

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Academics Committee Meeting

**Friday, April 25, 2025
10:30 AM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
President's Conference Room (201A)**

AGENDA

- I. Call to Order**
- II. *Approval of Minutes – March 25, 2025** *Tab 1*
- III. Academic Programming**
 - A. *Resolution to Discontinue Applied Design A.A.S. Degree Program *Tab 2*
 - B. *Resolution to Discontinue Technical Drafting C.A.S. Degree Program *Tab 3*
- IV. Academic Affairs Updates**
 - A. Career and Corporate Training
- V. Adjournment**

**Denotes possible action item*

Tab

1

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Academics and Student Services Committee Meeting

**Tuesday, March 25, 2025
8:30 AM**

**Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A**

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Academics and Student Services Committee was held on March 25, 2025, beginning at 8:30 AM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

Committee Members Present: Thomas Cole – Committee Chair, Jessica Killon, Christine Miller, and Juanita Nickerson

Committee Members Absent: Lisa Lang

Other Board Members Present: Anthony Hinton and Joanne Seasholtz

Others Present: Members of the President's Cabinet, faculty, staff, and others

I. Call to Order

Thomas Cole called the meeting to order at 8:33 AM.

II. Approval of Minutes – November 19, 2024

Jessica Killon moved to approve the November 19, 2024 meeting minutes. Christine Miller seconded the motion. All agreed. Motion carried.

III. Student Services

Nancy Parks reviewed the Student Services Update report (**Attachment A**) and reported that the college has met its goal of having at least half of its degree programs commit to cocurricular activities, marking a significant step forward in cocurricular engagement efforts.

Additionally, she noted that tutorial services have officially transitioned from Academic Affairs to Student Services and are now operating under the umbrella of Student Success.

Memori Dobbs has collaborated with eLearning to develop a dashboard that identifies students who have fallen below a 70% average in their courses, allowing for timely academic support intervention.

IV. Academics

A. Personnel Updates

David Beighley announced that Jennifer Ellison will now serve as the Interim Dean of the School of General Education and Professional Studies. Jennifer is a faculty member in Mathematics and also serves as a co-advisor for Phi Theta Kappa (PTK).

B. Five Year Program Reviews

Christine Miller moved to forward the ASL/IEP (A.A.S.) 5-Year Program Review with the recommendation to continue the program with corrective action to the full Board for approval. Jessica Killon seconded the motion. All agreed. Motion carried.

Jessica Killon moved to forward the Criminal Justice (A.A.S.) 5-Year Program Review with recommendation to continue the program with corrective action to the full Board for approval. Christine Miller seconded the motion. All agreed. Motion carried.

Christine Miller moved to forward the Emergency Medical Services (A.A.S.) 5-Year Program Review with the recommendation to discontinue the program and the Emergency Medical Services Technician – Paramedic (C.A.S) with the recommendation to continue the program with corrective action to the full Board for approval. Jessica Killon seconded the motion. All agreed. Motion carried.

Christine Miller moved to forward the Advanced Welding (A.A.S.) 5-Year Program Review with the recommendation to continue the program at its current level to the full Board for approval. Jessica Killon seconded the motion. All agreed, and the motion carried.

Christine Miller moved to forward the Licensed Practical Nursing (C.A.S.) 5-Year Program Review with the recommendation to continue the program at its current level to the full Board for approval. Jessica Killon seconded the motion. All agreed, and the motion carried.

Christine Miller moved to forward the omnibus aviation program review to the full Board for approval with the following recommendations: Airframe Technology (C.A.S.) – continue at the current level of activity; Powerplant Technology (C.A.S.) – continue at the current level of activity; and Avionics Technology (C.A.S.) – continue with corrective action. Jessica Killons seconded the motion. All agreed. Motion carried.

C. Career and Corporate Training

A. Enrollment and Revenue Report

Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: To empower individuals and strengthen communities through exceptional training and educational pathways
Tagline: Education that works!



Dr. Joni Gray reviewed the Career and Corporate Training (CCT) report (**Attachment B**) and provided the following updates: Enrollments continue to trend ahead, with participation numbers having doubled. To date, the department has generated approximately \$35,233 in revenue.

B. Braxton County

Dr. Joni Gray reported that at the end of February, efforts began to expand career training offerings in Braxton County. In collaboration with the academic deans, several new training opportunities have been planned, including TEAS prep, Point of Care Technician training, EMT Basic training, and a series of NC3 certification courses. These include:

- NC3 Festo Electrical Series: Fundamentals of AC
- NC3 Festo Electrical Series: Fundamentals of DC
- NC3 Festo Programmable Logic Controller Series: Fundamentals of PLC
- NC3 Snap-on Hand Tool Identification and Safety Certifications
- NC3 Snap-on Precision Measurement Certifications

D. General Updates

A. Graduation Planning

David Beighley reported graduation planning is underway, with special recognition given to Melissa Weikle, Amanda Hawkinberry, and the planning committee for their efforts in leading and organizing the May 9 activities.

