

**GOVERNANCE COUNCIL
MEETING OF JUNE 29, 2006
AGENDA
9:00 am
HARCO Room**

- 1. Call to Order**
- 2. Minutes of the Meeting of April 26, 2006..... pg. 2**
- 3. Ten Credit Requirement for WEB Course Enrollment Rule pg. 4**
- 4. Discussion of Next Meeting**
- 5. Adjournment**

DRAFT Minutes
Eastern WV Community & Technical College
GOVERNANCE COUNCIL MEETING
HARCO Conference Room
April 26, 2006 @ 9:00 AM

A meeting of the Governance Council of Eastern West Virginia Community and Technical College was held on Wednesday, April 26, 2006 in the HARCO Complex in Moorefield, West Virginia. Members present were: Dr. Alfred Hoffmann, Sharon Bungard, Monica See and Jennifer Fitzwater. Absent from the meeting were: Tammy Carr, Robert Eagle, and Tim Riggelman. Also present was Ellyn Alt who recorded the minutes for the meeting.

1. Call to Order

Dr. Hoffmann called the meeting to order at 9:07 AM.

2. Minutes of the Meeting of January 24, 2006 Approved

The minutes of the January 24, 2006 meeting were approved by acclamation as revised. The revision was made to the first paragraph, first sentence to read, "A meeting of the Governance Council of Eastern West Virginia Community and Technical College was held on Tuesday, January 24, 2006, in the HARCO Complex in Moorefield, West Virginia" correcting the date of the meeting from Monday, December 12, 2005 that was presented.

3. Travel Management Policy Revision Approved

The revision to the Travel Management policy was approved by acclamation as presented in the agenda for internal comment. If no substantive comments are received, the Council extends its final approval and the policy will be included in the May, 2006 Board of Governors agenda.

4. Update on Policies Received

The Governance Council received an oral report from Ellyn Alt regarding the status of the State mandated policies that are required. A report of rules current on July 1, is due to the Chancellor's office by October 1 of each year.

5. Compliance with the Revised Series 4 Discussed

The Governance Council reviewed the sample rule and appendix presented in the agenda and agreed to proceed with the process as discussed at the January 24, 2006 meeting. Any Board Policies (BP-XXX) would be processed as rules and forwarded for Board of Governors approval. Any Administrative Regulations (AR-XXX) that are related as procedures to Board Policies will be appended and called an Appendix -- Implementation.

6. Curriculum Proposal – American Sign Language Skill Set Received

The Governance Council received and oral report from Sharon Bungard regarding the American Sign Language Skill Set.

7. Student Government Association Constitution Received

The Governance Council received information regarding the Student Government Association Constitution. They were also informed that there will be By Laws for this organization forthcoming.

8. Next Meeting

The next meeting was set for Wednesday, May 31, 2006, at 9 AM, in the HARCO Room.

9. Adjournment

With no further business to come before the Council, the meeting was adjourned at 9:50 AM by Dr. Alfred R. Hoffmann.

Alfred R. Hoffmann, Ph.D.
President

Eastern West Virginia Community and Technical College
Governance Council
Meeting of June 29, 2006

ITEM: The Ten Credit Requirement for Web Course Enrollment Rule

RECOMMENDED BY: Learner Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the Ten Credit Requirement for Web Course Enrollment Rule, for posting for internal comment. If no substantive comments are received, the Council extends its final approval and the rule will be included in the August 16, 2006 Board of Governors agenda.

STAFF MEMBER: Sharon Bungard

BACKGROUND: A Committee of Academic and Learner Support Services met during the last year to resolve issues related to learner success in on-line courses. The Ten Credit requirement for Web Enrollment is the result of both this committee and the Learner Outcome Team.

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS RULE
BR-XXXXX**

TITLE: TEN CREDIT REQUIREMENT FOR WEB COURSE ENROLLMENT RULE

SECTION 1: GENERAL

- 1.1 Scope --** The Ten Credit Requirement for Web Course Enrollment Rule defines the criteria for advisement and approval of student enrollment in web-based courses.
- 1.2 Authority --** West Virginia Code §18B-1-1e and West Virginia Higher Education Policy Commission Procedural Rule Series 24
- 1.2 Effective Date --** XXXXXX

SECTION 2: DEFINITION

The purpose of this rule is to provide assurance that degree objective students have developed a foundation for success in college level courses and have attained the rudimentary skills necessary for success in web-based courses. This rule applies only to asynchronous, web-based courses.

SECTION 3: IMPLEMENTATION

Prior to registering for web-based courses, a student must meet the following criteria:

- Successfully complete at least 10 or more credits with a “D” or better in a traditional course format and have a minimum GPA of 2.0
 - Courses must have been completed within the last 5 years
- Complete Reading/Study Skills (RDG 90) and Beginning Composition (ENL99) or have minimum acceptable placement scores in college level English
- Complete all courses required as pre-requisites for the on-line course
- Successfully complete Computer Fundamentals (CIS 108) or comparable course with a “D” or higher, or demonstrate proficient computer literacy skills
- Once students have registered for a web based course, they must attend the on-line orientation session

Exceptions to this regulation must meet the following criteria:

- Student must demonstrate computer literacy skills, and
- Be ready to enter college level English (English Composition: ENL 101), and
- Obtain academic advisor’s recommendation, and
- Receive final approval from Dean for Learner Support Services or designee
- Students who have completed an Associate degree or higher are exempt from this regulation

- Early Entrance students: Advisement and permission for online courses will be provided by the high school and the Program Manager for Secondary School Partnerships.

The College will assure availability of ten credit hours offered in a traditional face-to-face format each semester. Courses include, but not limited to:

- College Success (ORT 100)
- Computer Fundamentals (CIS 108)
- English Composition I (ENL 101) or other communication or English course
- General Psychology (PSY 200) or other social science, general education requirement
- Introduction to Keyboarding (BOS 199)
- Developmental Courses (RDG 090, ENL 099, MTH 090, MTH 095, MTH 096, MTH 099)

SECTION 4 DELEGATION OF AUTHORITY

The responsibility for implementation and interpretation of this rule is delegated to the Dean for Learner Support Services.

BOARD OF GOVERNORS, CHAIR

DATE