



FACULTY HANDBOOK

2024-2025

Michael McComas
Chief Academic Officer

Table of Contents

Welcome.....	3
Mission, Vision, and History	4
Our Mission	4
Our Vision	4
History.....	4
College Governance.....	5
West Virginia Community College Council	5
Institutional Board of Governors	5
IBOG Policies	5
Administration	5
Administrative Procedures	5
The Constitution of the Faculty.....	6
Preamble	6
Article I. Faculty Council: Name, Purpose, and Jurisdiction	6
Article II. Membership of MCTC Faculty Council.....	6
Article III. Executive Committee of MCTC Faculty Council.....	7
Article IV. Meetings	7
Article V. Voting Procedures.....	8
Article VI. Faculty Council Standing Committees	8
Ad Hoc Committees	3
Article VII. Amendments	3
Article VIII. Bylaws	3
<i>The following Academic Procedures are currently in various stages of review and approval:.. 4</i>	
Policy for Low Enrolled Courses.....	4
Procedure for Assigning and Verifying Credit Hours	4
Purpose.....	4
Scope.....	4
Definitions.....	4
Procedure	4
Review and Revision	5
Dishonesty Procedure.....	6
Academic Dishonesty Procedure	6
Student Academic Appeals Process.....	8
Faculty Office Hours Procedure.....	11
Objective: Professors must be available to students outside of class in order to support course success.	11
Procedures:.....	11
Faculty Attendance and Class Cancellation Procedure	12
Objective:.....	12
Procedure:	12
Procedure for Assigning and Verifying Credit Hours	13
Purpose.....	13
Scope.....	13
Definitions.....	13
Procedure	13
Review and Revision	14

Approval	14
Contacts.....	14
Program Review Procedure Start	15
Series 10 Highlights:.....	15
Program Review by Council:	15
From WVCTCS to use as template for program reviews.....	15
Mountwest Community and Technical College Prior Learning Assessment (PLA) Policy	16
Purpose.....	16
Scope.....	16
Definitions.....	16
Eligibility	16
PLA Methods	17
Appeals	18
Record Keeping.....	18
Compliance	18
Policy Review	18

Welcome

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

Mission, Vision, and History

Our Mission

Mountwest empowers students to learn and lead in the community and in the workforce.

Our Vision

Mountwest makes a positive impact on the lives of our students while providing them with the education and tools to prepare for their future. We inspire, support, and develop students to achieve goals, build positive relationships, and succeed in the workforce.

History

Mountwest Community & Technical College was established as Marshall Community College, a college within Marshall University that provided two-year associate degrees and continuing and community education. Classes first began in the fall of 1975 with a wide range of programs.

In 1991, the College's name became Marshall Community & Technical College to better reflect the technical nature of the many programs offered. Marshall Community & Technical College became accredited for the first time as an independent institution in 2003.

By 2008, many changes, including national education and workforce trends, began to redefine community and technical college education in West Virginia. These changes led to the statewide separation of two-year colleges from their four-year parent institutions.

Marshall Community & Technical College became a separate institution on July 1, 2008, as a result of West Virginia House Bill 3215. This bill made the College a free-standing, independent institution no longer administratively linked to Marshall University and established a separate Board of Governors to determine, control, supervise and manage the financial, business, educational policies and affairs of the College.

The College adopted the designation "MCTC" until it was officially named Mountwest Community & Technical College by West Virginia Senate Bill 499 in 2010. Mountwest continued to offer classes on the university campus through spring 2012. In August 2012, Mountwest opened the doors to its own 28-acre campus atop Fifth Street Hill in Huntington.

Today, Mountwest is one of only nine public institutions that form the [**West Virginia Community & Technical College System**](#), and it continues to meet the educational needs of Tri-State students and employers through hands-on, high-quality learning, as it has for nearly four decades.

College Governance

West Virginia Community College Council

Institutional Board of Governors

IBOG Policies

Administration

Administrative Procedures

Human Resources Policies, Procedures, and Employee Relations

The Constitution of the Faculty

Preamble

The faculty of Mountwest Community and Technical College is dedicated to fulfilling the mission of a comprehensive community college that focuses on student success and lifelong learning. The faculty has the academic freedom and responsibility for ensuring that the curriculum and learning outcomes are indicative of student success. To this end, this Constitution is established to facilitate meaningful communication and to assist the President and the MCTC Board of Governors in the development of academic policies and procedures. It is further recognized that the MCTC President and the Board of Governors provide the President full authority and responsibility for College operations. It is within these limits that the faculty accepts its role of advisement to the President on matters of institutional policy.

Article I. Faculty Council: Name, Purpose, and Jurisdiction

Section A. The name of this organization shall be the MCTC Faculty Council.

Section B. The purpose of this Constitution is to provide for the participation of the MCTC Faculty Council in the formulation, implementation, and review of institutional policy and to provide the means for the MCTC Faculty Council to initiate action on matters with which it is directly concerned. These areas of MCTC Faculty Council concern shall include, but shall not necessarily be limited to, the following:

1. Standards for admission, selection, and retention of students.
2. Requirements for the granting of degrees.
3. Curricular requirements for general education.
4. Additions and deletions of courses.
5. Development of programs for scholarship, research, and innovation as relates to teaching.
6. Development of library, laboratories, and other instructional aids.
7. Such other academic affairs that are not directly administrative in nature.
8. Provision for accessible, comprehensive, and quality education and workforce training through MCTC programs.

Article II. Membership of MCTC Faculty Council

Membership of the MCTC Faculty Council shall be composed of all full-time faculty; division chairpersons who have teaching responsibilities; and full-time instructional specialists, who work primarily with students in a tutoring or teaching capacity. These members shall hold full voting rights. Full-time faculty who hold full-time administrative appointments shall not serve as members of the MCTC Faculty Council.

Article III. Executive Committee of MCTC Faculty Council

The Executive Committee officers shall serve as the executive branch of the MCTC Faculty Council and function in a leadership and advisory capacity.

