

**WEST VIRGINIA STATE COMMUNITY AND TECHNICAL COLLEGE  
INSTITUTIONAL ACADEMIC PLAN  
2003 – 2007**

The Institutional Academic Plan (IAP) is a philosophical approach of the academic and operational efforts of the College. The Academic Plan provides a foundation upon which the activities and operations of West Virginia State Community and Technical College are built. The plan is deeply rooted in the institutional mission and is the basis for the operational and strategic planning that makes the mission a reality. The Academic Plan helps guide the development of other institutional planning documents of the College.

Being an academically and administratively linked institution, similar issues and recommendations are incorporated in the Academic Plan for West Virginia State Community and Technical College as outlined in the Academic Plan for West Virginia State College. Furthermore, the WVSCTC Academic Plan outlines the shared services, such as the library and student support services, per the Cooperative Administrative Service Agreement between the two Colleges.

The Institutional Academic Plan provides the roadmap for meeting the mission of West Virginia State Community and Technical College and the means to measure the quality of education and services provided to internal and external constituents.

The mission of West Virginia State Community and Technical College as an administratively-linked institution to West Virginia State College is to provide comprehensive higher education and workforce training programs and services of superior quality that are financially and geographically accessible and that meet the individual, business, and community needs of the service region of Kanawha, Putnam, and Clay Counties. Therefore, the Institutional Academic Plan is the guide for planning and institutional effectiveness as the college seeks to fulfill its mission as a comprehensive community and technical college for its service region.

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**Introduction**

An Institutional Academic Plan provides a foundation for strategic planning and focuses the operations of the college in a clear and effective direction that enables the college to meet challenges and embrace opportunities. For the first time, West Virginia State Community and Technical College has developed an Institutional Academic Plan that is specific to the needs and concerns of its constituencies. The five-year Academic Plan is deeply rooted in the mission of the institution and serves as a guide that assists the college with addressing the basic assumptions, visions, and goals that shape the College's operations. Because WVSCTC is administratively linked to West Virginia State College, the WVSCTC Academic Plan will also incorporate, and in some cases replicate, similar concepts and recommendations of the WVSC Academic Plan.

As West Virginia State Community and Technical College enters into a new phase of operations, its faculty, administrators, staff, and students are every more mindful of our increasingly complex, diverse, and technological world. WVSCTC's mission is to provide comprehensive higher education and workforce training programs and services of superior quality that are financially and geographically accessible and meet the individual, business, and community needs of service region of Kanawha, Clay, and Putnam Counties. Therefore, it is expected that graduates of West Virginia State Community and Technical College possess the ability to think critically, communicate effectively, make connections between and among disciplines, contribute to the economic and cultural viability of society, respect human differences, and view the world from an international perspective.

Academic planning at WVSCTC for 2003-2007 is structured into four basic components and in each component, the vision, assumptions, and recommendations are addressed as they relate to the educational needs of the state and service region.

1. **Curriculum and Instruction** – focuses on areas such as curricular planning, staffing, faculty development, workforce and economic development, and educational policies.
2. **Faculty Development** – focuses on improving faculty skills and activities that maintain and enhance faculty effectiveness as scholars and teachers.
3. **Academic Support** – includes the administratively linked services of enrollment management, public relations and marketing strategies, recruitment, learning and library resources, and student academic support services.
4. **Assessment** – deals with all aspects of institutional evaluation and improvement and institutional effectiveness.
5. **Technology** – focuses on all aspects of educational, instructional and administrative technology including computer usage and operations, Internet and World Wide Web utilization, multi-media, and distance learning.

## **I. CURRICULUM AND INSTRUCTION**

### **Vision Statement:**

The academic curriculum at West Virginia State Community and Technical College will continue to respond to diverse constituencies and an increasingly complex, diverse, and technological world. WVSCTC students and graduates must be able to think critically and communicate effectively; understand and respect human differences and view the world from a global perspective; be knowledgeable users and developers of new technologies; and contribute to the economic, social, and cultural viability of society.

### **Assumptions/Issues:**

1. The demand for specialized course offerings to meet the licensure and certification requirements by various professional groups and in specific areas of expertise.
2. The demand for instruction at locations throughout the WVSCTC's service region will increase and require more faculty, staff and support services to maintain quality.
3. The cooperative ventures between the WVSCTC and other institutions and agencies will be expected and require more support services.
4. Independent accreditation will require changes in academic programs, general education, and other institution wide programs.
5. There will be an increasing demand from the community (business, industry, unions, government, human service agencies, and other educational organizations) for the College to provide workforce training and to integrate traditional academic instruction with workplace experience.
6. Coordination and collaboration among and between other educational institutions will increase.
7. The need to provide developmental courses will remain constant.
8. There will be a continued need for programs, courses, and activities that focus on diversity issues, human relations, and tolerance.
9. College curricula will incorporate informational technology into courses and distance learning instructional programs.

