



# ANNUAL REPORT 2004



Community and Technical College  
of Shepherd

**cTc**  
**SHEPHERD**

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# CTC Shepherd in Review



## Message from the President

It is an exciting time to be a part of the Community and Technical College of Shepherd (CTC Shepherd). We have had several new developments and significant accomplishments during the last year.

We have achieved independent accreditation through the North Central Association of College and Schools. This accreditation will allow us to react quickly and responsibly to the needs of our community. The recognition achieved through accreditation allows CTC Shepherd students to transfer their college credits to other accredited institutions of higher learning. We are very proud of the progress we have made and will continue to meet rigorous standards of academic excellence.

Another development is the creation of a separate Board of Governors for the community college. Under their guidance, the college is setting the course of growth and development for the next 10 years.

The Eastern Panhandle is the fastest growing region of our state and requires a well-educated workforce. Our curriculum is directly integrated with the economic and workforce needs of the region. Our dedicated faculty and staff create an environment that is both student and learning friendly. As a result, our students are making a positive impact on our region's economic growth and vitality.

Whether you are a high school student, an adult seeking career change, or an employer looking for quality training for your staff, contact us. We're excited about your future here at CTC Shepherd.

Sincerely,  
Peter G. Checkovich  
President



CTC Shepherd Three Year Review	2001-2002	2002-2003	2003-2004
Number of Students enrolled in career-technical certificate degree and associate degree programs	285	297	422
Number of workforce education or training programs delivered to employers	290	419	460
Total number of training contact hours delivered	9,396	17,422	19,164
Number of citizens aged 18 and above enrolled in community and technical college credit programs/courses	1,320	1,478	1,520
Number of citizens aged 18 and above enrolled in community and technical college non-credit programs	3,157	5,125	5,702
Number of associate degrees awarded	81	88	94

## HIGHLIGHTS

### Mission Accomplished 2004

**A participation rate of 7,222 individuals (over 18 years of age) or 7.22% of the service region representing an increase of 619 individuals from 2002-2003.**

**460 education or training programs delivered to local businesses (increase of 42 over last year)**

**19,164 clock hours of training delivered (1,742 hour increase over last year)**

**94 associate degrees awarded**

**Over \$500,000 in training grant awards secured to deliver workforce training for business and industry**

**46 courses brokered from or delivered in collaboration with James Rumsey Technical Institute**

**Over 50 online courses accessible to our students and to other state institutions**

## Mission Statement

**The Community and Technical College of Shepherd (CTC Shepherd)** serves a culturally diverse population with quality instruction, support services, technology, and community service programs. Through a broad range of curriculum and supporting services, CTC Shepherd addresses the intellectual, societal, and emotional growth of its students and economic growth of the region. CTC Shepherd evaluates its effectiveness by assessing student learning and the environment in which it occurs.

## Emergency Services and Allied Health Science

The Division of Emergency Services and Allied Health Science had many outstanding achievements during 2004. Among them are:

- The addition of four allied health science certification courses: Pharmacy Technician, EKG Technician, Phlebotomy, and Medical Coding and Billing.
- The donation of a fire truck from Baker Heights Volunteer Fire and Rescue for use in our Fire Science program.
- The construction of a chemistry laboratory and state-of-the-art equipment for chemistry instruction made possible through a \$100,000 grant from the U.S. Department of Education.
- The relocation and new construction for the Associate Degree in Nursing Program. Students will attend their classes at the CTC Shepherd campus beginning in fall 2005.
- The preparation for the relocation of the Associate Degree in Nursing Program will allow students to attend their classes at the CTC Shepherd campus beginning in fall 2005.

## Small Business Development Center (SBDC)

Utilizing the resources of a variety of economic development partners, the SBDC provided training to meet the diverse needs of the Eastern Panhandle. Our highlights include:

- OSHA training was made possible through partnership with the West Virginia Department of Labor, and a local CPA firm sponsored an Introduction to QuickBooks course.
- An Agritourism workshop was sponsored in collaboration with WVU Extension offices and two new agri-tourism brochures were produced.
- The WORK4WV Martinsburg Center cosponsored a successful Veteran's At Work event at CTC Shepherd.

## Collaborative Program

Significant advances have occurred in this Division throughout the year. In response to our accreditation, faculty implemented the following:

