AGENDA

I. Call to Order

II. Rules to be Reviewed

   a. Policy B-20—Phased Retirement ................................................................. 1
   b. Policy C-1—Program Review (Revised) ............................................................. 4
   c. Policy C-7—Standards and Procedures for Undergraduate Admissions (Revised) ... 7

III. Adjournment
Section 1. General

1.1. Scope — This policy establishes a Phased Retirement Program for implementation by BridgeValley Community and Technical College (BridgeValley) according to the purposes set forth in West Virginia State Code §18B-1-1d.

1.2. Authority — W. Va. Code §18B-1-1d

1.3. Effective Date — May 25, 2015.

Section 2. Definition

2.1 Phased retirement is defined as a period of part-time employment preceding retirement. The phased retirement program includes a prorated salary equivalent to the appropriate percentage of full-time work.

Section 3. Purpose

3.1 The purpose of the Phased Retirement Program at BridgeValley is to:

   a. promote the transitional well-being of long-term employees moving toward retirement;
   b. provide faculty and staff an opportunity to devote increased time to personal interests by reducing their hours while continuing to provide service to the college; and
   c. allow the institution to project and fill critical positions in a responsible manner.

Section 4. Eligibility

4.1 To be eligible for Phased Retirement, an employee must:

   a. be a full-time employee;
   b. have completed at least ten years of service to the college;
   c. be at least 60 years of age; and
   d. be eligible for retirement upon conclusion of the phased retirement period.
Section 5. Conditions for Participation

5.1 The appropriate party to initiate discussion about Phased Retirement participation is the individual faculty or staff member.

5.2 Participation in the Phased Retirement Program is not an entitlement or a right automatically available to all persons who meet the eligibility criteria. It is subject to administrative review, endorsement by the executive level administrator and approval by the President of the terms and conditions reflected in a written contract. The contract specifies the arrangements under which the individual will be placed in phased retirement status.

5.3 Administrators will consider all requests for participation in the Phased Retirement Program. However, participation will depend upon the needs of the department and the institution, as well as the conditions prevailing in the department and the institution at the time, including the availability of coverage for assigned duties, disruption that such participation may create in the department, the availability of funding, and operational needs of the department.

Section 6. Operating Guidelines

6.1 The individual who enters the Phased Retirement Program must agree to a reduced FTE (full-time equivalent) employment status with the college, with the clear understanding that the total FTE percentage for all services performed as an employee cannot thereafter be increased, although it may thereafter be decreased. If the FTE is further decreased, an addendum to the contract would then be negotiated between the individual and the immediate supervisor, endorsed by the executive level administrator, and approved by the President. The decision to participate in the phased retirement program is irrevocable.

6.2 For a faculty or staff member to enter a Phased Retirement Program, the FTE percentage assignment for that employee must be reduced by at least one-fourth, to a level of 0.75 or less, but no less than 0.53, over the same or a reduced appointment period (i.e., a nine-month appointment may not be extended to twelve months, but a twelve-month appointment may be reduced to nine months). Exceptions to the limitations specified in this paragraph must have the approval of the President.

6.3 For faculty and staff members who enter a Phased Retirement Program, all benefit plans will be continued at the same level available for personnel holding like positions, consistent with age and the terms of the controlling Plan Document.

6.4 The maximum period for phased retirement shall be two years. At the end of the second year, the participant will enter full retirement.

6.5 The employee may opt out of phased retirement and progress to full retirement at any point during the phased retirement period with 90 days’ notice.
6.6 Employees on phased retirement are not eligible for salary increases or merit pay. The base salary at the time of phased retirement will remain constant for computing the prorated salary.

6.7 In lieu of the standard evaluation process, faculty on phased retirement will complete an annual self-reflection report to be submitted to the Dean of the Division.

6.8 The specific arrangements for a Phased Retirement Program must be detailed in a written agreement. A copy of the agreement will be maintained in the Human Resources Office.

6.9 When the Phased Retirement period concludes, employees become “fully retired,” but are eligible to continue PEIA insurance only if they have completed 30 years of contributory service (and are at any age), or have completed at least 5 years of contributory service and are at least age 60. The terms of the controlling Plan Document must also be met in order to apply sick leave and/or teaching credit toward PEIA retiree premiums.