Section A. Officers. The MCTC Faculty Council shall elect officers to the Executive Committee to include a President, Vice President, and Secretary, where each academic division shall be represented, if possible. In addition, the Executive Committee will be comprised of College standing committee chairs, the ACF representative, and faculty representative to the MCTC Board of Governors. The MCTC President will appoint an administrative representative as an ex officio member. In the event that a division is not represented, a member at large from that division shall be elected.

Section B. Elections. Officers will be elected by secret ballot at the last meeting of each academic year, as necessary. Terms of office are for two years with terms beginning on July 1. Officers may serve only two consecutive terms in an office. An officer's term will be considered served if more than 50% of the term is served.

Section C. Powers and Functions. The MCTC Faculty Council President shall preside at the meetings of the Council, call and preside at monthly meetings of the Executive Committee, set agendas for such meetings in consultation with appropriate parties, serve as ex officio member of all faculty standing committees, and participate in college initiatives as requested by the President. The Vice President shall assume all duties and responsibilities in the absence of the President and assist in establishing the agenda for Executive Committee meetings. The Secretary shall maintain an up-to-date list of the MCTC Faculty Council membership, distribute the Council agenda, and record and distribute the proceedings of each meeting of the Council to all faculty. The Secretary shall also maintain appropriate files for retaining Council records.

The MCTC Faculty Council President shall receive the equivalent of one course reassigned time to conduct the business of the Council. The office of the Executive Vice President/Chief Academic Officer of Academic Affairs shall provide administrative assistant support to the MCTC Faculty Council.

Section D. Succession of Offices. In the event an officer must leave office, a special election shall be held to elect a new officer. The new officer shall fulfill the remainder of the former officer's term.

Article IV. Meetings

Section A. Regular meetings of the MCTC Faculty Council shall be held a minimum of two times per semester for the fall and spring terms.

Section B. The Executive Committee shall meet monthly.

Section C. Special meetings of the Council may be called by the MCTC Faculty Council President

or through the Council President at the request of the President or upon request of six Council members. The special session will be held as soon as practical, not to be more than two weeks from the time of the submission of the request. Agendas for Council meetings shall be distributed not less than one week prior to the meeting.

Section D. All meetings shall be governed by Robert’s Rules of Order.

Section E. All Council and Executive Committee meetings are open to the public except on such occasions where executive sessions are permitted by W.VA. Code 6-9A-4. During executive session no actions may be taken, but issues may be discussed.

Section F. The Faculty Council shall meet with the MCTC Board of Governors once a year in accordance with West Virginia State Code.

Article V. Voting Procedures

Section A. A quorum will be more than 50% of eligible Council members.

Section B. The Faculty Council President is the presiding officer and as such shall not vote except in case of a tie vote.

Section C. In general, a voice vote will be conducted on items considered. At the request of any member, a division of the Council may be taken by roll call vote. A written secret ballot shall be used for all elections. At the request of any member and with a simple majority vote, an agenda item may be voted on with a written ballot.

Section D. Policy recommendations shall be by a simple majority vote of members present, provided a quorum is constituted. Policies shall be effective after passage by the Council and approval by the MCTC President. The MCTC President may interpose a veto on Council recommendations by communicating such veto and the rationale to the Council President in writing within 15 days. All issues are subject to final approval of any required internal or external policy approval body.

Article VI. Faculty Council Standing Committees

General Rules

Faculty members are encouraged to fully participate in the college committee structure as a way of furthering the success of the college and its students, building a community college culture, and participating in service to the college in a recognized form. The following general rules apply to standing committees:

- Committees shall be established by the MCTC Faculty Council as needed for the proper fulfillment of the functions of the faculty.
- Each committee shall meet at least twice per semester.
- Notice of regular meetings of standing committees shall be announced in a predetermined medium

- All committee meetings will be open to all interested persons unless, in the opinion of the committee, a closed meeting is necessary to protect personal rights of privacy.
- Each committee shall keep adequate records of committee business. Matters of general importance to MCTC should be reported promptly to the Council President.
- Committees shall be expected to conduct research, deliberate on policies, and make recommendations to the Council relevant to the issues that they have explored. All procedural or policy changes recommended by a faculty committee that affect instructional program or faculty welfare are subject to approval by the Council and the MCTC President. Procedural or policy changes that do not affect instructional program or faculty welfare shall be referred to the responsible administrative unit.
- All committees shall have a majority of faculty as voting members.
- Faculty representation on committees shall be elected by faculty of their respective division.
- A member of a standing committee who expects to be absent from a meeting may authorize someone else to act in his or her place at the meeting. A “Proxy” form will be filled out by the committee member and given to the authorized person to bring to the meeting. This will allow the authorized person to vote on matters indicated on the proxy form. Any member who is absent for more than three meetings during the academic year will be replaced by a new member from the respective division. This includes any absences covered by proxy. The committee chair will report this to the Division Dean and ask the division to elect a replacement member.
- Each division may elect one “Alternate Member” for each standing committee. Alternate members will be nonvoting. They will be required to attend meetings, provide input, and serve as a voting member when a regular member of their division is unable to attend a meeting. They will not be counted in the quorum computations unless they are covering for an absent voting member. Each division will voluntarily decide whether or not to elect alternates and will determine which standing committees warrant an alternate.

Purpose

To assume principal responsibility for monitoring academic standards for all programs and courses offered through MCTC by ensuring that each course or program adheres to the mission statement of the college and reflects the academic philosophy of the faculty.

The goal of this committee is to support the provision of high quality, relevant learning opportunities to meet the workforce, transfer, basic skills, and lifelong learning needs of the MCTC community.

Functions

To review, approve in committee, and forward:

- Recommendations regarding course content and program curricula.
- Proposals for new courses and programs.
- Proposals for changes and/or deletions in existing courses and programs.

Membership

Three faculty members will be selected from each academic division and will serve three-year terms as voting members the option to renew their term once, for a total of two consecutive terms.

