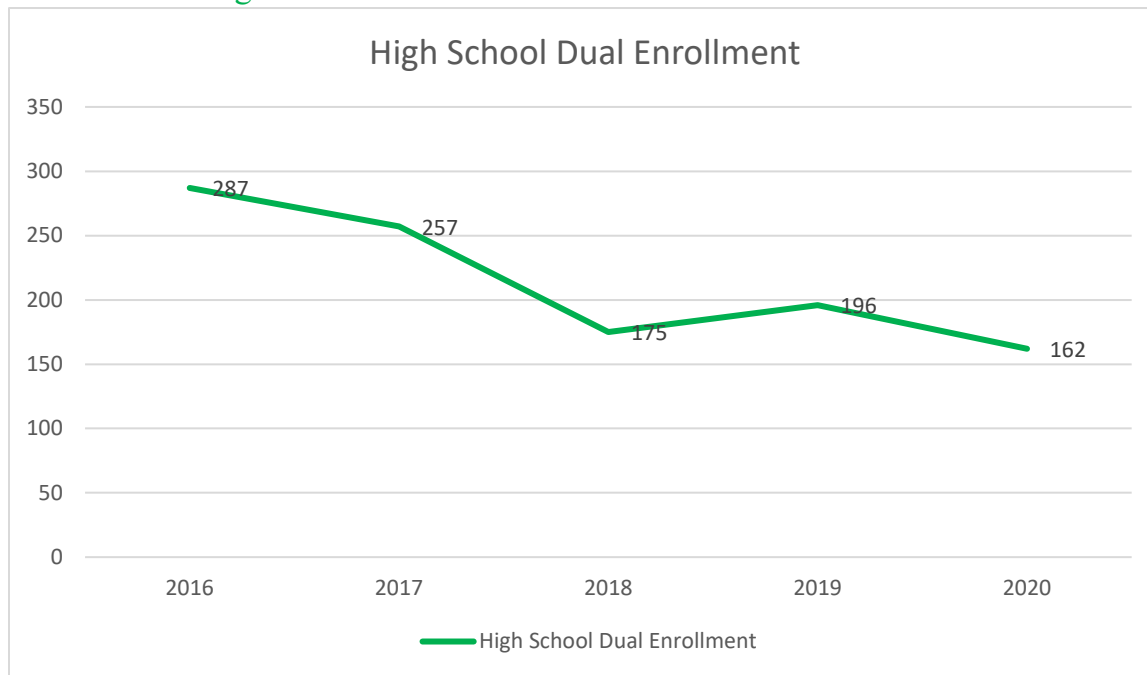
## Annualized Headcount Enrollment



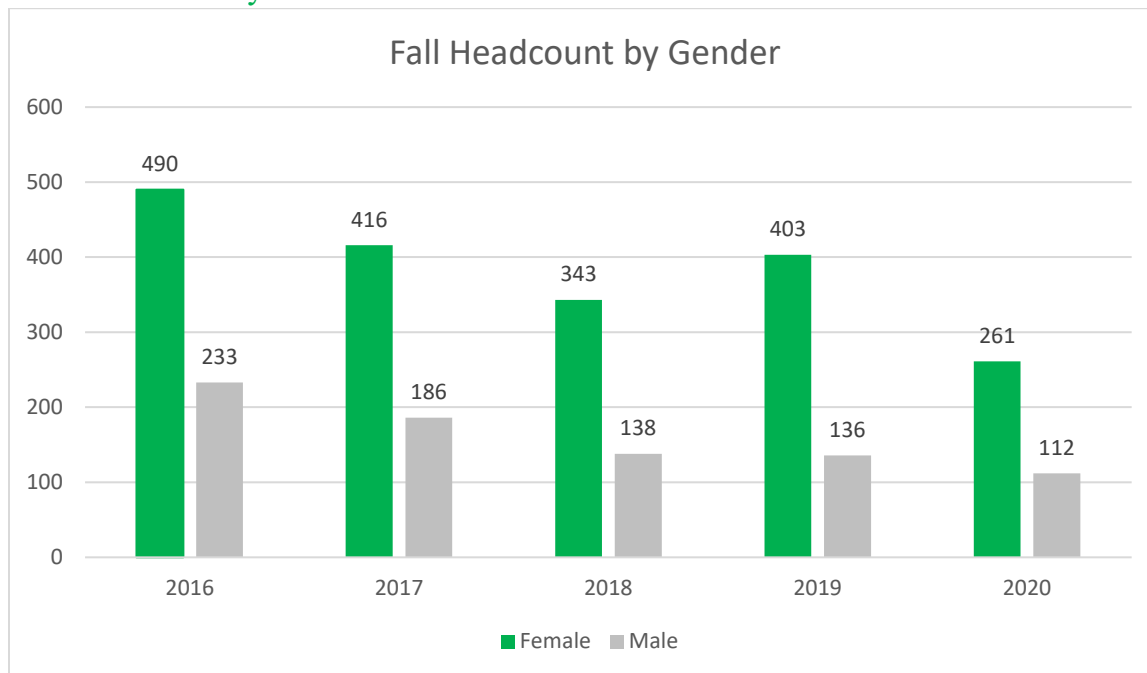
## End of Term Annualized FTE



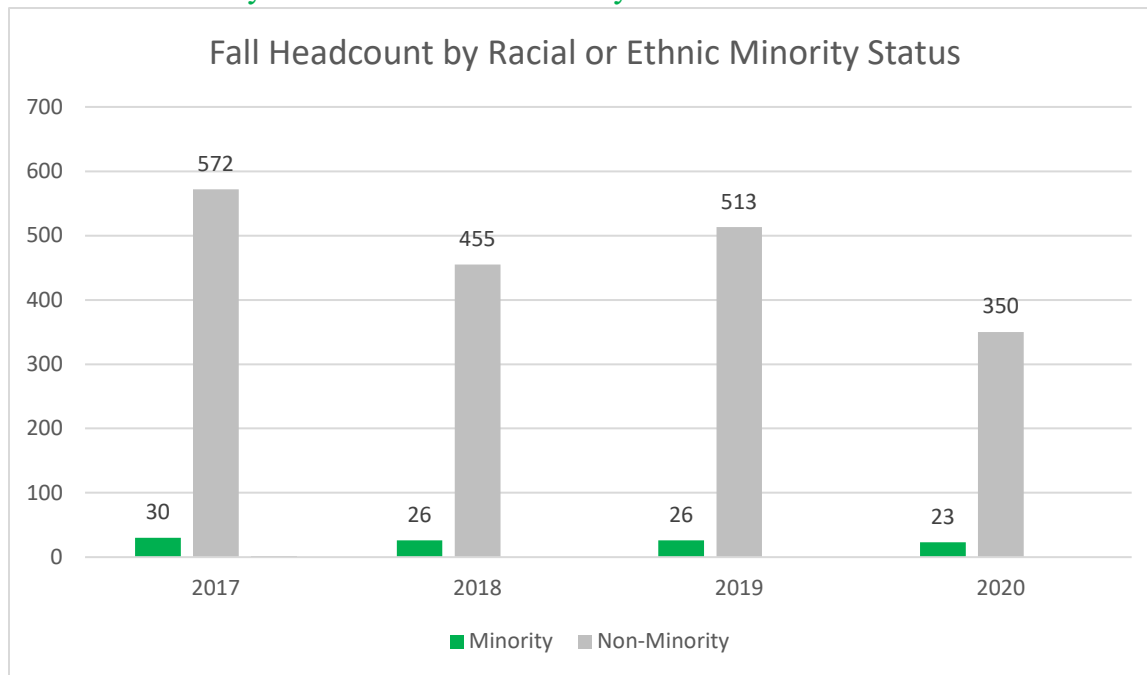
## End-of-Term High School Dual Enrollment Headcount