Section 7. Terms of Contractual Agreement

7.1 While it is anticipated that each agreement for a Phased Retirement Program will include its own individual terms, tailored to the needs of the department and the individual, the following topics should be specifically included and agreed upon between the parties:

a. Date upon which phased retirement will commence and end (upon entering full retirement).

b. The percentage of FTE, and specific working assignments, which will represent the individual's working effort for the college during the period covered by the phased retirement agreement.

c. The amount and source of the compensation to be paid to the faculty or staff member during the period of phased retirement.

d. Provisions, if applicable, for office space, laboratory facilities, and support services during the term of the agreement.

e. Specific terms and conditions under which a further reduction in FTE status may be agreed upon, if appropriate.

Section 8. Procedures

8.1 Individuals may apply for participation in the Phased Retirement Program according to the procedures established by the institution. The institution will also provide specific information to participants regarding the phased retirement program as it relates to participation in the TIAA/CREF retirement plan, the State Teachers Retirement plan, Social Security and Medicare benefits.
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS

POLICY C-1

PROGRAM REVIEW PROCEDURES

Section 1. General

1.1. Scope — This rule delineates the procedures to be followed by the BridgeValley Community and Technical College (BridgeValley) Board of Governors in the review of existing academic programs.

1.2. Authority — West Virginia Council for Community and Technical College Education (Council) Procedural Rule Series 10 (Series 10)

1.3. Effective Date — July 12, 2013; Revised Effective Date—May 25, 2015.

Section 2. The Program Review Process

2.1. The following are the steps departments and schools at BridgeValley will follow to comply with the program review policy adopted by the Council. Series 10 requires the institutions and the institutional Boards of Governors to review all academic programs (certificates and associate degrees) once every five (5) years. Review results are to be reported to the Council.

2.1.1. By May 15, the Office of the Vice President for Academic and Student Affairs (Vice President) reminds departments which of their programs will be reviewed in the next academic year.

2.1.2. Program faculty prepare the Program Review Self-Study in accordance with Council Series 10. The Office of the Vice President supplies guidelines for the format of the self-study document, along with the respective dates each step is to be completed. The self-study, including the Board of Governors Cover Sheet is then submitted to the College President or his or her designee on the date established by the College.

2.1.3. The Vice President or designee and the Academic Affairs Standards Committee review all self-studies, assessing the quality of the program and the quality of the review itself.

2.1.4. The Vice President or designee returns the self-study with comments and suggestions for improving the report to program faculty on the date established by the College.

2.1.5. Program faculty make necessary changes in the document and submit the final draft of the self-study to the Vice President for review by the Academic Affairs Standards Committee by the date established by the College.
2.1.6. The Academic Affairs Standards Committee will review the programs in terms of their relationship to the College’s mission and the quality of the program and in accordance with Council Series 10. The Academic Affairs Standards Committee makes an institutional recommendation for each program in writing to the President, normally by March 15.

2.1.7. On behalf of the President, the Vice President will report the recommendations for each program reviewed to the BridgeValley Board of Governors (Board), normally by May 15.

2.1.8. The Board will review the recommendations of the Academic Affairs Standards Committee and the Vice President. The Board may request additional information or further review before making decisions. The Vice President on behalf of the Board will send the results to the Council and the President on the date established by the Council.

2.1.9. The Vice President on behalf of the President will send a notice of the Board’s actions to the program chairs.

2.1.10. If the program disagrees with the outcome of program review, it may appeal the decision to the Board of Governors by sending a memo to the Board, which is copied to the Office of the Vice President. The memo should describe the basis for the appeal and should include supporting information.

Section 3. Programs of Excellence

3.1. As part of the BridgeValley Board program review process, programs can request to be considered for the designation, “Board of Governors Program of Excellence.” A program being considered for the excellence designation should meet the following criteria.

3.1.1. Distinction: The program must be one of distinction. It should have received state or national recognition or some other clearly defined indicator appropriate to the mission of the program. External validation of high quality by a nationally recognized body will strengthen the case.

3.1.2. Curriculum and Assessment: The program must have clearly defined and measurable curricular goals and objectives and must regularly assess student learning outcomes. Evidence of a strong assessment plan that utilizes assessment data to improve the program must be included. The program should hold national or specialized accreditation if available and all accreditation criteria must be met fully.

3.1.3. Graduates: Evidence of success of graduates in career placement and or in continuing higher education must be documented.

3.1.4. Faculty: Faculty should hold terminal degrees or have equivalent professional experience; alternative credentials such as work experience in the teaching field may be appropriate. There should be documented evidence of faculty
achievement and scholarly activity. Evidence of innovation in instruction should also be included if appropriate.

3.2. The self-study document should provide a convincing statement and include adequate supporting data. Documented evidence of high quality is required. Mere assertion of quality or lists of accomplishments will not suffice. Definitive percentages of program completion, graduation rates, placement, and enrollment are required for this designation. The case will be much stronger if placed in the context of national benchmarks.