Career and Technical Division (even year not divisible by four)

Liberal Arts and Transfer Studies Division (even year not divisible by four)
Career and Technical Division (odd year)
Liberal Arts and Transfer Studies Division (odd year)
Career and Technical Division (even year divisible by four)
Liberal Arts and Transfer Studies Division (even year divisible by four)

Additional members of the committee will be:

Representative from the Corporate and Continuing Education division (voting member; permanent member)
Dean from each division (nonvoting member; permanent member)
Representative from Student Services (nonvoting member; permanent member)
MCTC Registrar (nonvoting member; permanent member)
Chief Academic Officer of Academic Affairs (nonvoting member; permanent member)

Chair

The chair shall be elected for a term of three years. The office of chair may be renewed for a second term for a total of two consecutive terms. When a chair is elected their membership term limit is increased to three terms.

Committee chair responsibilities

The chair will schedule, organize, and oversee committee meetings. Chairs will be members of the Executive Committee and will be expected to report the committee's progress at Faculty Council meetings.

Secretary

The committee will have one member serve as secretary, who must be separate from the committee chair. Secretaries will be elected via internal vote from any member of the committee and will serve for an appointment of one year. Secretaries may renew their appointments but can serve no more than two consecutive appointments.

Committee secretary responsibilities

The secretary will record committee meeting minutes and attendance, and submit committee reports to the Faculty Council. It is the secretary's responsibility to keep track of committee members' status, including length of membership.

Personnel Committee

Purpose

To verify eligible faculty for promotion and tenure, and to make written recommendations regarding promotion and tenure to the Executive Vice President/Chief Academic Officer of Academic Affairs. The committee will also address issues relating to faculty responsibilities by recommending new policies and/or guidelines.

Functions

1. To evaluate current guidelines for promotion and tenure.
2. To assess current faculty evaluation instruments and procedures.
3. To develop internal documents detailing the promotion and tenure process.
4. To provide written recommendation for faculty members who are eligible for promotion and tenure to the Executive Vice President/Chief Academic Officer of Academic Affairs.
5. To designate subcommittees as needed. These subcommittees will research and make recommendations to the Faculty Personnel Committee. Subcommittee members may consist of a current committee member and other individuals demonstrating experience or expertise as to a particular issue.

Membership

Three faculty members will be selected from each academic division and will serve four-year terms as voting members. No member shall serve consecutive terms. Membership should represent the following ranks: Professor, Associate Professor, Assistant Professor, and Instructor. Each Professor, Associate Professor, and Assistant Professor must have a minimum of three years of experience at MCTC and each Instructor must have a minimum of 1 year of experience at MCTC.

Career and Technical Division (even year not divisible by four)
Liberal Arts and Transfer Studies Division (even year not divisible by four)
Career and Technical Division (odd year)
Liberal Arts and Transfer Studies Division (odd year)
Career and Technical Division (even year divisible by four)
Liberal Arts and Transfer Studies Division (even year divisible by four)

Chair

The chair shall be elected for a term of two years, with no option to renew.

Secretary

The committee will have one member serve as secretary, who must be separate from the committee chair. Secretaries will be elected via vote internally from any member of the committee and will serve for an appointment of one year. Secretaries may renew their appointments but can serve no more than two consecutive appointments.

Retention and Readmissions Committee

Purpose

To recommend strategies that encourage student retention in MCTC's programs and courses. This committee will review and recommend policies regarding the readmission appeal process and evaluate student appeals, making recommendations to Student Services Leadership regarding the appeals. This committee will also oversee the MCTC student scholarships.

Functions

1. To recommend strategies to improve student retention.
2. To review all documentation of students appealing their ineligibility status.

3. To hear the personal appeal of ineligible students when requested.
4. To forward committee recommendations regarding ineligible students to Student Service Leadership.
5. To facilitate the application process and awarding of MCTC scholarships.

Membership

Three faculty members will be selected from each academic division and will serve two-year terms as voting members. Each year, one member from each division will cycle out, and a new member from each division will cycle in. Members may renew their appointment but can serve no more than two consecutive terms.

Career and Technical Division (3 members, each with two-year terms, where one term expires per year)

Liberal Arts and Transfer Studies Division (3 members, each with two-year terms, where one term expires per year)

Additional members of the committee will be:

Director of Distance Education (voting member, permanent member)

Representative from Academic Support Services (voting member, permanent member)

Representative from Library Services (voting member, permanent member)

Representative from Student Services (voting member, permanent member)

Chair

The chair position will be elected internally from current membership and will serve a one-year term. Members must have served at least one year on the committee before being elected to the chair position. Chairs may be reelected for one additional term.

Secretary

A secretary will be elected internally from current membership. The secretary cannot simultaneously serve as chair. The term for secretary will be one-year and may be renewable for one additional appointment.

Assessment Committee

Purpose

To support and review the assessment of student learning at Mountwest Community & Technical College.

Functions

1. To coordinate the deployment of course evaluations and to update the evaluation instrument as needed.
2. To oversee the submission of course assessment reports and provide feedback to faculty.
3. To forward input to the CAO, Chairs, and Dean regarding assessment needs.
4. To provide or suggest training opportunities to faculty to ensure quality assessment.
5. To collaborate with the Gen Ed Assessment Committee and Co-curricular Assessment Committee as needed.

Membership

Membership will be selected from each academic division and will serve three-year terms as voting members. Each year, one member's term from each division will cycle out/expire, and a new member

from each division will cycle in. Members may renew their membership but can serve no more than two consecutive terms.

Career & Technical Division (3 members, each with 3-year terms, where one term expires each year)

Liberal Arts & Transfer Studies Division (3 members, each with 3-year terms, where one term expires each year)

Additional members of the committee will be:

Director of Distance Education (voting member; permanent member)

Representative from the Academic Support (voting member; permanent member)

Representative from the Resource Center (voting member; permanent member)

HLC Liaison (non-voting member; permanent member)

Chair

Members must serve at least one year on the committee to be eligible for the appointment of chair. Chairs will be elected via vote internally from any member of the committee and will serve for an appointment of two years. If a member's term is set to expire during their appointment as chair, their term is automatically renewed. Members starting their sixth year on the committee are ineligible to serve as chair. Members may serve as a chair for no more than two consecutive appointments.