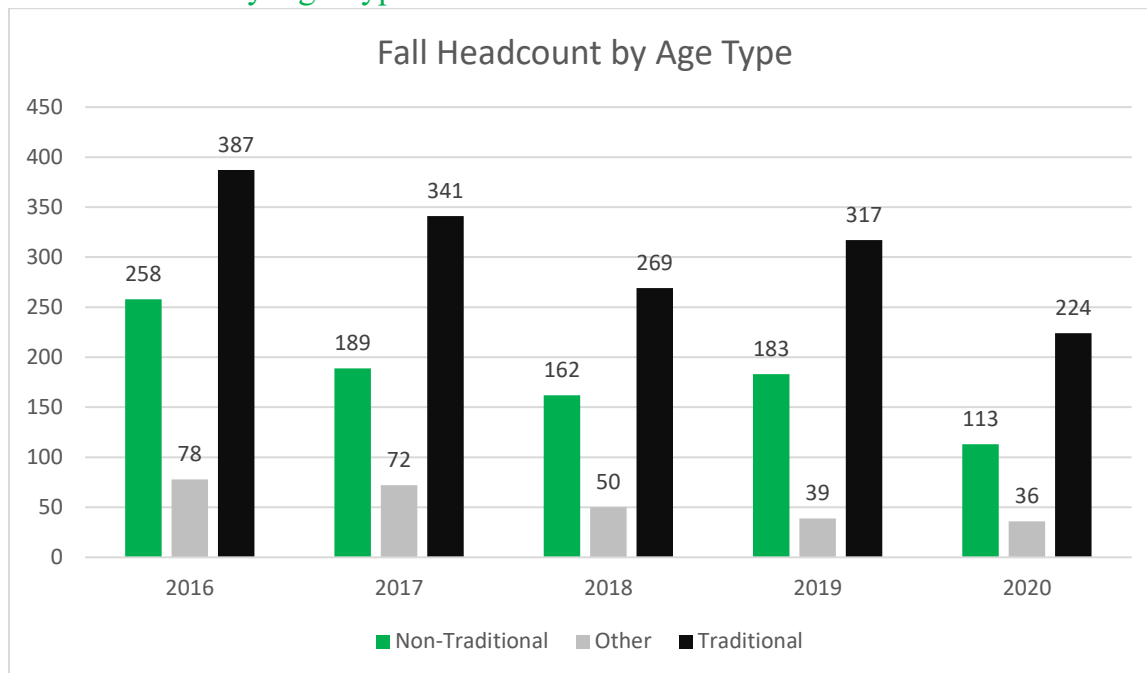
## Fall Headcount by Gender



## Fall Headcount by Racial or Ethnic Minority Status

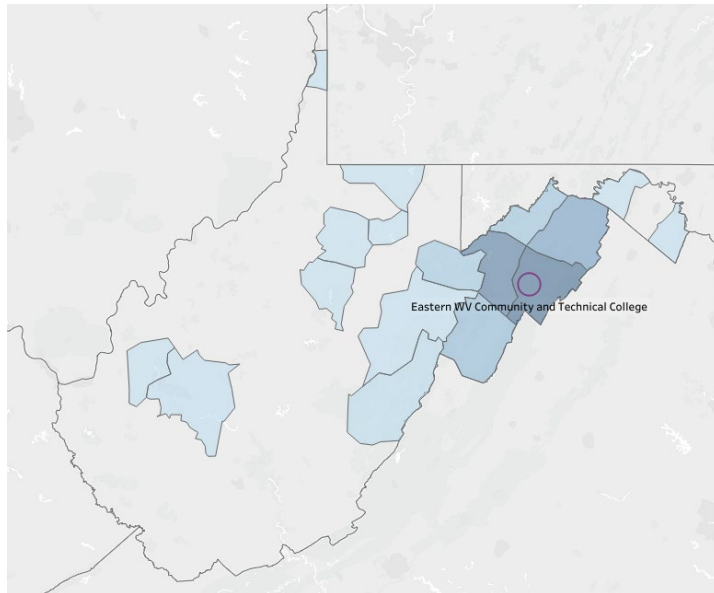


## Fall Headcount by Age Type

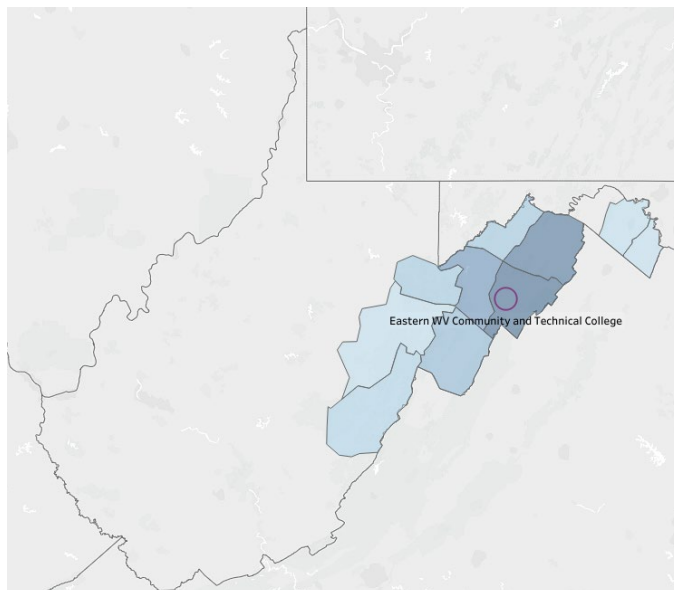




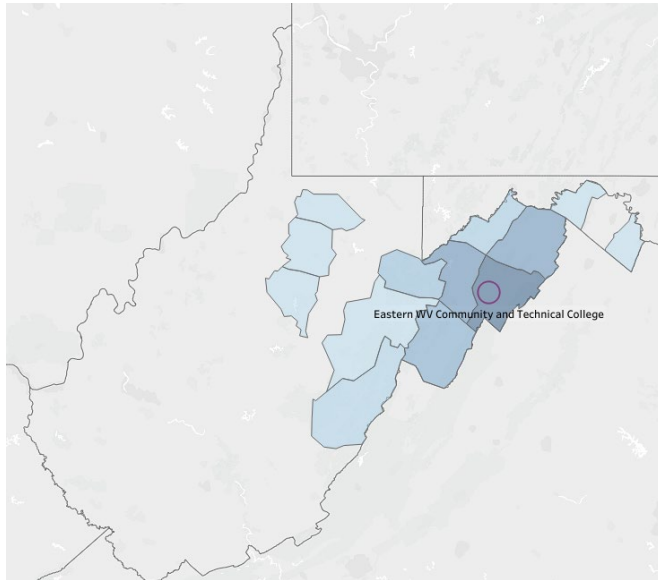
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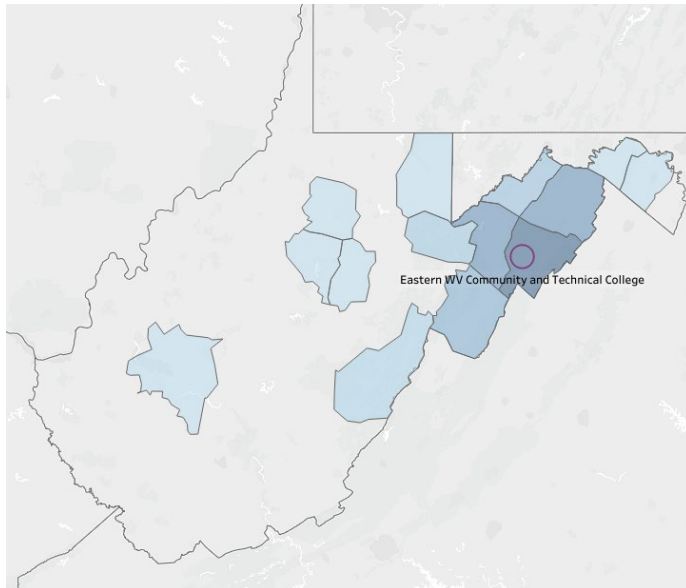
2017-2018