B. Virtual Reality (VR) Lab and Training

David Beighley reported the Virtual Reality (VR) Lab, located at the Advanced Technology Center in Room 115, continues to develop. Dr. Robin Strader will assume some responsibility for VR training and will provide her expertise to support the lab's growth. The onboarding process for the new VR Specialist is currently in progress.

C. Phi Theta Kappa Induction Ceremony

David Beighley invited Board members to attend the Phi Theta Kappa (PTK) Induction Ceremony on April 17 at 6:00 PM. The ceremony will be held in room 216 at the Advanced Technology Center.

V. Adjournment

There being no further business, Jessica Killon moved to adjourn the meeting. Christine Miller seconded the motion. All agreed. Motion carried.



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Respectfully submitted by Amanda N. Hawkinberry



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Enrollment Comparison Summary by Student Type

<u>Student Type</u>	<u>Previous Term</u>		<u>Current Term</u>		<u>Differences</u>			
	202420 - Spring Semester 2024		202520 - Spring Semester 2025		<u>Count</u>	<u>Percent</u>	<u>FTE</u>	<u>Percent</u>
	As of 3/17/2024 <u>Count</u>	<u>FTE</u>	As of 3/17/2025 <u>Count</u>	<u>FTE</u>				
1 - First-time Freshman	57	45.93	56	48.13	-1	-1.75	2.20	4.79
2 - Returning Student	639	558.60	739	656.47	100	15.65	97.87	17.52
3 - Readmitted Student	27	18.93	18	12.87	-9	-33.33	-6.07	-32.04
6 - Transfer Student	38	30.93	37	26.47	-1	-2.63	-4.47	-14.44
9 - Other	21	9.00	14	6.73	-7	-33.33	-2.27	-25.19
	<u>782</u>	<u>663.39</u>	<u>864</u>	<u>750.67</u>	<u>82</u>	<u>10.49</u>	<u>87.27</u>	<u>13.15</u>
8 - HS Student Taking College Crs	715	224.67	713	211.27	-2	-0.28	-13.40	-5.96
	<u>1,497</u>	<u>888.06</u>	<u>1,577</u>	<u>961.94</u>	<u>80</u>	<u>5.34</u>	<u>73.87</u>	<u>8.32</u>

Note: Due to rounding of FTE and Percentage calculations, there may be slight differences in total amounts.



Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

TO: Board of Governors
FROM: Nancy W. Parks
DATE: April 4, 2025
SUBJECT: Student Services Updates

Enrollment/Admissions Update

Based on the Enrollment report given by Executive Director of Admissions on March 6, 2025, enrollments captured at census date for Fall 2024 show that Pierpont had the third largest enrollment of the state community and technical colleges in academic programming and was fourth in enrollments overall.

Spring 2025 enrollment data (as of March 17, 2025) shows a most significant increase in enrollment in first-time freshmen and returning students: a 14.22% increase in headcount and 8.33% in FTE.

Orientation/registration sessions have opened for Summer and Fall 2025 course scheduling, and many slots are already at capacity; additional dates are scheduled to open to accommodate in-person appointments for all applicants. Evening and weekend slots are scheduled to accommodate adult students and working families.

Increased Semester-to-Semester Retention: As reported by the Office of Institutional Effectiveness, student retention rates significantly improved year-over-year:

- Overall retention increased from 73.77% (Fall 2023-Spring 2024) to 79.23% (Fall 2024-Spring 2025)
- First-time, full-time student retention rose from 75.4% (2023-2024) to 82.73% (2024-2025)

Enhanced Outreach: A comprehensive master directory of service area high schools and contacts has been created by the Executive Director of Admissions and shared with Financial Aid staff for the two offices to combine informational outreach and “how to” sessions for FAFSA events at individual high schools. In addition to helping families complete the FAFSA and WV Invests applications, admissions/advising specialists will attend alongside for general Q&A for family members and to promote Pierpont programs.

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Co-Curricular Learning, Student Engagement, & Retention Strategies: Updates

HLC Response Committee on Co-Curricular Learning

A dedicated committee has been established to address the Higher Learning Commission's (HLC) concerns regarding Standard 4B: Co-Curricular Learning assessment. The committee includes key campus leaders:

- Nancy Parks, Associate VP, Student Services
- Amy Cunningham, Dean, School of Health Sciences
- Debra Lupica-Scott, Chair, General Education Committee
- Raven Thomas, Admissions/Advising Specialist and Student Involvement Coordinator
- Olivia Boltz, Director of Institutional Effectiveness

The committee's work focuses on three primary areas: clarifying the distinction between "extra-curricular" and "co-curricular" activities; documenting co-curricular components across all academic degree programs and institutional initiatives; and ensuring follow-up assessment and documentation.