Secretary

The committee will have one member serve as secretary, who must be separate from the committee chair. Secretaries will be elected via vote internally from any member of the committee and will serve for an appointment of one year. Secretaries may renew their appointments, but can serve no more than two consecutive appointments.

Faculty Development Committee

Purpose

The purpose of the Faculty Development Committee is to make recommendations to the Council concerning the development and implementation of policies and procedures for ongoing faculty development, research, and scholarly/professional activities.

Functions

The primary focus of this committee is faculty development. It is concerned with ensuring ongoing attention to resource development and equitable allocation of available funds among individual faculty, and providing activities and opportunity for enhancing the faculty's abilities in teaching, research, scholarship, and service to the college and the community. The specific duties of the committee are:

1. To review and recommend incentives and changes in the faculty development, research, and scholarly aims of the college.
2. To propose an institutional policy on faculty development, research, and scholarship.
3. To propose procedures and guidelines for applications of available institutionally

funded development activities.

4. As appropriate, to consider and make recommendations to, and coordinate with the Chief Academic Officer of Academic Affairs on applications for institutionally funded faculty development funds. The solicitation of external funding for faculty development, research, and scholarly activities. Planning and implementing campus-wide faculty development activities including, but not limited to, the annual August and May faculty workshops.
5. To monitor compliance with all applicable regulations concerning the use of human or animal subjects.

Nothing in this policy is intended to restrict the designation or contribution of funds for specific purposes. Such funds do not fall within the purview of this committee.

Membership

Three faculty members will be selected from each of academic division and will serve three-year terms as voting members with the option of renewing for a total of two consecutive terms.

Career and Technical Division (even year)
Liberal Arts and Transfer Studies Division (even year)
Career and Technical Division (odd year)
Liberal Arts and Transfer Studies Division (odd year)
Career and Technical Division (even year)
Liberal Arts and Transfer Studies Division (odd year)

Additional members of the committee will be:

Representative from Continuing & Corporate Education (voting member, permanent member)
Director of Online Learning (voting member, permanent member)
Professional Development Coordinator (voting member, permanent member)
Chief Academic Officer of Academic Affairs (nonvoting member, permanent member)

Chair

A chair will be selected from the membership to serve a four-year term with no option to renew.

Secretary

A secretary will be elected internally from current membership. The secretary cannot simultaneously serve as chair. The term for secretary will be one-year and may be renewable for one additional appointment.

Online Oversight Committee

Purpose

To review, assess, and advise on all matters associated with online learning for students, faculty, and staff as well as to offer recommendations on policies and procedures for the college.

Functions

1. To provide ongoing faculty development in the areas of pedagogy/andragogy and technology so the online faculty will be able to provide a quality learning environment.
2. To evaluate and assess curriculum and instruction, technology, accessibility, and support services for all distance education.
3. To forward input to the Vice President for Academic and Student Affairs, Deans, and Chairs on matters relating to distance education.
4. To offer solutions to problems that the students and faculty face with distance education.
5. To review current and proposed policies dealing with distance education.
6. To send representatives to state and regional meetings associated with distance education.

Membership

Membership will be selected from faculty who have taught an online/hybrid course OR have taken at least one of the QM courses (APPQMR or IYOC). Committee membership will include three faculty members from each academic division and will serve three-year terms as voting members. Each year, one member's term from each division will cycle out/expire, and a new member from each division will cycle in. Members may renew their membership, but can serve no more than two consecutive terms.

Career & Technical Division (3 members, each with 3-year terms, where one term expires each year)

Liberal Arts & Transfer Studies Division (3 members, each with 3-year terms, where one term expires each year)

Additional members of the committee will be:

Director of Distance Education (voting member, permanent member)

Librarian (voting member, permanent member)

Associate Dean of Students or designee (voting member, permanent member)

MCTC Higher Learning Commission Representative (nonvoting member, permanent member)

Chair

Members must serve at least one year on the committee to be eligible for the appointment of chair. Chairs will be elected via vote internally from any member of the committee and will serve for an appointment of two years. If a member's term is set to expire during their appointment as chair, their term is automatically renewed. Members starting their sixth year on the committee are ineligible to serve as chair. Members may serve as a chair for no more than two consecutive appointments.

Secretary

The committee will have one member serve as secretary, who must be separate from the committee chair. Secretaries will be elected via vote internally from any member of the committee and will serve for an appointment of one year. Secretaries may renew their appointments but can serve no more than two consecutive appointments.

General Education Committee

Purpose

To facilitate the continuous improvement of general education across the curriculum at Mountwest Community & Technical College via the development, implementation, and assessment of general education outcomes.

Functions

1. To regularly review general education outcomes and revise them as needed.
2. To oversee implementation of general education outcomes at the course and program level.
3. To facilitate assessment of general education outcomes at the course and program level.
4. To assist with the development of assessment tools for general education outcomes.
5. To recommend changes based on results gathered from the assessment of general education outcomes.

Membership

Three faculty members will be selected from each academic division and will serve two-year terms as voting members with the option to renew for a total of two consecutive terms.

Career & Technical Studies Division: even year
Liberal Arts & Transfer Studies Division: even year
Career & Technical Studies Division: odd year
Liberal Arts & Transfer Studies Division: odd year
Career & Technical Studies Division: even year
Liberal Arts & Transfer Studies Division: odd year

Additional members of the committee will be:

Dean of Career & Technical Studies (permanent; non-voting member) Dean of Liberal Arts & Transfer Studies (permanent; non-voting member) HLC Liaison (permanent; non-voting member)

Chair

A chair will be selected from the membership to serve a one-year term with the option to renew for a total of two consecutive terms.

Secretary

The committee will have one member serve as secretary, who must be separate from the committee chair. Secretaries will be elected via vote internally from any member of the committee and will serve for an appointment of one year. Secretaries may renew their appointments, but can serve no more than two consecutive appointments.

Co-curricular Assessment Committee

Purpose

The Co-Curricular Assessment Committee is responsible for guiding and reviewing assessment processes in the co-curricular units. This committee is also responsible for measuring the institution's compliance with relevant criteria related to HLC accreditation.