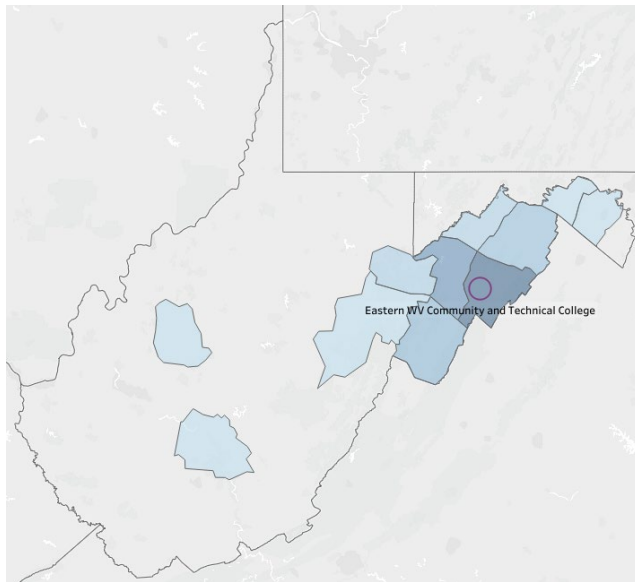
2018-2019



2019-2020

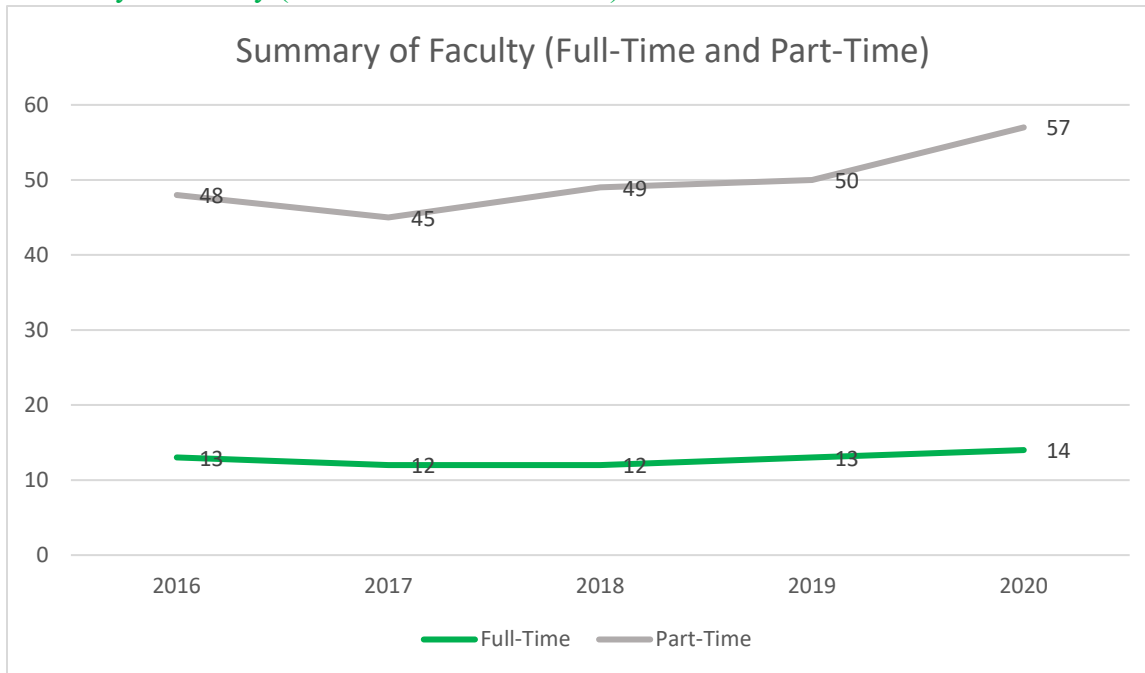


2020-2021

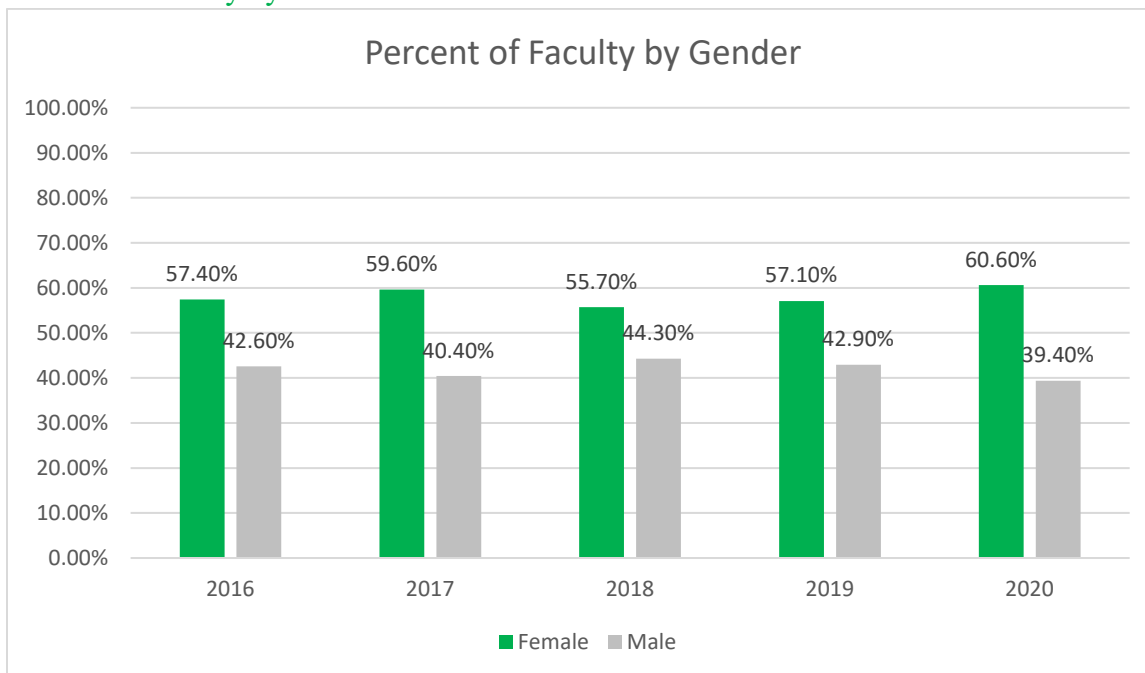


## Chapter 4: Faculty and Staff

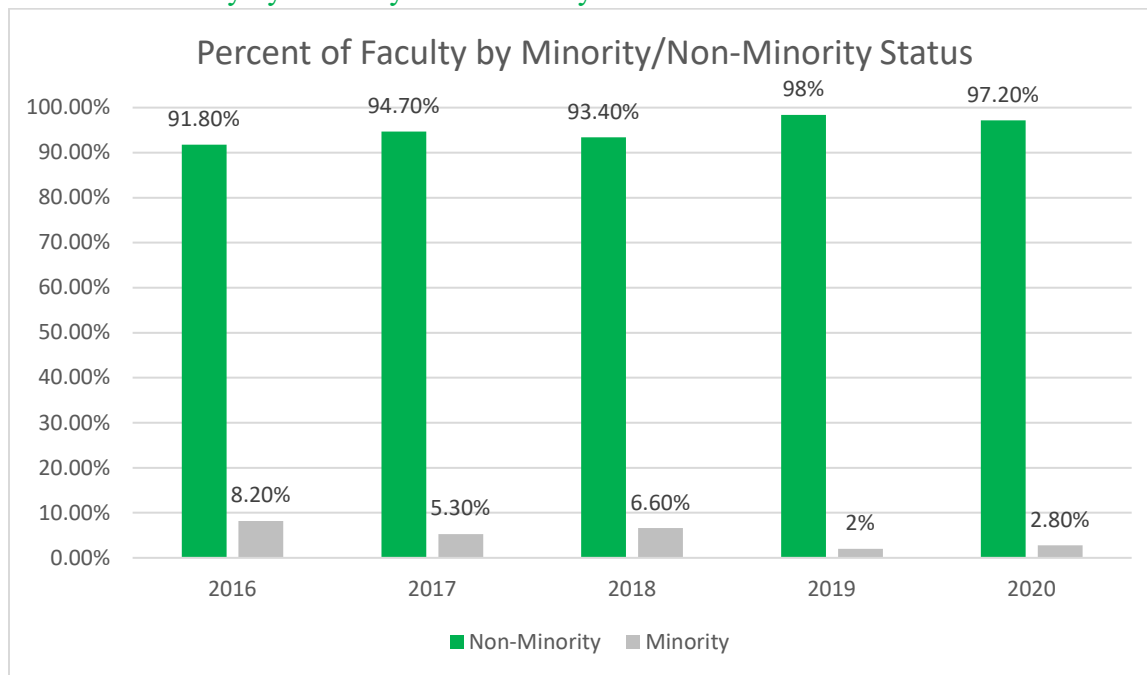
### Summary of Faculty (Full-Time and Part-Time)



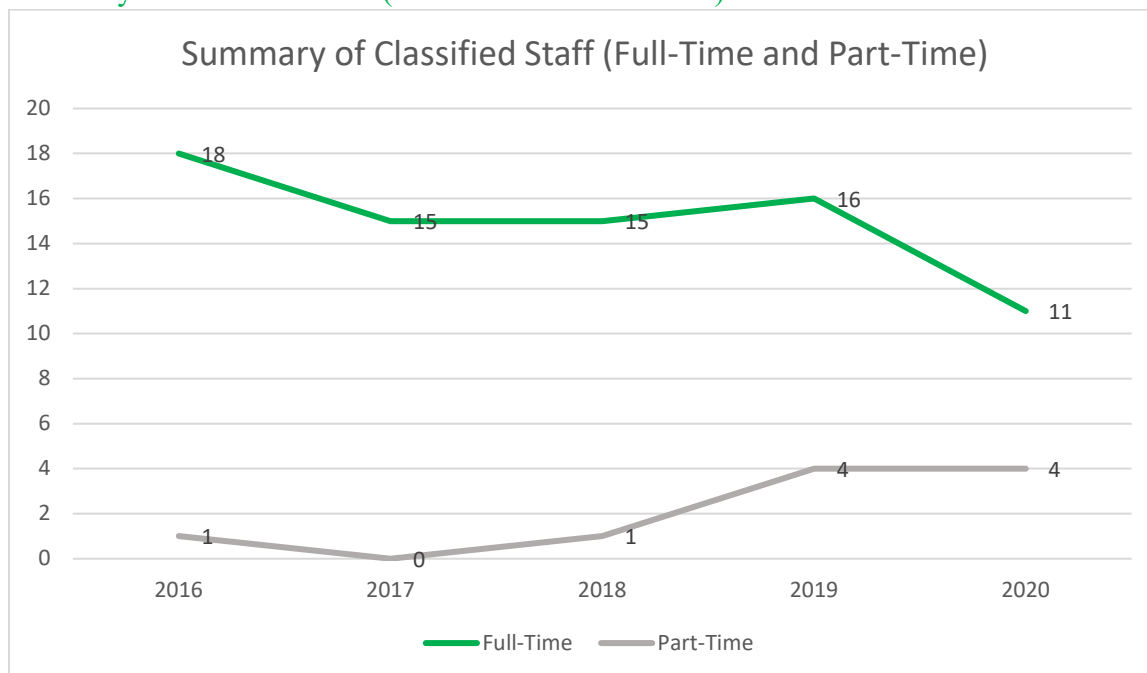
### Percent of Faculty by Gender



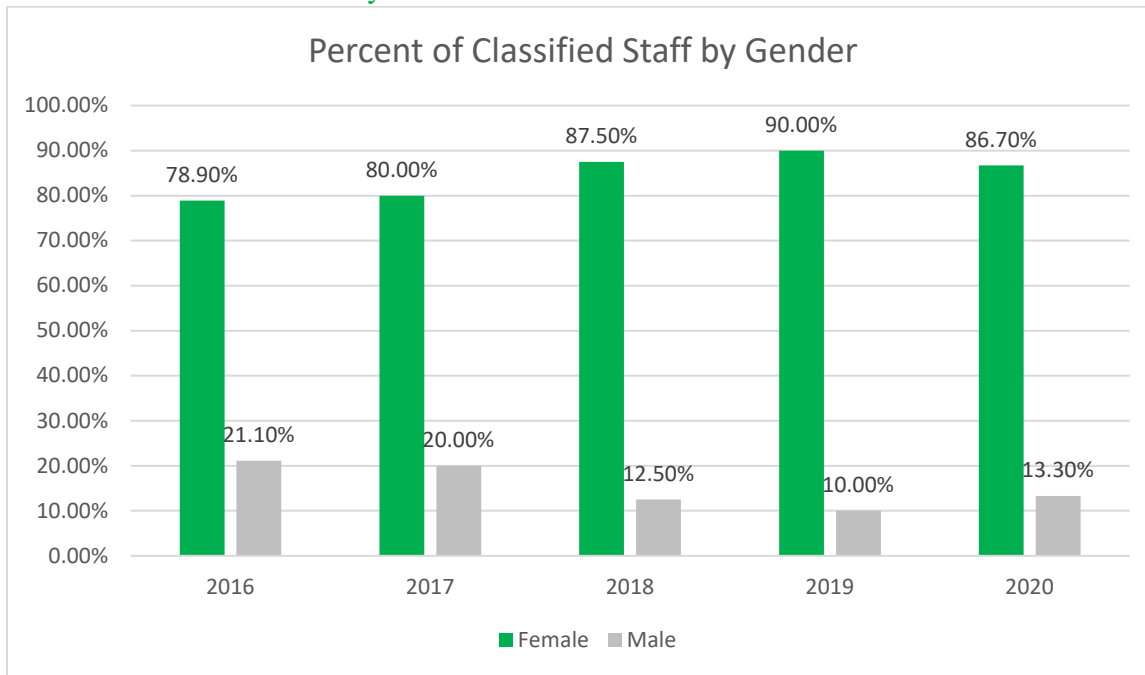
## Percent of Faculty by Minority/Non-Minority Status