The committee is compiling a response to the HLC's concerns regarding differentiation between "extra" curricular and "co-curricular" activities and is denoting all co-curricular projects of every academic degree program, as well as institutional programming efforts. AVP Parks and IE Director Boltz are following up with individual program coordinators for timely submissions of co-curricular planning and reporting templates. In addition, the HLC task group will be asking the Marketing office for a dedicated space on the Pierpont website to highlight these co-curricular activities and illustrate student/faculty engagement opportunities with the community and employers.

Retention Strategies

Tutorial Services Transition and Enhancements

As of February 22, 2025, Tutorial Services has successfully transitioned from being coordinated by a math faculty member on release time to full management by the Office of Student Success.

Key activities assumed by that office include the following:

- Recruitment of professional and peer tutors across multiple disciplines, including a peer math tutor for the Aviation Center
- Publication of a comprehensive Spring 2024 tutoring schedule
- Campus-wide communication about available services, including tutoring in high-enrolled general education courses: English, Math, Computer Concepts, and Anatomy & Physiology.

In addition, the Office of Student Success has also implemented a proactive intervention system, including the following:

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- A new institutional dashboard that identifies students earning 70% or below in key subject areas
- Targeted emails to struggling students
- Accompanying email alerts to faculty so they can encourage their students to participate in tutoring services, including general assistance, such as homework completion

Learning Support/Support Services

From January 1-March 17, the Office reports the following activities in service to students and faculty to aid in student retention and success:

- 50 mental health appointments
- 39 meetings with WV Works participants
- 21 Learning Strategies presentations for individual students
- 12 Disability support appointments
- 09 classroom presentations for learning strategies/mental health
- 02 meetings with county WV Works coordinators in service region; increased participants from 2-9
- 02 test proctoring sessions

Further, in response to requests from service area adult education providers, Pierpont was asked to enter MOUs with county SPOKES offices to formalize services we offer to their participants, including scheduling campus tours, assisting with financial aid applications, and serving as a primary educational provider.

Blackboard Ultra Trainings

The Executive Director of e-Learning designed a Blackboard Student Orientation Course. This course is a self-paced program designed to familiarize students with the new Blackboard Ultra. The course covers essential aspects such as navigation, participation in discussions, assignment submissions, test-taking procedures, journal entries, media sharing, and accessing grades and feedback. The course aims to equip students with the necessary skills to effectively engage with course materials and activities within the Blackboard Ultra platform. As of March 17, 2025, 43 students had completed this “self-help” training.

Financial Aid Services

Distribution of Aid: PELL grant funding increased from \$1.18 million in 2023-24 to \$1.46 million in 2024-25—due largely to enrollment increases.

The WV Higher Ed grant disbursements were substantially higher than in years previous (over double, fact), which prompted an 8.5% decrease in WV Invests disbursements. No students’ aid was affected negatively because what would have been covered by Invests was instead covered via the WV Higher Ed rant. The Financial Aid office continues to work in partnership with Admissions, Advising, and eligible degree programs in alerting students to all aid available.

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In Fall 2024, Pierpont was allocated \$2,000 per student to help ameliorate funding issues caused by the FAFSA delays. As a result, far more students received a “refund” than in previous years, which assisted with other college-going expenses.

Centralized Management and Compliance: WV Invests and Federal Student Employment services have been consolidated under a single staff member. In addition, Pierpont has significantly improved compliance with federal requirements for allocating student employment funds to peer tutoring. After targeted outreach seeking peer tutors, three new peer tutors have been hired through Federal Student Aid funding.

Audit Success: The federally required "Statewide Single Audit" reported "no findings" related to financial aid and confirmed that student aid was packaged and awarded “correctly, timely, and equitably.”.

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Tab

2

Pierpont Community & Technical College
Board of Governors
May 13, 2025

ITEM:	Recommendation to Discontinue Applied Design A.A.S. Program
COMMITTEE:	Committee on Academics to the Committee of the Whole
STAFF MEMBER:	David M. Beighley, Interim Provost & Vice President for Academics
RECOMMENDED ACTION:	Resolved that the Pierpont Community & Technical College Board of Governors, in accordance with West Virginia Higher Education Policy Commission rule §133-11-8.1, discontinue the Applied Design A.A.S. Degree Program, inclusive of all specializations, effective for AY2025-2026.

BACKGROUND:

In accordance with the guidelines set forth in West Virginia Higher Education Policy Commission rule §133-11-8.1, and following a comprehensive review of program performance metrics, Pierpont Community and Technical College's administration proposes the discontinuation of the Associate of Applied Science (A.A.S.) degree program in Applied Design, inclusive of both the Fashion Merchandising and Interior Design specializations, effective for AY2025-2026.