Functions

1. To define "co-curricular" at Mountwest and identify co-curricular units within the institution.
2. To assist co-curricular event coordinators with development of outcomes and assessment plans.
3. To review and provide feedback on co-curricular assessment plans and reports.
4. To assess the assessment processes in the co-curricular areas and provide feedback to the Director of Institutional Assessment & Accreditation.
5. To recommend or coordinate professional development opportunities in assessment practices for co-curricular departments.
6. To track compliance with institutional requirements and accreditation standards and report instances of non-compliance to the Director of Institutional Assessment & Accreditation.

Membership

Three faculty members will be elected from each academic division and will serve three-year terms as voting members, with the option to renew their term once, for a total of two consecutive terms.

Career and Technical Division: (even year)
Liberal Arts & Transfer Studies Division: (even year)
Career and Technical Division: (odd year)
Liberal Arts & Transfer Studies Division: (odd year)
Career and Technical Division: (even year)
Liberal Arts & Transfer Studies Division: (odd year)

Additional members of the committee will be:

Representative from Student Services (voting member; permanent member) Representative from the Tutoring Center (voting member; permanent member) Representative from the Resource Center (voting member; permanent member) Representative from the Writing Center (voting member; permanent member) HLC Liaison (non-voting member; permanent member)

Chair

A chair will be selected from the membership to serve a one-year term with the option to renew for a total of two consecutive terms.

Secretary

The committee will have one member serve as secretary, who must be separate from the

committee chair. Secretaries will be elected via vote internally from any member of the committee and will serve for an appointment of one year. Secretaries may renew their appointments but can serve no more than two consecutive appointments.

Ad Hoc Committees

Ad Hoc Committees will be formed as needed by the MCTC President with notification to the MCTC Faculty Council President or formed as needed by the Council President.

Article VII. Amendments

Section A. This Constitution shall be adopted when approved by a simple majority of the secret ballots cast by the faculty. Upon adoption by the faculty, this Constitution shall be made a part of the MCTC Policy and Procedures Manual, which shall contain official policies, other procedures, and other information pertinent to MCTC's operational and internal government.

Section B. An amendment to the constitution may be proposed by the President to the executive committee, by ten percent of the faculty, or by a majority vote of the MCTC Faculty Council.

Amendments to the Constitution will be ratified by a vote of two thirds of the faculty. All issues are subject to final approval of any required internal or external policy approval body.

Article VIII. Bylaws

The MCTC Faculty Council may by majority vote establish bylaws governing the conduct of the business of the Council and of the standing committees and other matters that may be within its competence.

The following Academic Procedures are currently in various stages of review and approval:

Policy for Low Enrolled Courses

1. Courses with 8 or fewer students will be reviewed by chairs and deans. The first review will take place 2 weeks prior to the start of classes. The second review will take place one week prior to the start of classes. Final decisions about cancellations will be made no later than 3 business days before classes start. Chairs should be prepared to advocate to keep or cancel low enrolled courses.
 - a. Are students enrolled who need the course to graduate that term?
 - b. Is the course scheduled in the correct term?
 - i. 1st and 3rd course semester fall
 - ii. 2nd and 4th semester course spring
 - c. Is there an on-sequence course that enrolled students can take in place of the low enrolled course under review?
2. Capstone courses with students slated to graduate that term will be allowed to go.
3. Courses with fewer than 5 students will not be allowed to go unless enrolled. Special allowances may be made by the Academic Dean in consultation with the CAO.

Procedure for Assigning and Verifying Credit Hours

Purpose

To establish a consistent method for assigning and verifying credit hours at Mountwest Community and Technical College in compliance with federal guidelines and institutional policies.

Scope

This procedure applies to all courses and academic activities that lead to the award of credit hours at Mountwest CTC.

Definitions

Credit Hour: A unit of measure representing the equivalent amount of work as defined by the U.S. Department of Education, including direct instruction and out-of-class student work.

Procedure

1. **Course Development and Approval:**
 - o Course developers and faculty must ensure that the course structure adheres to the federal definition of a credit hour.

- The proposed syllabus must detail the instructional time and expected out-of-class work to meet the credit hour requirements.
 - The Curriculum Committee will review and approve the course, ensuring compliance with credit hour definitions.
2. **Direct Instruction:**
- For each credit hour, courses must include one hour of classroom or direct faculty instruction per week over a 15-week semester or its equivalent.
 - For shorter terms, the instruction time must be adjusted proportionally to meet the total required instructional hours.
3. **Out-of-Class Student Work:**
- For each credit hour, students are expected to engage in a minimum of two hours of out-of-class work per week.
 - Examples include homework, reading, research, and other preparatory work.
4. **Alternative Academic Activities:**
- Courses involving laboratory work, internships, practica, studio work, and other academic activities must demonstrate an equivalent amount of work as defined for traditional coursework.
 - Documentation must include detailed descriptions of the activities and time commitments required.
5. **Verification and Monitoring:**
- Chairs and program coordinators are responsible for verifying that courses meet the credit hour requirements.
 - Periodic reviews will be conducted to ensure ongoing compliance. This includes syllabus audits and feedback from students and faculty.
 - Adjustments will be made as necessary to align with credit hour definitions.
6. **Documentation and Record-Keeping:**
- All syllabi, course proposals, and related documentation must be retained for accreditation purposes and internal reviews.
 - Records must be updated regularly to reflect any changes in course structure or credit hour assignments.
7. **Compliance and Accountability:**
- Non-compliance with the credit hour policy will be addressed through corrective actions, which may include revising course structures or additional training for faculty.
 - The Office of Academic Affairs will oversee the implementation and enforcement of this procedure.

Review and Revision

This procedure will be reviewed annually and revised as necessary to ensure compliance with federal guidelines and institutional standards.