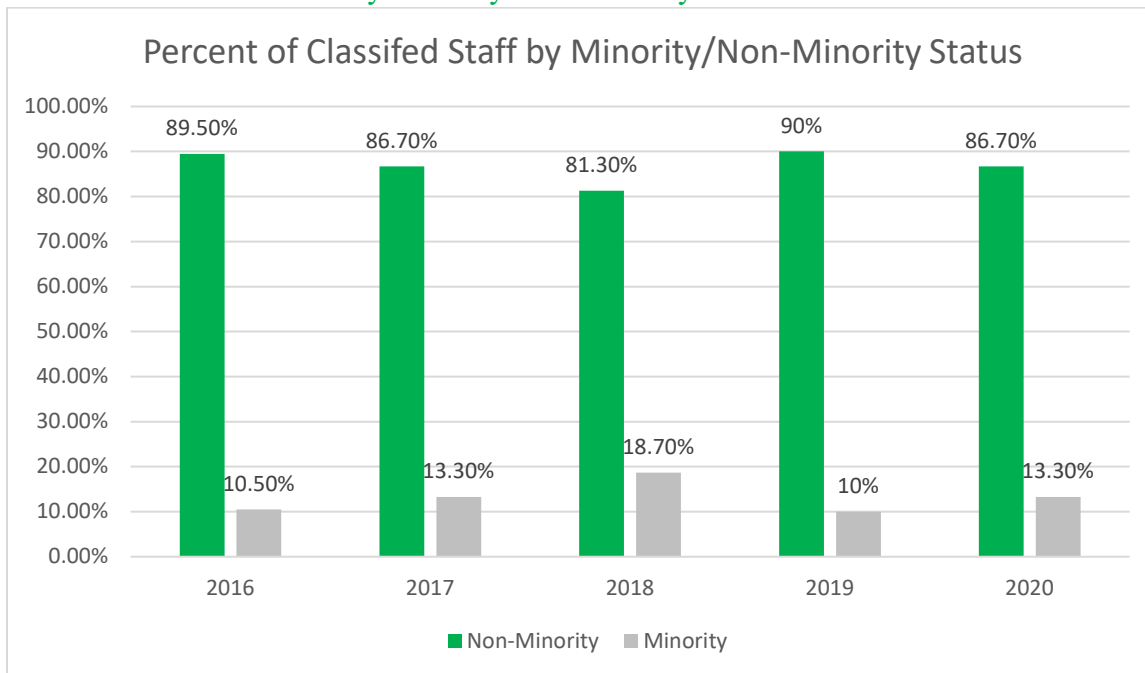
## Summary of Classified Staff (Full-Time and Part-Time)



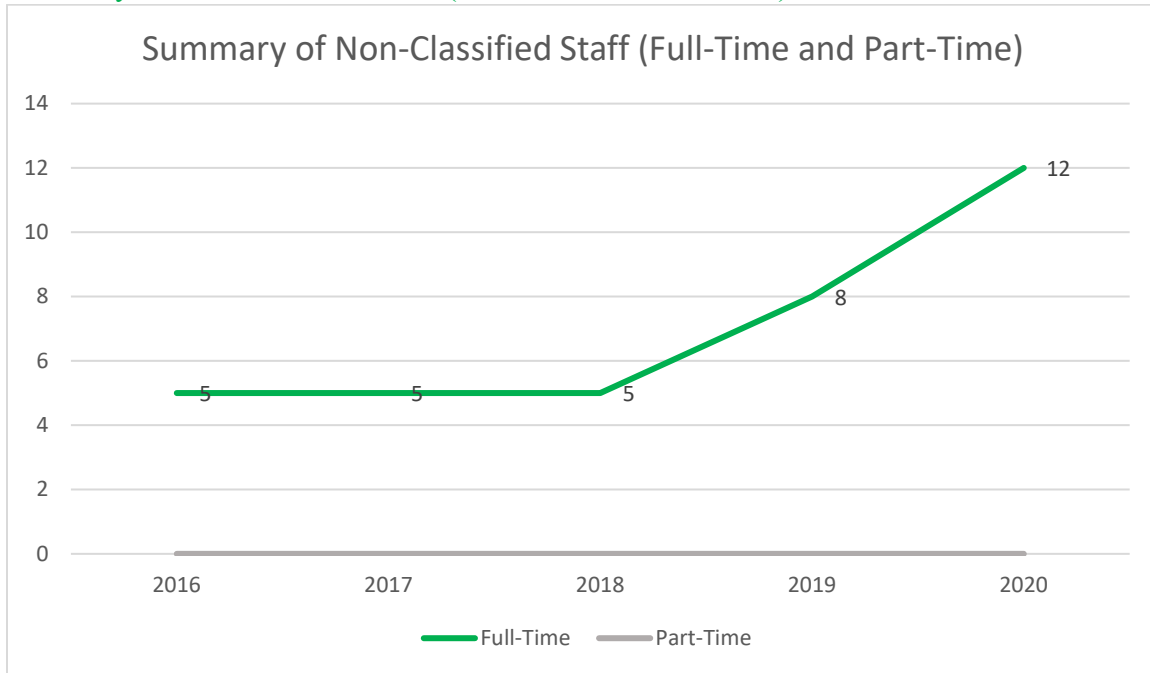
### Percent of Classified Staff by Gender



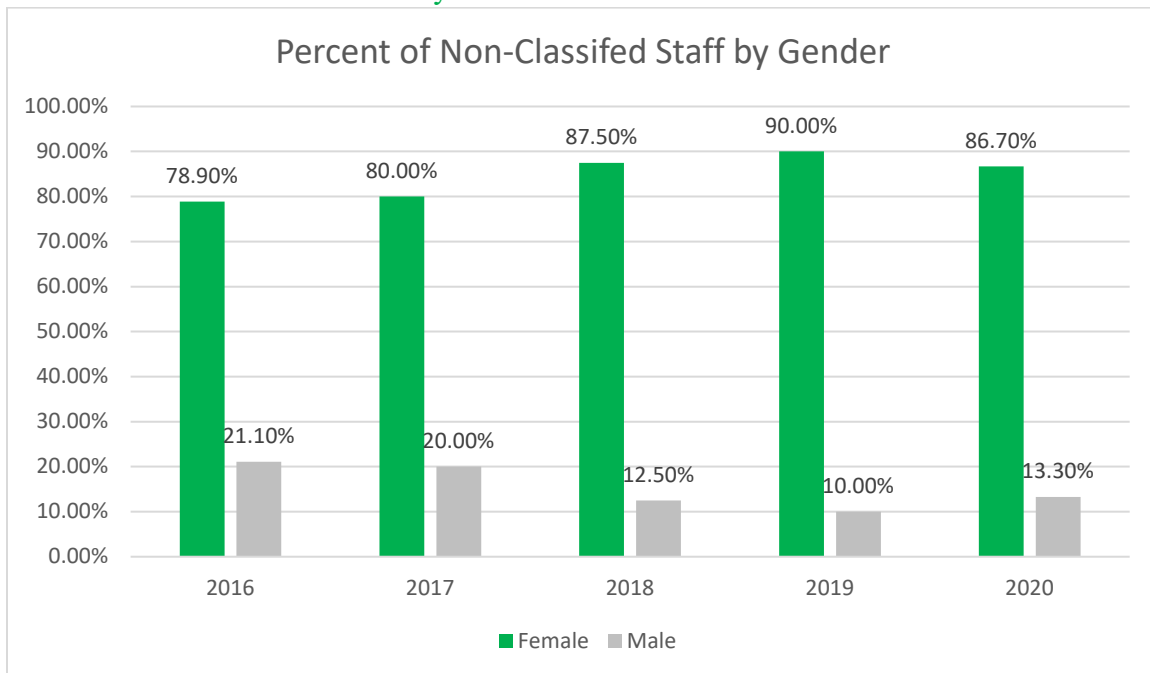
### Percent of Classified Staff by Minority/Non-Minority Status