3.3. Requests for the Board of Governors Program of Excellence designation will be considered by the Academic Affairs- Standards Committees, which will nominate those programs they feel are worthy of this designation. The Vice President will review the nominations and endorse those that are appropriate. The Board of Governors will consider the nominations endorsed by the Vice President and certify those that they deem appropriate as a Board of Governors Program of Excellence.
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS

POLICY C-7

STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS

Section 1. General

1.1. Scope – Policy regarding basic guidelines and standards for institutional admission policies for BridgeValley Community and Technical College (BridgeValley).


1.3. Effective Date—July 12, 2013; Revised Effective Date—May 25, 2015.

Section 2. Purpose

2.1. It is the purpose of BridgeValley Board of Governors that West Virginia residents have access to higher education opportunities commensurate with their interest and abilities. Working toward this end, BridgeValley continues the development of academic programs which allow citizens throughout the state to develop their capabilities for work and fulfillment of life. As a means of attaining this goal, BridgeValley has identified these guidelines and standards which specify institutional admissions policies and practices.

Section 3. Basic Admissions Standards

3.1. As a means of ensuring a reasonable chance of success in the education programs for which students seek admission and making the most productive use of federal and state resources, BridgeValley Board of Governors shall incorporate the following basic standards.

3.1.1. BridgeValley adheres to an Open Admission Policy. Except as provided in Sections 3.1.2. and 3.1.3. hereinafter and in BOG Policy C-8, admission is open to any person age eighteen or older and able to benefit from study at the community college level. However, admission to specific programs may have additional requirements.
3.1.2. Those who possess a high school diploma or General Educational Development (GED)-appropriate high school equivalency assessment may enroll as certificate degree or associate degree-seeking students.

3.1.3. Other persons may enroll as a certificate degree or associate degree-seeking student on an ability-to-benefit conditional enrollment basis. Enrollment under these conditions will be based on a case-by-case basis but shall be evaluated at the end of each term to determine whether their performance indicates an ability to continue their studies.

3.1.4. Students wishing to transfer from another institution to BridgeValley must provide an official transcript from each previous college attended. A transfer student with a cumulative grade point average of 2.0 shall be considered in good standing. Students with a cumulative grade point average of less than 2.0 shall be accepted on academic probation.

3.1.5. Students seeking readmission to BridgeValley in good standing must apply for readmission. Readmission to the institution does not automatically mean readmission to a previous program. A student who has been suspended for one semester for academic reason may be readmitted after one semester has elapsed. Students who receive a second academic suspension are usually not readmitted. However, the student may petition the Committee on Classification and Grades for readmission to the institution after appropriate suspension period. If granted readmission by the committee, the student will return on academic probation and under whatever special circumstances the committee may deem advisable.

3.1.6. Any individual wishing to take courses, but not for a degree or certification, is considered a special student. Special students do not need to provide transcripts for admissions. Students admitted under the special student category are limited to taking fewer than 12 credit hours at BridgeValley. A special student who has attempted a maximum of 12 credit hours must apply for admission as a degree candidate by filing credentials with the Office of Admissions.

3.1.7. A BridgeValley student wishing to enroll at another college or university as a transient student must have the prior approval of their advisor, the Vice President of Academic and Student Affairs, and the Registrar. A student wishing to take courses to be transferred to another college may do so by applying for admission to BridgeValley. Students are strongly encouraged to obtain a transient student form from the home institution granting permission to enroll at BridgeValley as a transient student.
3.1.8. Early admissions standards for high school students enrolling at BridgeValley are subject to the requirements of Section 135-19-6 of 135CSR19, Guidelines for Offering Early Enrollment Courses for High School Students.

3.1.9. International students must have their completed application on file at least four months prior to their intended date of enrollment. Students applying for admission should have completed the equivalent of a secondary education with higher than average grades. The Test of English as a foreign Language (TOFEL) is recommended for all students with a native language other than English. A score of 500 or above on the paper-based TOFEL or 173 on the computer-based version of TOFEL, 61 or above on the internet-based version of TOEFL, or a score of 6.6 or above on the International English Language Testing Service (IELTS) is usually considered adequate for admission. International students must also provide financial statement documenting ability to pay for one year of tuition and all associated living expenses incurred while attending BridgeValley.

Section 4. Limited Enrollment Programs

4.1. BridgeValley offers several limited enrollment programs. These programs have specific admissions requirements which are listed in the college catalog and on the BridgeValley Website.