### **Recommendations:**

1. Strengthen the Community College through a thorough study of its mission, goals, and operations by establishing a full complement of extension classes in the Kanawha Valley, making maximum use of existing infrastructure and resources within the region and consult with state and local businesses and government, in conjunction with WVSC's Land-Grant Division in developing certificate programs and short-term training modules that meet the needs of the business and industry and students.
2. Develop new continuing education programs that do not duplicate programs offered by area vocational and technical centers.
3. Establish strong liaisons with local business and government leaders.

4. Work directly with employers to develop workforce training programs and incorporate new and flexible modes of course delivery that can accommodate specific student and employer needs.
5. Seek and obtain curricular improvements and/or individual accreditation for existing Associate Degree programs.
6. Increase collaboration between and among campus-wide departments and programs.
7. Establish more effective coordination with regional baccalaureate programs to provide more opportunities for WVSCTC graduate (including articulation agreements).
8. Increase participation in the Advantage Valley Network and other consortiums.
9. Establish mechanisms to improve transferability of credits and completion rates of associate or higher level degrees.
10. Prepare college graduates to meet or exceed national and international standards for skill levels in reading, oral and written communications, mathematics, critical thinking, science and technology, research and human relations.
11. Work toward a goal of having at least one full-time faculty per academic program.

## **II. FACULTY DEVELOPMENT**

### **Vision Statement:**

West Virginia State Community and Technical College recognizes that faculty must be encouraged to improve their skills and pursue activities that maintain and enhance their effectiveness as scholars and teachers. Because the spirit of professionalism implies and supports the concepts of excellence and continuous growth, WVSCTC is committed to the active support of its faculty development program. WVSCTC is further committed to rewarding faculty performance as well as supporting development activities by providing funds or other resources to faculty who demonstrate a need and willingness for growth and development. The College also expects faculty to be committed to the concept of professional development.

### **Assumptions/Issues:**

1. There will be a continued need for faculty to possess skills that are interdisciplinary and flexible.
2. National and state trends in faculty development will focus on the improvement of classroom instruction and knowledge and skills in instructional technologies.
3. Technological developments in teaching and education delivery will require increased demands for faculty training in such areas as multi-media instruction, computer and web-based instruction, and distance learning.

### **Recommendations:**

1. Create new activities and programs that better address faculty needs to upgrade skills in instructional technologies.

2. Develop, increase, and promote opportunities for faculty to participate in training seminars and other skill improvement programs that will enhance faculty performance.
3. Develop faculty development opportunities for part-time faculty.
4. Conduct a thorough review of the College's current faculty development program.
5. Allow faculty release time for creating courses with advanced topics.

### **III. ACADEMIC SUPPORT**

#### **Vision Statement:**

Through the administratively linked services of enrollment management, public relations and marketing strategies, recruitment, learning and library resources, and student academic support services, WVSCTC is committed to preparing students for an increasingly complex, diverse, and technologically sophisticated world. To effectively meet the needs of its students WVSCTC, through the Cooperative Administrative Service Agreement with WVSC, will provide state-of-the-art services to meet the information and research needs of students, continue to make learners the central focus of all programs and services, increase student achievement through systematic data management, provide innovative approaches to attract and enroll students in academic programs, including opportunities for continuing education, workforce development and training.

#### **Assumptions/Issues:**

1. With the increase in student usage of online services, library staff must be positioned to meet the needs of WVSCTC students.
2. Student academic support services will be needed to enhance the teaching and learning process.
3. The majority of new students enrolling in WVSCTC will continue to need developmental education to matriculate at the college.
4. Although the need for student support services will increase, there will not be an increase in current levels of state funding.
5. Student academic support services will need greater computing capabilities in order to serve the diversity of students enrolling at WVSCTC.
6. All college personnel will assume greater responsibility for recruitment and retention of students.
7. The adult population will continue to need more workforce development and training activities.
8. While traditional aged students will continue to enroll, non-traditional students will continue to increase and become a predominant sector of the enrollment population in both credit and noncredit courses.
9. A comprehensive academic program that includes transfer agreements and collaboration between the baccalaureate, associate, certificate, continuing education offerings, and workforce development and training programs.
10. For independent accreditation of the WVSCTC, a successful recruitment program will require additional resources in personnel, facilities, and funding resources to meet the requirements of SB 653.