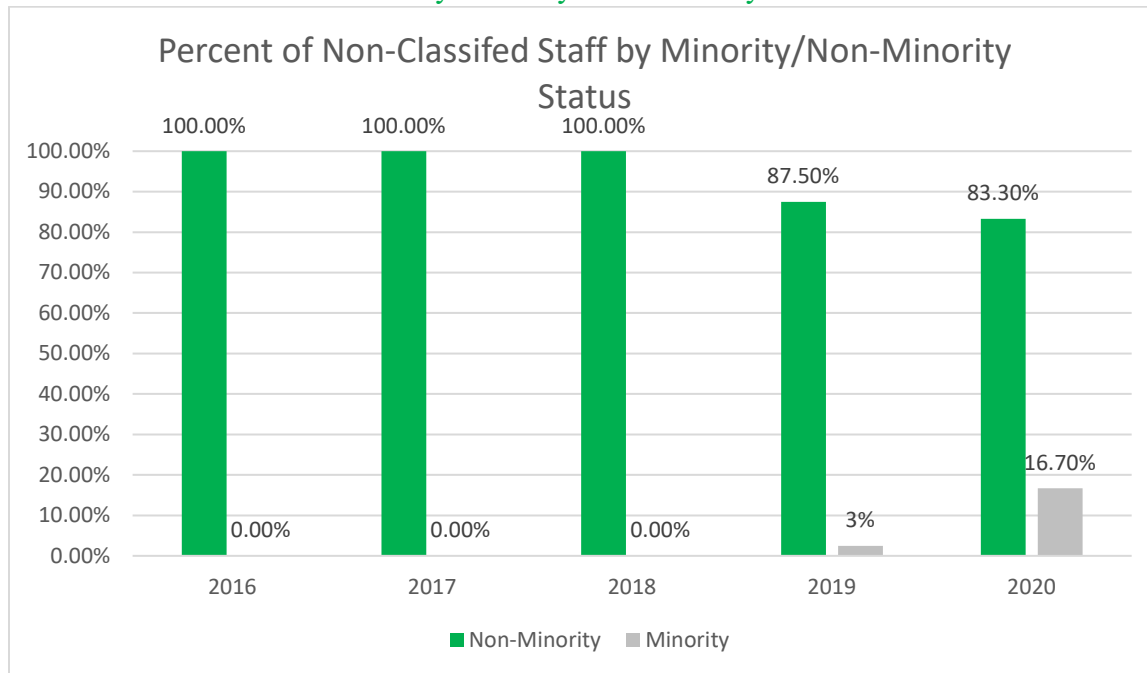
### Summary of Non-Classified Staff (Full-Time and Part-Time)



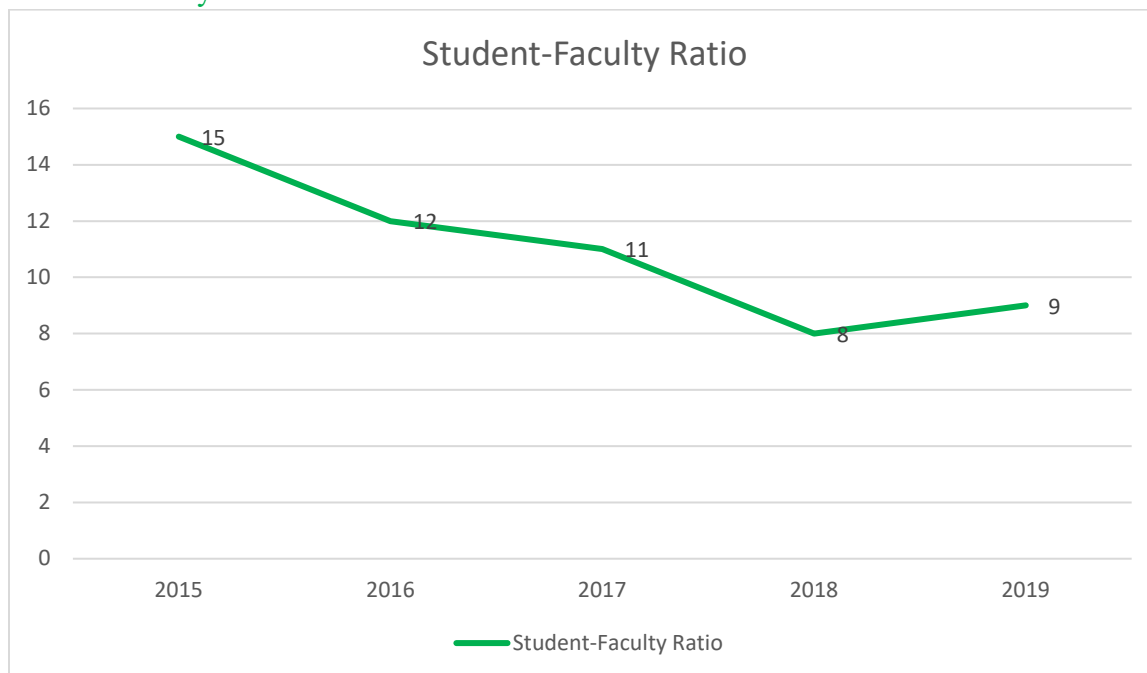
### Percent of Non-Classified Staff by Gender



### Percent of Non-Classified Staff by Minority/Non-Minority Status



### Student-Faculty Ratio





## Chapter 5: Financial Aid

### Tuition and Fees History

	15-16	16-17	17-18	18-19	19-20	20-21
	Per Semester	Per Semester	Per Semester	Per Semester	Per Semester	Per Semester
WV Resident	3,000	3,270	\$3,432	\$3,432	\$3,432	\$3,432

### Aid Awarded to Students

#### Promise Scholarship

Year	2015	2016	2017	2018	2019
Recipients	10	8	8	3	2
Percent of Total Recipients	3.3%	2.5%	2.4%	1.0%	0.7%
Total Awards	\$24,000	\$22,618	\$17,160	\$6,864	\$6,150
Percent of Total Awards	2.5%	2.1%	1.5%	0.6%	0.6%

#### WV Higher Education Grant Program

Year	2015	2016	2017	2018	2019
Recipients	138	85	78	76	76
Percent of Total Recipients	3.7%	2.3%	2.3%	2.5%	2.5%
Total Awards	\$270,272	\$185,027	\$167,677	\$157,302	\$161,262
Percent of Total Awards	3.5%	2.3%	2.3%	2.4%	2.4%

#### West Virginia Invest Grant

Year	2015	2016	2017	2018	2019
Recipients	0	0	0	0	21
Percent of Total Recipients	0	0		0	1.9%
Total Awards	0	0	0	0	\$39,816
Percent of Total Awards	0	0	0	0	1.3%

#### HEAPS Workforce

Year	2015	2016	2017	2018	2019
------	------	------	------	------	------



Recipients	100	82	86	88	91
Percent of Total Recipients	26.5%	25.2%	25.9%	24.4%	22.8%
Total Awards	\$187,844	\$157,967	\$168,600	\$171,435	\$176,250
Percent of Total Awards	29.8%	28.8%	29.5%	31.2%	27.5%

#### WV Engineering, Science, and Technology Grant

Year	2015	2016	2017	2018	2019
Recipients	0	0	0	0	1
Percent of Total Recipients	0	0	0	0	\$20.0%
Total Awards	0	0	0	0	\$3,000
Percent of Total Awards	0	0	0	0	22.2%

#### Federal Loans (Subsidized)

Year	2015	2016	2017	2018	2019
Recipients	149	103	72	60	40
Percent of Total Recipients	2.9%	2.0%	1.6%	1.6%	1.2%
Total Awards	\$448,276	\$291,951	\$186,259	\$159,736	\$103,313
Percent of Total Awards	3.0%	2.0%	1.5%	1.5%	1.1%

#### Federal Loans (Unsubsidized)

Year	2015	2016	2017	2018	2019
Recipients	109	70	42	31	33
Percent of Total Recipients	2.4%	1.6%	1.0%	0.9%	1.0%
Total Awards	\$216,196	\$155,075	\$113,866	\$106,279	\$104,924
Percent of Total Awards	1.5%	1.1%	0.9%	0.9%	0.9%

#### Federal Direct Parent Loans

Year	2015	2016	2017	2018	2019
Recipients	0	1	0	0	0



Percent of Total Recipients	0	1.4%	0	0	0
Total Awards	0	\$8,452	0	0	0
Percent of Total Awards	0	2.1%	0	0	0

#### Federal Work Study

Year	2015	2016	2017	2018	2019
Recipients	0	0	0	0	10
Percent of Total Recipients	0	0	0	0	3.0%
Total Awards	0	0	0	0	\$15,932
Percent of Total Awards	0	0	0	0	1.6%

#### Federal Pell Grant

Year	2015	2016	2017	2018	2019
Recipients	402	281	239	204	201
Percent of Total Recipients	4.0%	3.1%	2.8%	2.7%	2.7%
Total Awards	\$1,388,690	\$953,428	\$838,992	\$748,252	\$751,882
Percent of Total Awards	3.9%	2.8%	2.7%	2.6%	2.7%

#### Federal Supplemental Educational Opportunity Grant

Year	2015	2016	2017	2018	2019
Recipients	0	34	76	74	65
Percent of Total Recipients	0	3.2%	6.1%	5.2%	4.5%
Total Awards	0	\$7,410	\$12,290	\$18,701	\$17,500
Percent of Total Awards	0	1.2%	1.9%	2.6%	2.4%

#### Veteran's Benefits

Year	2015	2016	2017	2018	2019
Recipients	0	1	0	0	0
Percent of Total Recipients	0	0.4%	0	0	0



Total Awards	0	\$1,885	0	0	0
Percent of Total Awards	0	0.2%	0	0	0

## Chapter 6: Finances

	FY17 *	FY18 *	FY19 *	FY20 *	FY21 **
Total Operating Budget	5,103,977	5,346,878	5,108,600	5,649,571	5,592,501
Revenue	4,769,671	5,649,805	6,315,240	5,426,387	5,829,740
Expenses	5,103,977	5,539,632	5,108,600	5,649,571	5,592,501
State Appropriations	1,796,643	1,751,421	2,312,537	2,179,912	2,179,912