Dishonesty Procedure

Academic Dishonesty Procedure

Introduction

Mountwest is committed to upholding the highest standards of academic integrity and honesty. As an institution of higher learning, we recognize the importance of fostering a culture of intellectual honesty, trust, and respect among our students, faculty, and staff. The Academic Honesty Policy outlines the expectations, responsibilities, and consequences related to academic integrity violations within the college community.

Definition of Academic Dishonesty

Academic dishonesty encompasses any action that undermines the integrity of the learning process or misrepresents one's academic achievements. Examples of academic dishonesty include, but are not limited to:

1. **Plagiarism:** Presenting someone else's work, ideas, or words as one's own without proper citation or acknowledgment.
2. **Cheating:** Using unauthorized materials, assistance, or methods to complete academic assignments, tests, or examinations.
3. **Fabrication:** Falsifying data, sources, or information in academic work or research.
4. **Unauthorized Collaboration:** Collaborating with others without permission on assignments or projects intended to be completed individually.
5. **Academic Misconduct:** Engaging in any form of academic dishonesty not explicitly mentioned above.
6. **Use of Artificial Intelligence**

In addition to traditional forms of academic dishonesty, the use of artificial intelligence (AI) tools and technologies to produce or enhance academic work poses unique challenges to maintaining academic integrity. While AI can be a valuable resource for research and learning, its misuse or inappropriate use may constitute academic dishonesty.

Students are expected to use AI tools ethically and responsibly, ensuring that any assistance obtained from AI sources is properly attributed and does not compromise the originality or integrity of their work. Faculty members are encouraged to provide guidance on the appropriate use of AI tools and to clarify expectations regarding their use in academic assignments and assessments.

Instances of academic dishonesty involving the misuse of AI tools will be investigated and addressed in accordance with the college's Academic Honesty Policy. Penalties for AI-related violations may include those outlined in the policy, with consideration given to the nature and severity of the offense.

Faculty and staff are encouraged to stay informed about emerging AI technologies and their potential impact on academic integrity, and to collaborate with colleagues and stakeholders to develop strategies for promoting responsible AI use among students.

By addressing the use of AI in the Academic Honesty Policy, Mountwest aims to uphold the principles of academic integrity in the digital age and prepare students to navigate ethical challenges in their academic and professional pursuits.

Expectations and Responsibilities

Students, faculty, and staff at Mountwest are expected to uphold the principles of academic honesty and integrity in all academic endeavors. Specifically:

1. Students are responsible for familiarizing themselves with the college's Academic Honesty Policy and adhering to its principles in all coursework and academic activities.
2. Faculty members are responsible for promoting academic integrity, providing clear guidelines on acceptable academic practices, and addressing instances of academic dishonesty in accordance with college policies.
3. Staff members are responsible for supporting faculty and students in upholding academic honesty standards and reporting suspected violations to the appropriate authorities.

Consequences of Academic Dishonesty

Violations of the Academic Honesty Policy may result in disciplinary actions, including but not limited to:

1. Reprimand: Verbal or written warning issued to the student, with documentation placed in their academic record.
2. *Grade Penalty: Reduction of grade or failure on the assignment or examination in question.
3. *Course Failure: Failing grade for the course in which the academic dishonesty occurred.
4. **Academic Probation: Temporary restriction on the student's enrollment status due to repeated violations of the Academic Honesty Policy.
5. **Suspension or Expulsion: Temporary or permanent dismissal from the college for severe or repeated violations of academic integrity.

*Faculty option

**Requires recommendation of faculty and approval of the academic dean or designee.

Reporting and Resolution

Students, faculty, and staff who suspect or witness violations of the Academic Honesty Policy are encouraged to report such incidents to the appropriate college authorities. Reports should be submitted in writing and include relevant details and evidence to facilitate investigation and resolution.

Academic Dishonesty Report will include:

- Instructor Name
- Course Information
- Student's Name and ID number

- Brief Description of the charge
- Date of Accusation
- Proposed Sanction

Faculty must provide the student with a copy of the report and forward a copy to the Dean and the Chief Academic Officer (CAO). The CAO will also forward a copy to the Vice President of Student Services to be placed in the student's record.

Further Actions

First offense requires the faculty and Dean to meet with the student and further explain what constitutes an Academic Dishonesty charge and consequences for further sanctions and their rights to appeal.

Review and Revision

The Academic Honesty Policy is subject to periodic review and revision to ensure its effectiveness and alignment with the college's values and objectives. Proposed changes to the policy will be considered through a collaborative process involving students, faculty, staff, and administrative stakeholders.

Conclusion

The Academic Honesty Policy reflects Mountwest's commitment to promoting ethical conduct, fostering intellectual integrity, and maintaining the credibility of academic achievements within our community. By upholding these standards, we affirm our dedication to excellence in teaching, learning, and scholarship.

Student Academic Appeals Process

Purpose

The Student Academic Appeals Process gives students a mechanism to challenge academic decisions they believe are unfair or inconsistent with established policies and procedures. This process ensures transparency, fairness, and accountability in addressing student grievances related to academic matters.

Scope

The Student Academic Appeals Process applies to decisions made by faculty, administrators, or academic committees that directly affect students' academic standing, grades, or progression towards degree completion.

Procedure

1. Informal Resolution:

- Before starting a formal appeal, students are encouraged to seek resolution through informal channels, such as discussing concerns with the faculty member or academic advisor involved in the decision.

2. Formal Appeal Submission:

- If informal resolution is not successful or deemed inappropriate, the student may submit a formal appeal in writing to the academic dean within a specified time (e.g., 14 calendar days from the date of the contested decision).
- The appeal should include:
 - A statement outlining the nature of the grievance, including relevant facts and evidence.
 - Any supporting documentation or witnesses to corroborate the student's claims.
 - The desired outcome or remedy sought by the student.

3. Review and Investigation:

- Upon receipt of the formal appeal, the academic Dean will review the case, including gathering more information as needed from relevant parties.
- The academic dean may consult with faculty, administrators, or academic committees involved in the decision under appeal.
- The student may be invited to provide further clarification or attend a meeting to present their case.