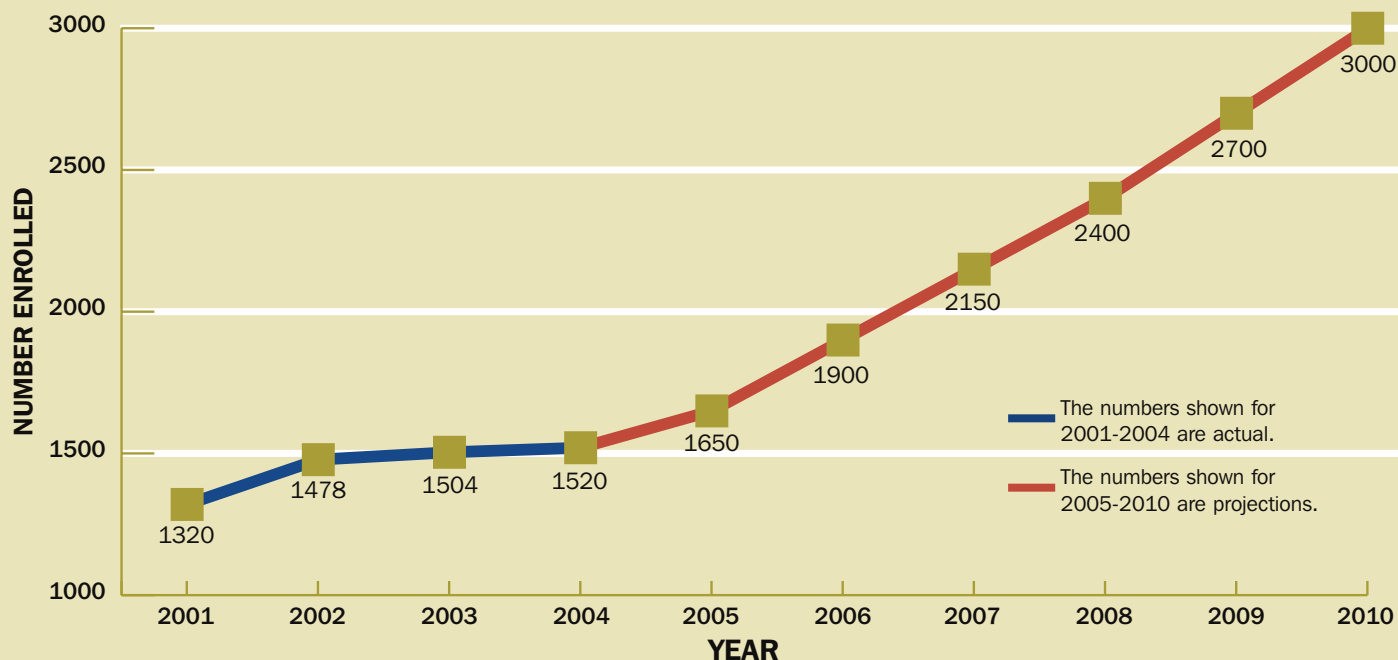
- The creation of a new general studies program will allow students to complete all of their general studies requirements at CTC Shepherd beginning in fall 2005.
- A newly revised Foundations Math curriculum will better serve and prepare students.
- Critical Thinking & Learning, a new course, was implemented as a requirement for all students.
- On-line instruction was blended into a Critical Composition course.

## Business and Technology

The Division of Business and Technology continued its efforts at outreach and access for all students. Some of the year's highlights include:

- The Board of Governors Associate in Applied Science Degree that allows students to prepare a portfolio of life and work experience for college credit evaluation.
- Five new online classes were added for a total of 52 classes available to students.
- More than 60 credit hours of EDGE (Earn a Degree Graduate Early) courses were added that allow high school students to earn college credit in high school.
- A Microsoft Office Specialist (MOS) testing center was established at CTC Shepherd.
- Students participated in LAWS (Legal Advancement for West Virginia Students) sponsored by the West Virginia Supreme Court of Appeals.
- Criminal justice courses were broadcast to areas of West Virginia using state-of-the-art video conferencing technology.

### COMMUNITY & TECHNICAL COLLEGE OF SHEPHERD CREDIT ENROLLMENT AND PROJECTIONS 2001-2010



## WORKFORCE EDUCATION

CTC Shepherd provides workforce education and customized training programs to employers in Berkeley, Jefferson, and Morgan counties. Some of the local employers who have utilized CTC Shepherd's training services include:

Berkeley County PSSD  
Citizens National Bank  
Eastern Panhandle  
Homebuilders' Association  
Ecolab  
Jefferson Memorial Hospital  
Martinsburg City Hospital  
Martinsburg Radiology  
Associates, Inc.  
Mid-Atlantic Protel  
Power Sonix  
Quad Graphics  
Quebecor World  
Ralph Lauren Childrenswear  
Distribution Center  
Sino Swearingen  
The Woods Resort  
Veterans Affairs Medical Center

### Workforce Development and Continuing Education

The most direct link between CTC Shepherd and economic development is the delivery of workforce development programming. Accomplishments last year include:

- The Adult Basic Education Center continued to assist adults seeking to upgrade their knowledge, career skills or enhance their education with a GED certificate.
- The United Auto Worker/General Motors Skill Center provided educational opportunities to more than one hundred UAW/GM employees, retirees, and their spouses.
- Our Distribution and Warehouse Center Consortium planned a pilot training program for Six Sigma Green Belt Certification.
- Seven local businesses benefited from training funds through the West Virginia Advance grant program. Training ranged from computer skills to performance management.

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