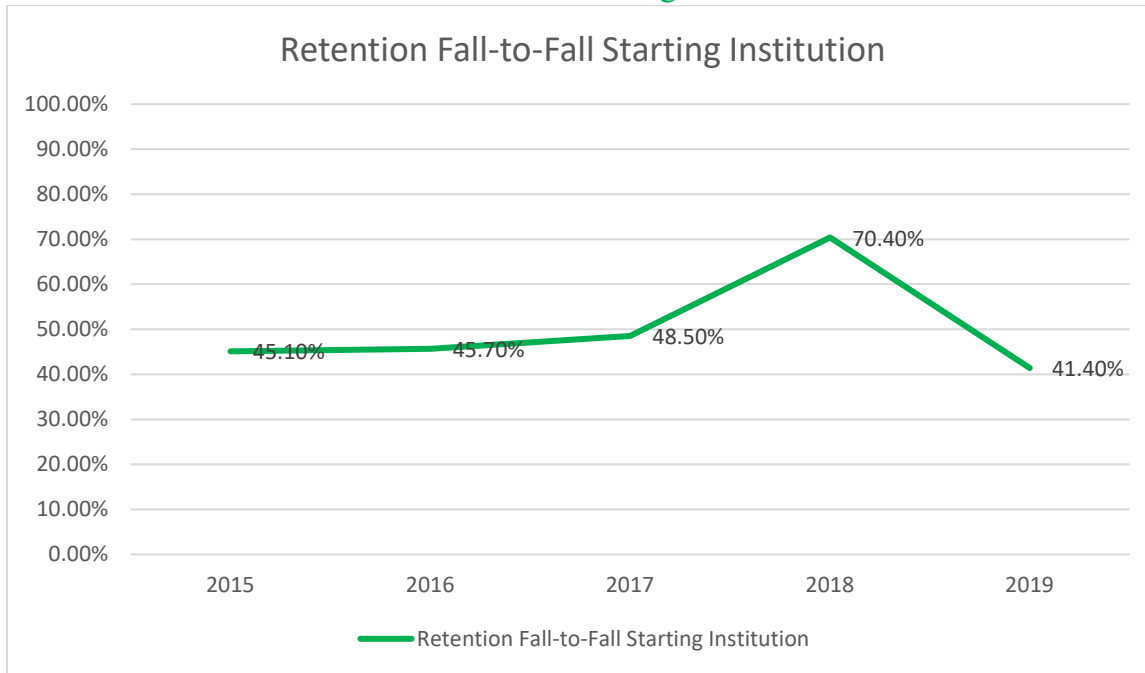
	FY17	FY18	FY19	FY20	FY21
CFI Score	0.00	1.24	2.17	1.72	TBA

\* Source = Audited financial statements

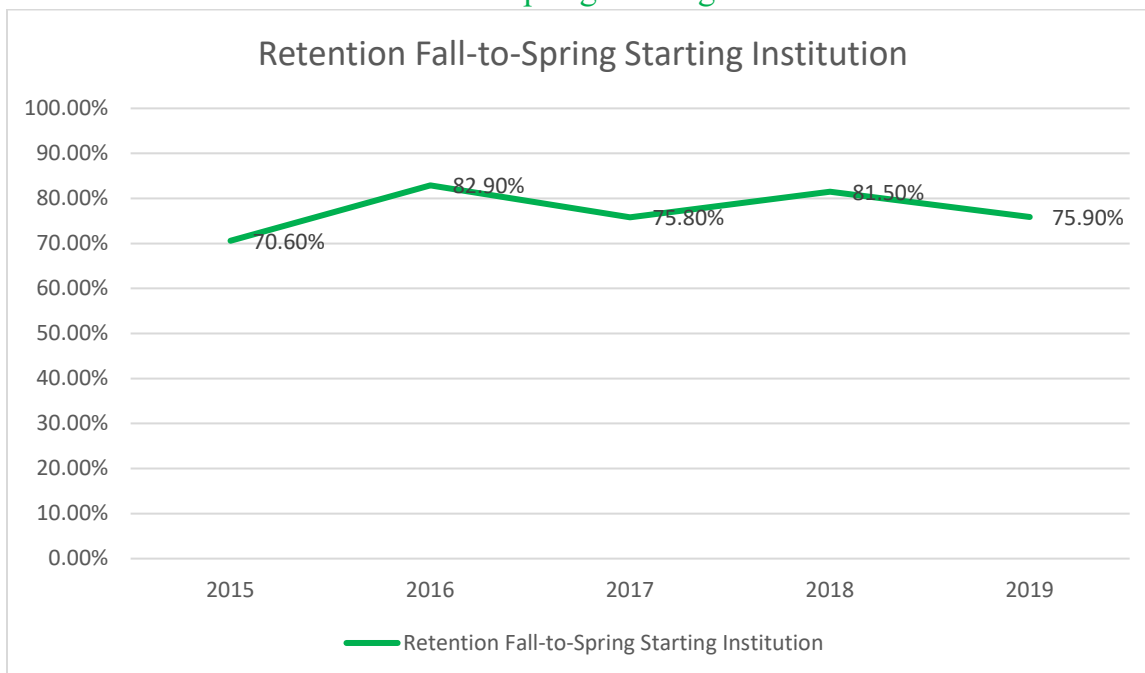
\*\* Source = Audited financial statements in process

## Chapter 7: Retention and Persistence Rates

### Freshman Cohort Retention Fall-to-Fall Starting Institution



### Freshman Cohort Retention Fall-to-Spring Starting Institution



## Chapter 8: Workforce

### Workforce Education Department (WFED)

Eastern's Workforce Education Department provides in-demand job skills with affordable self-paced online certificate programs and courses.

### Short-Term Trainings

#### Agriculture Workforce Development

##### **Interest Track 1: Farm Business Management Certificate**

- Managing Production Risks
- Managing Financial Risks
- Managing Marketing Risks
- Managing Human Resource Risks
- Hard Work and Harmony
- Managing Legal Risks, Part 1 & 2
- Initiating and Scaling Up Production

##### **Interest Track 2: Agribusiness Diversification & Value Adding Certificate**

- Range Meat Academy: Meat Clerk Certificate
- Range Meat Academy: Meat Cutting Certificate
- Farm & Food Safety Certificate: Better Process Controls
- Farm & Food Safety Certificate: Current Good Manufacturing Practices (GMPs)
- Farm & Food Safety Certificate: Food Safety Modernization Act (FSMA) Produce Safety
- Farm & Food Safety Certificate: National Good Agriculture Practices (GAP) & General Farm/Agribusiness Safety

##### **Interest Track 3: Livestock Management Systems Certificate**

- Pasture Management Certificate
- Beef Quality Assurance Certificate (BQA) Level 1 + 2
- Bovine Artificial Insemination Certificate
- Beef Quality Assurance Certificate
- Stockmanship & Stewardship Training

##### **Interest Track 4: Horticulture Management Systems Certificate**

- Irrigation Management
- Cover Cropping & Soil Health
- Integrated Pest Management
- Fertigation & Nutrient Management
- Crop Scheduling & Succession Planting

## Health

**Administrative Medical Assistant. 45-hour Course Contact Hours. Program Cost \$660. Four weeks. *Two evenings per week, 6:00 – 9:00 pm and two Saturdays, 9:00 – 3:00 pm.***

This course prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry.

### *Program Overview*

This course prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. Administrative Medical Assistants, Medical Secretary, Medical Records Clerk, and Health Unit Coordinators are all positions in great demand. Administrative medical assistants update and file patients' medical records, fill out insurance forms and arrange for hospital admissions and laboratory services. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping.

This program covers important background information on anatomy and physiology, medical terminology, insurance billing and coding, medical ethics, customer service, and legal aspects. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required - to either obtain or advance to a health care administration position.

**Certified Nursing Assistant. 120 Course Contact Hours. Program Cost \$2,195. *Six-week program: Monday – Thursday 4:00 – 9:00 pm***

The CNA program combines hands-on clinical training with classroom learning, preparing for direct entry into the workforce. It is organized around eight basic concepts of needs: comfort, oxygen, nutrition, elimination, communication, psychosocial, teaching, learning & safety. The nursing assistant process is introduced as a basis for all nursing assistant practice. Basic concepts of nursing assistants care as well as developmental needs of the elderly are incorporated. Selected content focus on basic health needs of patients. This course includes a survey of nursing assistant history and selected ethical, legal and mental health concepts. Skills common to the care of hospitalized and nursing home adults are developed through guided laboratory experience in the laboratory and in the community health care agency. Upon successful completion of both the written and practical examinations, students will be eligible to take the certification exam from the State of West Virginia.

**Clinical Medical Assistant. 150 Course Contact Hours. Program Cost \$2,195. 16-weeks. *Two evenings per week and two Saturdays per month.***



The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

### *Program Overview*

Today's dynamic medical practice needs health care professionals who possess both administrative and clinical skills. Health care professionals who can process incoming patients, draw blood, and read EKG results provide a versatile and valuable resource to any medical practice. In response to the growing need for healthcare professionals with multiple skills, the Medical Assistant Program is designed to give students a comprehensive suite of administrative and clinical skills. The Medical Assistant Career Track program includes the subject areas: Medical Terminology, Medical Assistant / Admin, EKG Technician, and Phlebotomy Technician.

Individually, courses in these areas are very valuable in today's healthcare economy. Packaged together in the Medical Assistant Program, they provide the foundation for highly marketable healthcare professionals. And after completing the program, an aspiring healthcare professional would possess the skills required to perform multiple tasks in a complex and dynamic healthcare environment. In addition to acquiring multiple healthcare professional skills, students who successfully complete this program would be eligible to sit for multiple NHA certification exams.

### **Dental Assistant. 100 Course Contact Hours. Program Cost \$2,098.**

#### ***13-week program***

The Dental Assisting Program prepares students for entry-level positions in one of the fastest-growing healthcare professions. The purpose of this program is to familiarize students with all areas of administrative and clinical dental assisting focusing on the responsibilities required to function as an assistant in a dental practice.