4. Decision and Notification:

- Following the review and investigation, the academic dean will render a decision based on the merits of the case and applicable college policies.
- The decision will be communicated in writing to the student within a reasonable time, no more than 10 working days, along with the rationale for the decision.
- If the appeal is upheld, appropriate remedial action will be taken to address the student's concerns.

5. Further Appeal to Chief Academic Officer

- In cases where the student disputes the decision of the academic dean, they may request a review by an appeals committee composed of faculty and/or administrators.
- The CAO will appoint a committee of neutral objective members selected from administrators, faculty or staff and will appoint a chair for the committee. The committee will conduct a comprehensive review of the case and render a final recommendation and submit it to the CAO.
- The CAO will consider the recommendation and render a written decision on the matter to the dean. The Dean will inform both parties of the decision by certified mail within ten business days of the CAO receiving the recommendation from the committee.

Confidentiality and Records:

All proceedings related to student academic appeals will be conducted with the utmost confidentiality and in accordance with applicable privacy laws and regulations. Records of

appeals and their outcomes will be maintained in a secure and confidential manner by the academic Vice President of Student Services.

Conclusion:

The Student Academic Appeals Process is designed to safeguard the rights of students and uphold the principles of fairness and due process in academic decision-making. By providing students with a formal mechanism to address grievances, Mountwest Community and Technical College demonstrates its commitment to fostering a supportive and equitable learning environment for all members of the college community.

Faculty Office Hours Procedure

Objective: Professors must be available to students outside of class in order to support course success.

Procedures:

1. Full-time faculty must schedule at least eight (8) hours per week of office hours over four days a week during Fall and Spring semesters. Office hours will be posted on or adjacent to faculty office doors by means of a “Class and Office Hours Schedule.” Additional office hours beyond the required eight (8) hours may be scheduled and students may also be seen by appointment.
2. In order to accommodate online student needs, a faculty member teaching online may choose to hold online office hours based on the following scale:

0% -25% load online	Up to two (2) virtual office hours per week
26%-49%	Up to three (3) virtual office hours per week
50% or more teaching load online	Up to four (4) virtual office hours per week
Distance instructors	Per Dean with VP Academics approval

3. The configuration of these office hours is subject to the approval of the professor’s chair and dean but should ideally be distributed equally over four workdays each week. An office hour ideally is a minimum of one hour in length. To best support faculty and student engagement when scheduling office hours, stated time should be no sooner than ten minutes before or after a class on the same day.
4. Finals week office hours, if different from regular semester hours, should be submitted to the Dean, disseminated to students, and posted on or adjacent to faculty office doors.
5. Adjunct faculty must make themselves available for student consultation before or after class. They may make themselves additionally available by appointment, phone, phone mail, or electronic messaging. Availability to students should be appropriately noted in the class syllabus. Supervisors of adjunct faculty will attempt to identify suitable student consultation space or provide an available classroom or a common office, if requested.

Faculty Attendance and Class Cancellation Procedure

Objective:

- To ensure a systematic process is in place for notifying relevant parties if a faculty member is unable to hold a scheduled class.

Procedure:

1. Notification of Absence:

Faculty members who anticipate being unable to conduct a class must notify their chair, Academic Dean and designated administrative assistant. This notification should include the reason for the absence the date(s) and the classes affected.

2. Coverage:

The department chair or dean will determine whether and which arrangements need to be made to cover the affected classes. If coverage is required, the faculty member will collaborate with their administrator and colleagues on a plan for the continuity of instruction in their absence.

3. Student Notification:

Students must be notified in a timely manner. Faculty member will inform students of the cancellation and indicate whether an alternate meeting location will be provided. The faculty member will provide inductions to students with alternative assignments or tasks.

4. Responsibilities:

- **Faculty Member:** To adhere to this procedure by providing timely and appropriate notifications and making alternate arrangements for student learning.
- **Administrative Assistant:** To log faculty absences and assist in communicating information as needed.
- **Department Chair:** To monitor faculty absences, support the implementation of alternate learning arrangements, and address any patterns of concern.
- **Dean:** To oversee the application of the procedure within their college and support the Department Chair in managing repeated absences.

Procedure for Assigning and Verifying Credit Hours

Purpose

To establish a consistent method for assigning and verifying credit hours at Mountwest Community and Technical College in compliance with federal guidelines and institutional policies.

Scope

This procedure applies to all courses and academic activities that lead to the award of credit hours at Mountwest CTC.

Definitions

Credit Hour: A unit of measure representing the equivalent amount of work as defined by the U.S. Department of Education, including direct instruction and out-of-class student work.

Procedure

1. **Course Development and Approval:**
 - a. Course developers and faculty must ensure that the course structure adheres to the federal definition of a credit hour.
 - b. The proposed syllabus must detail the instructional time and expected out-of-class work to meet the credit hour requirements.
 - c. The Curriculum Committee will review and approve the course, ensuring compliance with credit hour definitions.
2. **Direct Instruction:**
 - a. For each credit hour, courses must include one hour of classroom or direct faculty instruction per week over a 15-week semester or its equivalent.
 - b. For shorter terms, the instruction time must be adjusted proportionally to meet the total required instructional hours.
3. **Out-of-Class Student Work:**
 - a. For each credit hour, students are expected to engage in a minimum of two hours of out-of-class work per week.
 - b. Examples include homework, reading, research, and other preparatory work.
4. **Alternative Academic Activities:**
 - a. Courses involving laboratory work, internships, practica, studio work, and other academic activities must demonstrate an equivalent amount of work as defined for traditional coursework.
 - b. Documentation must include detailed descriptions of the activities and time commitments required.
5. **Verification and Monitoring:**
 - a. Chairs and program coordinators are responsible for verifying that courses meet the credit hour requirements.

- b. Periodic reviews will be conducted to ensure ongoing compliance. This includes syllabus audits and feedback from students and faculty.
 - c. Adjustments will be made as necessary to align with credit hour definitions.
6. **Documentation and Record-Keeping:**
 - a. All syllabi, course proposals, and related documentation must be retained for accreditation purposes and internal reviews.
 - b. Records must be updated regularly to reflect any changes in course structure or credit hour assignments.
7. **Compliance and Accountability:**
 - a. Non-compliance with the credit hour policy will be addressed through corrective actions, which may include revising course structures or additional training for faculty.
 - b. The Office of Academic Affairs will oversee the implementation and enforcement of this procedure.