The Applied Design A.A.S. program completed a five-year program review in AY2021-2022, resulting in recommendations for corrective action. Key among these recommendations were the discontinuation of the Design Assistant concentration and the redefinition of learning outcomes for the remaining two concentrations. These revised outcomes emphasized technical software and industry-specific skillsets aimed at enhancing employment readiness in interior design, architecture, facilities, engineering, retail management, visual merchandising, and related sectors. Despite these targeted interventions, enrollment and graduation data from the subsequent academic years show that the program has not achieved satisfactory viability standards. Enrollment has continued to decline, and graduation rates remain marginal. Specifically:

- **Enrollment Trends:**
 - 2022–2023: 18 unduplicated students
 - 2023–2024: 16 unduplicated students
 - Spring 2025: 9 students (1 in Interior Design, 8 in Fashion Merchandising)
- **Graduation Data:**
 - Graduates over the past four academic years have ranged from 3 to 5 annually across both concentrations, with no consistent upward trend.
- **Retention Rate:** Currently at 51%.

Financial analysis further underscores the program's unsustainability. Maintaining specialized instruction and dedicated faculty for programs maintaining an unduplicated headcount of fewer than 10 students per year is not fiscally responsible. As of Spring 2025, projected graduates total only five from the Fashion Merchandising specialization, with none from Interior Design specialization. The cost per student and cost per graduate in this context exceeds acceptable thresholds, making continued operation of the program an inefficient use of institutional resources.

Given the program's persistent inability to meet established performance benchmarks, fiscal analysis evidencing problematized resource allocation, and dubious program viability, the administration, in compliance with West Virginia Higher Education Policy Commission Series 11, recommends the formal discontinuation of the Applied Design A.A.S. degree program, inclusive of all degree specializations, effective for AY2025-2026. A structured teach-out plan will be developed to ensure currently enrolled students have the opportunity to complete their degrees. Additionally, efforts will be made to explore integration of select design-related content into other academic and/or workforce development programs, where applicable.

This resolution reflects a commitment to maintaining academic quality, institutional effectiveness, and fiscal responsibility while aligning program offerings with student demand and workforce needs.

Tab

3

Pierpont Community & Technical College
Board of Governors
May 13, 2025

ITEM: Recommendation to Discontinue Technical Drafting C.A.S. Program

COMMITTEE: Committee on Academics to the Committee of the Whole

STAFF MEMBER: David M. Beighley, Interim Provost & Vice President for Academics

RECOMMENDED ACTION: Resolved that the Pierpont Community & Technical College Board of Governors, in accordance with West Virginia Higher Education Policy Commission rule §133-11-8.1, discontinue the Technical Drafting C.A.S. Degree Program, effective for AY2025-2026.

BACKGROUND:

In accordance with the guidelines set forth in West Virginia Higher Education Policy Commission rule §133-11-8.1, and following a comprehensive review of program performance metrics, Pierpont Community and Technical College's administration proposes the discontinuation of the Certificate of Applied Science (C.A.S.) degree program in Technical Drafting, effective for AY2025-2026.

The Technical Drafting C.A.S. program was originally established as a stackable credential within the Associate of Applied Science (A.A.S.) in Drafting/Design Technology program. The A.A.S. program was formally discontinued on February 21, 2023 by Board of Governors action due to sustained low enrollment and insufficient graduation rates, amongst other critical viability metrics. At that time, it was the College's intention to concurrently close the C.A.S. program. However, due to an administrative oversight, the C.A.S. program remained active in the institutional program inventory.

Further, since its inception in the 2022–2023 academic year, the Technical Drafting C.A.S. program has experienced exceptionally limited student enrollment. The program produced only six graduates in Spring 2023, all of whom were also conferred degrees in the now-discontinued A.A.S. in Drafting/Design Technology. No further graduates have emerged from the C.A.S. program, and there are currently no active students enrolled.

As a dependent credential originally structured to complement the broader A.A.S. in Drafting/Design Technology, the Technical Drafting C.A.S. no longer aligns with a larger programmatic framework. Without the A.A.S. program in place, the C.A.S. lacks sufficient curricular depth and continuity to serve as a standalone credential that supports student success and long-term employability.

In light of these considerations, the administration recommends the formal discontinuation of the Technical Drafting C.A.S. program, effective for AY2025-2026. This action will correct a

previous oversight and bring the College's academic offerings into alignment with institutional goals and West Virginia Higher Education Policy Commission Series 11 requirements. Efforts will be made to explore integration of select technical drafting-related content into other academic and/or workforce development programs, where applicable.