**Recommendations:**

1. Increase education and training in new technologies for librarians and staff.
2. Purchase and install new software and hardware in a systematic process to constantly upgrade information technology.
3. In conjunction with the renovation of the Student Union, create a 24-hour “Cyber Café” satellite computer library that is available to certificate, associate, baccalaureate, and graduate students.
4. Provide tutorial, remedial, and other programs that teach skills that maximize the learning potential, academic performance, and adjustment of students that build cognitive and affective skills for effective learning performance.
5. Develop a comprehensive retention program that integrates current and proposed retention efforts across the institution that describe and evaluate current retention activities and provide feedback from students to determine the effectiveness of retention activities.
6. Improve communication among the various divisions involved in retention activities so that information is shared, duplication of effort is decreased, and effectiveness is increased.
7. Increase and coordinate all of the financial efforts toward student recruitment and enhance college-wide recruiting efforts in the area of WVCTC education.
8. Fully implement Banner Technology in the areas of admission, recruitment, student access, degree audit programs, faculty advising, alumni affairs, and student information systems.
9. Create a Kiosk area located in the Cole Complex building that serves as a central location for WVSTC students to seek information, advice, and assistance.
10. Provide and promote an on-going faculty and staff development training seminar in enrollment management (i.e. admissions, financial assistance, retention management, and academic advising).
11. Develop an Adult Basic Education Center/lab.
12. Develop a learning center that employs credentialed instructors in Math and English to offer alternative courses and support/learning services.

**IV. ASSESSMENT****Vision Statement:**

West Virginia State Community and Technical College is committed to a comprehensive continuous assessment and evaluation process of academic programs and institutional planning. The College recognizes that systematic assessment of its programs and operations is vital to the continued growth; therefore, the college will establish or make use of existing measures of student achievement and adopt methods of utilizing the results to improve student learning, develop new or revised courses and program curricula, change teaching methodologies, and enhance the strategic planning process.

**Assumptions:**

1. The legislature and the higher education governing system will continue to demand more detailed assessment data and more accountability.

2. Faculty will continue to require new skills and faculty development activities so that they will be knowledgeable about assessment's best and current practices.
3. There will be an increased need for on-going communication among various divisions and units of the college, as well as, an increased need for flexible cross-unit teamwork to meet external compliance demands.

**Recommendations:**

1. Develop and/or revise assessment plans for all academic programs and institutional planning.
2. Publish student outcomes, measures, and assessment procedures in appropriate college publications.
3. Utilize administratively-linked relationship with WVSC to obtain accurate and measurable information from the Office of Assessment and Office of Computer Services.
4. Provide comprehensive, concise, timely, and accurate assessment data information to department chairs, program directors, administrators, and staff.

**V. TECHNOLOGY**

**Vision Statement:**

Instructional Technology has evolved into a primary delivery system for curriculum and instruction. The flexibility of computer-assisted program offerings and on-line courses must be utilized to help train and retrain employees in the skills needed to keep abreast of changes in business and industry, assist with the adaptation to the communications revolution, and to meet the needs of students'.

West Virginia State Community and Technical College will effectively use technology to enhance instruction and learning and to expand access to educational opportunities through distance education and opportunities in workforce and economic development. WVSCTC will utilize instructional technology in the classroom, business, and workplace by upgrading classrooms with the latest digital information systems and seeking partnerships with leading technology based businesses within the service region.

**Assumptions:**

1. Effective classroom teaching will require easy access to, and knowledgeable use of new educational technologies.
2. Web-assisted technology will be utilized as an aid to conventional teaching methods.
3. Training and effective workforce for the new economy will require new initiatives and partnerships with business and industry.
4. Technology will require larger proportional allocation of expenditures of college resources.
5. Training for faculty, staff, and administrators will be a continual process requiring planning and funding.

**Recommendations:**

1. Faculty will use technology more effectively and make available additional opportunities for students to utilize existing program related technology programs and resources.
2. Provide quality technical education and skill training to students and business and industry.
3. Equip more classrooms with “in-place” instructional technologies, including but not limited to data projectors, computers, multi-media delivery systems, and other hardware as it is developed.
4. In conjunction with WVSC, build a comprehensive interactive database register of alumni for communication, solicitation, information and support of West Virginia State Community and Technical College.
5. Ensure all students have email addresses upon matriculation to facilitate the sharing of information, registration procedures, and communication with faculty and administrators.
6. Maintain a current website that posts all information pertaining to the administratively-linked services, operations, and curriculum related information (syllabi, assignments, practice problems, related linkages) of the WVSCTC.
7. Use interactive technologies to host conferences and professional meetings to build the College’s reputation as an academic and workforce leader.