Review and Revision

This procedure will be reviewed annually and revised as necessary to ensure compliance with federal guidelines and institutional standards.

Approval

This procedure was approved by the Mountwest Academic Council on [Approval Date].

Contacts

For questions or further information, please contact:

- Vice President of Academic Affairs
- Office of Academic Affairs

Program Review Procedure Start

Series 10 Highlights:

Specialized accredited programs:

- Submit the comprehensive institutional self-study
- A copy of the letter of approval
- Letter from CAO regarding program consistent with mission, viability and necessity.

Program Review by Council:

- Institutional personal, staff of Board of Governor's will establish the criteria, standards, and process of evaluation, and in interpreting the information from the review.
- Persons external to the academic unit in which the program is housed should participate in the review.
- The Self-study should address the following:
 - Viability
 - Adequacy
 - Necessity
 - Consistency
- BOG AA committee will make recommendation on approval, approval with stipulations, and discontinuing the program.

From WVCTCS to use as template for program reviews

For the two-year institutions, the follow information needs to be submitted in a report format. This information can be found in Series 10, Section 4.

- A. Name and degree level of program.
- B. Synopses of significant findings, including findings of external reviewer(s);
- C. Plans for program improvement, including timeline.
- D. Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished.
- E. Five-year trend data on graduates and majors enrolled;
- F. Summary of assessment model and how results are used for program improvement.
- G. Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees); and
- H. Final recommendations approved by governing board.

---Note: Since Covid-19 we have not completed external reviewers, but thoughts on having Becca do a review of the program review for part of B. Above?

Mountwest Community and Technical College Prior Learning Assessment (PLA) Policy

Purpose

The purpose of this policy is to establish a consistent and equitable framework for evaluating and awarding academic credit for prior learning experiences in accordance with West Virginia Higher Education Policy Commission (WVHEPC) and West Virginia Series 59 regulations. This policy ensures that students receive appropriate academic credit for learning acquired through work experience, military service, professional certifications, and other non-collegiate learning experiences.

Scope

This policy applies to all students seeking academic credit for prior learning experiences at Mountwest Community and Technical College. It includes provisions for evaluating prior learning through various methods, including: work assessment; examinations; portfolios; and standardized tests.

Definitions

- **Prior Learning Assessment (PLA)¹:** The assessment of college-level learning for college credit gained outside the higher education academic environment. For example, individuals may acquire college-level knowledge or skills through work, employee training programs, military service, independent study, non-credit courses, or community service. Only documented and demonstrated college-level learning will be awarded college credit.
- **West Virginia Series 59:** Regulations established by the West Virginia Higher Education Policy Commission that govern the assessment and award of academic credit for prior learning.
- **Credit-by-Examination:** Academic credit awarded based on the results of standardized exams such as CLEP (College-Level Examination Program) or DSST (DANTES Subject Standardized Tests).
- **Portfolio Assessment:** A method of assessing prior learning through the submission of a portfolio that documents learning outcomes, experiences, and achievements relevant to a specific course or subject.

Eligibility

Students must meet the following criteria to be eligible for PLA:

- Be currently enrolled and have a declared major at Mountwest Community and Technical College.

¹ As defined by WV Series 9 §133-59-3.1

- Meet any prerequisite requirements for the course or program for which PLA is sought.
- Submit a formal request for PLA evaluation within the first semester of enrollment or prior to completing 30 credit hours, whichever comes first.

PLA Methods

5.1 Credit-by-Examination

- Students may earn credit by successfully completing standardized examinations such as CLEP or DSST.
- Examinations must be approved by the relevant academic department and align with the college's curriculum.
- Course-specific examinations must be designed and evaluated by faculty with appropriate professional credentials.
- Credit awarded will be recorded on the student's transcript as transfer credit and does not factor in the calculation of GPA or graduation honors.

5.2 Portfolio Assessment

- Students seeking credit through portfolio assessment must submit a comprehensive portfolio documenting their prior learning.
- The portfolio must include a detailed narrative, evidence of learning outcomes, and documentation of relevant experiences or accomplishments.
- The evaluation of a portfolio must be completed by faculty with appropriate professional credentials. A recommendation for credit shall be made to the PLA committee.

5.3 Military Credit

- Military training and experience will be evaluated according to the American Council on Education (ACE) recommendations.
- Students must provide official transcripts or documentation of military training to be considered for credit.

5.4 Professional Certifications

- Professional certifications and licenses will be evaluated for academic credit based on their relevance to the college's curriculum and West Virginia Series 59 guidelines.
- Students must provide official documentation of certifications or licenses for assessment.

6. Evaluation and Awarding of Credit

- **Review Process:** All PLA requests will be reviewed by a designated PLA committee or faculty members with expertise in the relevant subject area.
- **Credit Determination:** Credit will be awarded based on the assessment results and the degree to which the prior learning aligns with course objectives and learning outcomes.

Students may request between 6 and 15 credit hours for certificate programs, and between 15 and 30 credit hours for associate's degrees.

- **Transcript Notation:** Credits earned through PLA will be recorded on the student's transcript in accordance with the college's grading policies as transfer credit.

Appeals

- Students who disagree with the outcome of their PLA request may appeal the decision under the Student Academic Grievance procedure by submitting a written appeal to the PLA committee within 15 business days of receiving the decision.
- The PLA committee will review the appeal and make a final determination within 30 business days.

Record Keeping

- The college will maintain records of all PLA requests, assessments, and decisions in compliance with applicable privacy and record-keeping in accordance with all WVCTCS and WVHEPC regulations.

Compliance

- This policy is designed to comply with West Virginia Series 59 regulations and will be reviewed annually to ensure ongoing compliance and effectiveness.

Policy Review

- This policy will be reviewed annually and updated as necessary to reflect changes in regulations, college practices, or educational standards.