### **Dialysis Technician. 45 Course Contact Hours. Program Cost \$1,214.**

#### ***11-week Program. Pre-requisite: Medical Terminology or approval from advisor.***

This Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of dialysis technicians. This course covers the following key areas and topics: Specific procedures to operate kidney dialysis machines, preparation of the dialyzer, reprocessing and delivery systems, equipment maintenance, skills to monitor and record a patient's vital signs, the process for a dialysis team's administration of local anesthetics and drugs as needed, assessment of patients for any complications that occur during a procedure, patient training for at-home dialysis treatment and techniques to provide emotional support patients need for self-care.

**EKG Technician. 45 Course Contact Hours. Program Cost \$660.**

***Pre-requisite: Medical Terminology or approval from advisor***

Comprehensive 45-hour EKG Technician Certification Program prepares students to function as EKG Technicians, prepare and take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams.

***Program Overview***

This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing.

Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices.

**Medical Terminology for Workforce Development. 15 Course Contact Hours. Program Cost \$215.**

***One-week program, including two evenings per week and one Saturday. This is a pre-requisite for all medical trainings.***

This 15-hour class will show students how to identify the different parts of words that make up medical vocabulary, including prefixes, suffixes, and root words. This approach provides learners the basic skills to break down and define the medical terms used in the healthcare field.

**Phlebotomy Technician. 110 Course Contact Hours. Program Cost \$2,195. 16-week program.**

The 110-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students who successfully complete this program would be eligible to sit for NHA certification exam. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods. Phlebotomy Technician (CPT) Certification Eligibility.

**Industry & Trades**

**Class A Commercial Drivers License Training. 160 Hours of Instruction. Program Cost \$3,850. At least Four weeks, Monday – Thursday. 40 Hours per week.**

Eastern's truck driving program offers career training in the road transportation industry. The program provides up to 160 hours of instruction, including at least two weeks of on-

the-road training in a big rig, and prepares trainees to pass West Virginia's CDL Learner's Permit and the state's CDL Licensing exams. Program graduates qualify for entry-level employment immediately upon obtaining their Class A CDL.

#### *Program Overview*

Students receive at least 160 hours of instruction divided into two units. The Classroom theory and application section is component 1, which introduces students to the most important and essential concepts for professional truck drivers including: securing cargo, transporting hazardous materials, regulation affecting the industry, inspection, repair and maintenance, map reading and trip planning, defensive driving and logbook entries. As part of unit 2, students receive training in Road/Range Skills. This second component gives learners the opportunity for hands-on practice of essential tractor-trailer road driving skills, including these and other techniques and maneuvers: basic control skills, road driving skills, pre-trip inspections, straight line and serpentine backing skills, coupling and uncoupling skills, driving on two-lane and four-lane highways, interstates (Corridor H), city streets, and rural roads, fuel conservation methods, and truck parking (80+ hours).

#### **Welding. 75 Training Program. Program Cost \$2,195.**

*Classes are in Keyser at the Mineral County Technical Center.*

Eastern's Welding program combines practical hands-on training and education so you can enter the field in an entry-level welding career, or the program can serve as the foundation for advanced welding training. Prepare to enter workforce as an entry-level welder in such settings as: agriculture, manufacturing, mining, specialty trade contractors, commercial construction, and repair & maintenance.

#### *Program Overview*

Small class sizes with practical, hands-on, individualized instruction from credentialed instructors who prepare you for the AWC Equivalency Exam. Flexible class schedules for those students who want to continue to work while attending school. Numerous resources, partners, tools and training opportunities available to assist you with employment. Up to \$2,000 in funds to pay tuition is available for those who qualify

### **Personal Enrichment**

#### **Community Education**

*Programs offered throughout the year and as demanded.*

- Ag Innovation Trainings
- Agriculture Business Coaching
- Canning
- Dance
- Flower arranging
- Food Co-op

- Non-Profit Development
- Paint Night
- Scuba diving

### **Adult Basic Education**

Adults enter educational programs to acquire skills needed to obtain a job, advance in their current job, or enter a new career field. The core academics of adult basic education programs include reading, mathematics, English, and computer skills. In addition, the skill set needed for career success by these adults is the same set of skills needed by high school and college graduates. Adult education programs in West Virginia serve the adult students who did not succeed in the traditional school setting for one reason or another. AdultEd is not a substitute for high school – it is just a different pathway. The Adult Education Program at EWVCTC offers basic skills instruction (reading, writing, math, listening, & speaking), thinking & learning skills instruction (decision-making, problem-solving & reasoning), job-readiness skills instruction (organization & time management, goal-setting, career planning, job search strategies), Test Preparation (TASC, employment, college entrance, Civil Service, Work Keys®, and others), lifecoping instruction (budgeting, nutrition, parenting and others), and computer literacy instruction (introductory keyboarding & word processing). Call ABE at 304-434- 8000 ext. 9234 for information.

### **WorkKeys**

WorkKeys® is a skills assessment system that helps employers select, hire, train, develop, and retain a quality workforce. The assessments measure foundational and soft skills. WorkKeys assessments measure skills that employers feel are essential to success in the workplace. Students, job seekers, and seasoned professionals can use WorkKeys to learn more about their strengths and weaknesses and gain a valid way to demonstrate their abilities to employers. Educators and employers can use it to help take the guesswork out of determining student, applicant, and employee qualifications. Each WorkKeys assessment offers varying levels of difficulty. The levels build on each other, incorporating the skills assessed at the previous levels. Successful completion of WorkKeys assessments in Applied Mathematics, Locating Information, and Reading for Information can lead to earning the National Career Readiness Certificate™ (NCRC®), a portable credential earned by more than 3 million people across the United States.

### **Online-Trainings**

#### **Healthcare Online Trainings**

##### **Medical Billing and Coding. Online. Open-entry. Program Cost \$2,195.**

This billing and coding program delivers the skills students need to solve insurance billing and coding problems. Students who successfully complete this program would be eligible to sit for the NHA certification exam.

### *Program Overview*

This billing and coding program delivers the skills students need to solve insurance billing and coding problems. It details the proper assignment of codes and the process to file claims for reimbursement. Course topics include HIPAA and Electronic Data Interchange (EDI), the Health Insurance Claim Form (CMS 1500), basics of diagnostic and procedural coding, tracing delinquent claims and insurance issues, CPT modifiers, and more. Subject areas include Medical Terminology and Medical Billing & Coding.

### **Pharmacy Technician. Online. Open-entry. Program Cost \$2,195**

Provides an understanding of clinical, administrative, and reimbursement issues that the pharmacy organization faces on a daily basis.

### *Program Overview*

Pharmacy Technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors' orders for patients. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. The Pharmacy Technician Career Track program is designed to give the student a comprehensive suite of administrative and clinical skills necessary to compete for high paying health care – pharmacy jobs. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and online billing and reimbursement.

### **Recovery/Life Coach. Live Online. 16 Clinical Training Hours. Program Cost \$350. Offered 8:00 – 4:00 pm Monday – Thursday online. Pre-requisite for the Advanced Recovery Coach.**

Recovery Coaches promote recovery by removing barriers and obstacles to recovery and serve as personal guides and mentors for people seeking or already in recovery. The WV Recovery Coach Academy uses CCAR instructional material and focuses on providing individuals with the skills needed to guide, mentor and support anyone who would like to enter into or sustain long-term recovery from an addiction to alcohol or other drugs.

### *Program Overview*

This training is for anyone who is interested in becoming a Recovery Coach. If your profession involves the recovery field, you may want to consider the West Virginia Recovery Coach Academy. This training utilizes a dynamic approach to learning that blends both process and content.

Students then complete 16 clinical training hours as arranged by Eastern West Virginia Community and Technical College through the Potomac Highlands Guild, Moorefield, WV. The WVRCA prepares participants by helping them to actively listen, ask really good questions, and discover and manage their own issues.

### **Advanced Recovery Coach. Live Online. 5-day training. Program Cost \$599.**

Students who successfully complete the Recovery Coach Academy and the Advanced Medical Recovery Coach Training will receive a Skill Set Certificate of Completion from Eastern WV Community and Technical College as a Recovery Coach Professional (RCP).\* The certificate of completion is endorsed by the West Virginia Recovery Coach Academy and the Greater Recovery and Community Empowerment (GRaCE) as elevating the standards for recovery coaches.

#### *Program Overview*

As more entities (hospitals, providers, and prisons) employ recovery coaches, a RCP signifies a level of competence and expertise. A RCP is proficient in the art and science of recovery coaching through actively listening, asking good questions with motivational interviewing, managing biases, and treating people as resources. These skills are essential in recovery coaching.

#### **Pro-Train, Online and open-enrollment.**

- Accounting and Finance
- Business and Leadership
- Career and Hospitality
- Education and Personal Development
- Green and Renewable Energy
- Healthcare and Allied Health
- Industrial and Skilled Trades
- Information Security
- Legal and Criminal Justice
- Multimedia and Graphic Design
- Programming and Web Applications
- Soft Skills

#### **Ed2Go, Online and open-enrollment.**

- Arts and Design
- Business
  - **Microsoft Office**

This course provides an introduction to the many functions and applications of the Microsoft Office suite. Students learn the basics of maintaining and securing Office files. This includes how to back up files and perform virus scans. In addition, students will take an in-depth look into the powerful features of Microsoft Office's most popular programs- Excel, Word, and PowerPoint. Learn how to format Excel worksheets, add

tables and graphics in Word, and prepare a PowerPoint presentation from start to finish. Computer & Technology Skills

- **Microsoft Word Basic**

This course provides an overview of the basics of word processing with Microsoft Word. Students will learn how to create, save, edit and print documents. In addition, students will learn additional editing techniques such as how to move, copy, format documents, use proofing tools, tabs and indents. Create mail merge documents, labels and envelopes. This beginning level course will help students with basic document preparation.

- **Microsoft Word Intermediate**

Using Microsoft students can harness the power of Microsoft's powerful word processing program. Create, sort, format, merge and perform calculations in tables. Work with section breaks, columns, WordArt, clip art and themes. Students will also learn to create a promotion brochure including setting page orientation and size, working with shapes, picture editing, inserting and formatting SmartArt, and formatting the page background. Learn to create footnotes and endnotes, headers and footers, and captions and a table of figures. Students will also learn about the use of templates.

- **Excel Level 1**

This is an introductory course in Excel where students learn to create workbooks and worksheets and discover how easy it is to format cells and create formulas. Students will learn how to use the editing and formatting tools and explore the mathematical functions in Excel that allow you to manipulate your numerical data to create unique spreadsheets that do all the work. In addition, students will learn how to operate the date and time functions, create embedded charts, and use the additional special features.

- **Excel Level 2**

This is an advanced course in Excel where students put their beginner skills into practice and advance to a higher skill level. Students will first reexamine several Excel basic exercises as a starting point. Then, students will quickly dive into advanced practices like automating workflow by implementing function commands. Additional course topics include mastery of Relative vs Absolute, Linking, VLOOKUP, IF statements, SUMIF and PivotTables.

- **Computer Basics**

This course is designed for the beginner level or new computer user. During this course students will be introduced to the world of PC computing. Using the Microsoft Windows operating system students will become familiar with computer terminology, explore the fundamentals of computer functions, and examine Microsoft software applications. Students will also have the opportunity to work with the basics of a PC's file structure, folders, online help menus, and much more. This course will

also teach you the basics of the most commonly used Microsoft applications: Word and Internet Explorer. This is a “hands-on” class.

- Computer Applications
- Computer Science
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Management and Supervision
- Teacher and Professional Development
- Writing

### Enrollment

Eastern’s enrollment for WF Education over the past six years as illustrated in Table X.X has been challenging. The Workforce Education Department enrolled 144 students in 2016 and continuously remained below this level of headcount and FTE through 2020. Certain the novel corona virus inflicted negative challenges in programmatic activity in beginning in 2019. Throughout the pandemic the Workforce Education Department has worked to enroll students and regain programmatic activity. In 2021, the headcount was equal to values of 2016 and the FTE (43.5) has improved.

<b>Fall Semester</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Headcount</b>	144	65	82	82	62	144
<b>FTE</b>	61.1	29.1	39.7	42.5	29.6	43.4

### PROGRAM COMPLETION AMONG FOR-CREDIT WORKFORCE EDUCATION PROGRAMS BY ACADEMIC YEAR

<b>Academic Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>EKG Technician</b>	15	17	16	21	16
<b>Certified Nursing Assistant</b>	15	10	Covid Cancelled	Cancelled no instructor	Fall semester canceled – no instructor
<b>Certified Drivers License</b>	6	10	Covid Cancelled	13	5



<b>Dental Assistant</b>	4	Cancelled from low enrollment	15	3	4
<b>Medical Administration Assistant</b>	12	16	16	20	9
<b>Medical Billing and Coding</b>	7	13	21	11	4
<b>Pharmacy Technician</b>	7	4	6	8	15
<b>Phlebotomy</b>	13	15	19	7	12
<b>Welding</b>	13	2	15	Canceled	7
<b>TOTAL</b>	92	87	108	83	72

### Earned Income from Program Completers

Eastern WV Community and Technical College provides short-term and online trainings toward certifications. Undergraduates receiving certifications from Eastern between 2014 to 2015 earned median wages of \$17,474, \$27,327, and \$35,284, after 2, 4, and 6 years after graduation, respectfully.

### Workforce Outcomes for Public High School and Postsecondary Graduates

<b>2012-2013</b>				
<i>Receiving Undergraduate Certificate</i>				
	<b>2 Years After Graduation</b>	<b>4 Years After Graduation</b>	<b>6 Years After Graduation</b>	
<i>Median Wage*</i>	\$24,146	\$33,880	\$29,613	
<i>Receiving an Associate Degree</i>				
<i>Median Wage</i>	\$21,084	\$26,786	\$29,237	
<b>2013-2014</b>				
<i>Receiving Undergraduate Certificate</i>				
	<b>2 Years After Graduation</b>	<b>4 Years After Graduation</b>	<b>6 Years After Graduation</b>	
<i>Median Wage*</i>	\$24,146	\$33,880	\$29,613	
<i>Receiving an Associate Degree</i>				
<i>Median Wage</i>	\$21,084	\$26,786	\$29,237	
<b>2014 – 2015</b>				
<i>Receiving Undergraduate Certificate</i>				
	<b>2 Years After Graduation</b>	<b>4 Years After Graduation</b>	<b>6 Years After Graduation</b>	
<i>Median Wage</i>	\$17,474	\$27,327	\$35,284	
<i>Receiving an Associate Degree</i>				

<i>Median Wage</i>	\$26,742	\$32,125	\$36,624
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\*Represents median salary wages earned in WV of Eastern WV Community and Technical College graduates by highest degree earned at the institution. The West Virginia P-20 Statewide Longitudinal Data System (P-20 SLDS) is a partnership between the West Virginia Higher Education Policy Commission, the West Virginia Community and Technical College System, the West Virginia Department of Education, and Workforce West Virginia. This data does not include earned wages from outside states.

### Foundation

Eastern WV Community and Technical College Foundation Inc. is a non-profit, organized under the laws of the state of West Virginia, exclusively for charitable, scientific, literary and educational purposes, as follow: to support encourage and assist in the development and growth of Eastern West Virginia Community and Technical College, and through it to the citizens of the surrounding communities. The Foundation has a 501c(3) tax exemption under the IRS. The Foundation is governed by a 12-member Board of Trustees.

### 2019 – 2020 Foundation Facts

<b>Scholarships</b>	<b>\$6,200</b>
<b>Foundation Monies Transferred to the College</b>	<b>\$17,300</b>
<b>Community Support</b>	<b>\$69,500</b>

## Appendix: Definition of Calculations

### Number of Degrees and Certificates Awarded

WV Higher Ed Policy Commission

This measurement represents the total number of academic credentials at the certificate and associate level awarded by an institution within an academic year.

### Number of Students Transferring to a Four-Year Institution after Attending a Two-Year Institution

WV Higher Ed Policy Commission

This calculation includes the number of students from the institution that transferred to a four-year institution.

### Graduation Rates – 100%, 150%, 200%

Integrated Postsecondary Education Data System (IPEDS)

This metric is reflective of full-time, first-time, degree-/certificate-seeking students who started and finished at the same institution. Students included in graduation rates do not represent all the students at an institution (e.g., excludes part-time and transfer students).

The IPEDS graduation rate is calculated as:

GR = # of students who completed their program within a specific percentage of normal time to completion

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# of students in the entering cohort (adjusted)

100% = 2 years

150% = 3 years

200% = 4 years

### Fall Headcount

WV Higher Ed Policy Commission

This measure reflects the number of the institution's total headcount (all students) enrolled at the institution.

### Fall Full-Time Equivalent (FTE)

WV Higher Ed Policy Commission

This measures the enrollment value by representing the sum of all credit hours generated by students enrolled in credit-bearing classes, divided by 15, during the fall end-of-term.

### Fall Headcount Full and Part-Time Students

WV Higher Ed Policy Commission

This measures the number of students that are full-time (enrolled in 12 or more credit hours) and the number of students that are part-time (enrolled for less than 12 credit hours).



#### Fall End-of-Term First-Time Freshmen Headcount

WV Higher Ed Policy Commission

This figure measures the enrollment of all new first-time freshmen.

#### Fall End-of-Term High School Dual Enrollment

This measure reflects the number of the institution's total headcount enrollment that is comprised of high school students enrolled in college classes while still in high school.

#### Fall Headcounts by Gender

WV Higher Ed Policy Commission

The measure reflects the number of students by gender.

#### Fall Headcount by Racial or Ethnic Minority Status

WV Higher Ed Policy Commission

The measure reflects the number of students by racial or ethnic minority status.

#### Fall Headcount by Age Type

WV Higher Ed Policy Commission

This measure reflects the age type –  
a traditional student – 24 and under 24 years old  
non-traditional student – start college 25 or older  
other – under 17 or if no birth year is provided

#### Enrollment by WV County

WV Higher Education Policy Commission

The graphs represent enrollment at the institution by WV county. For each county the darker the shading, the higher the enrollment.

#### Student-to-Faculty Ratio

Integrated Postsecondary Education Data System (IPEDS)

This metric is calculated by dividing total full-time equivalent (FTE) enrollment by total FTE for instructional staff.

#### Aid Awarded to Students

WV Higher Ed Policy Commission

This measure represents the percentage of students receiving federal, state, or institutional grants or waivers divided by the annual unduplicated headcount for the year. It does not include veterans' benefits, vocational rehabilitation benefits, other educational benefits, or loans, but does include work study

#### Total Operating Budget

Eastern

This figure includes all budgeted expenses for Eastern. (does not include grants) per fiscal year.



## Total Revenue

### Eastern

The figure represents the total amount of money coming into the Eastern through tuition, etc. per fiscal year.

## Total Expenses

### Eastern

This figure includes the total amount of expenses that Eastern is occurring per fiscal year.

## State Appropriations

### Eastern

This figure represents money designated to Eastern from the States of West Virginia.

## Fall-to-Fall Retention Starting Term

### WV Higher Ed Policy Commission

This indicator reflects the percentage of first-time freshmen in a fall entry cohort who enrolled the following fall at the same institution.

## Fall-to-Spring Retention Starting Term

### WV Higher Ed Policy Commission

This indicator reflects the percentage of first-time freshmen in a fall entry cohort who enrolled in the spring semester of the same academic year at the same institution.