

Blue Ridge Community and Technical College
Board of Governors Meeting
March 4, 2020, 11:30 am
Blue Ridge Community and Technical College
13650 Apple Harvest Drive, Martinsburg, WV 25403

In attendance: Dr. Peter Checkovich, Stephanie Harvey, Jared Kuse, Dr. Apryl McDonough, Heather McIntyre, Jim Rodgers, Kelly Shurnitski, and Dr. Bill Stubblefield.

Guests: Dr. Jennifer Barrett-Smith, Joe Bickett, Janet Branch, Beth Brautigan, Adam Bridendolph, Lisha Burks, Laura Busey, Amber Butcher, Michael Byers, Kevin Cappello, Chris Cobian, Diana Crouse, Alexis Dixson, Brett Gallagher, Cynthia Hull-Miller, Beth Jones, Jessica Leake, Megan Michael, Dr. Craig Miller, Kim Moss, Carl Pettitt, Janice Pettitt, Duane Roberson joined via phone, Kristy Scarlata, Natasha Scolaro, Leslie See, Dr. Ann Shipway, and Lacey Walp.

Call to order: Stephanie Harvey, Chair, called the March 2020 meeting to order at 12:02 p.m.

President's Report:

President Checkovich presented his *In the Media* report. He highlighted articles on the new Clorox plant and on the ASAP (Accelerated Study of Associate Programs) grant program. President Checkovich also highlighted an article on the West Virginia Invests program. There are 166 Blue Ridge CTC students participating in the WV Invests program during the spring 2020 semester.

HLC Accreditation Visit: President Checkovich provided an accreditation overview. He reviewed the importance of accreditation and the importance of the HLC peer-review process.

Board members were provided an HLC Accreditation guidebook, which included the Assurance Argument, the Federal Compliance section of the Argument, and the February 2020 HLC Newsletter.

The Criteria for Accreditation, the HLC Guiding Values, and the HLC Student Survey were reviewed with the Board. The third-party public comments submitted to the HLC regarding the College were shared with the Board as well. All comments were extremely complementary of the College.

Board members were provided with a draft copy of the Blue Ridge CTC FY21 – FY23 Strategic Plan. This plan is still under review and will be presented formally to the Board upon completion.

Dr. Ann Shipway, the College's HLC Accreditation Liaison, spoke about the accreditation visit process and reviewed the College's Assurance Argument. To prepare for the upcoming visit, the first action taken was the review and update of the College's mission statement. Time was also spent reviewing and updating the Strategic Plan for the years of 2021 - 2023. In addition, the Diversity, Equity, and Inclusion Committee updated the College's Diversity Plan and surveys on the five criteria were sent to employees. To assist with keeping all employees abreast of the HLC Accreditation process, an HLC Communications Committee was formed. The Committee did a tremendous job and provided regular HLC Accreditation newsletters for all employees.

To prepare employees for the visit, open sessions will be held on each of the five criteria. The HLC Communications Committee and the Employee Recognition Committee partnered to plan a March Madness theme for the sessions, which will take place every Friday. There will be a training session scheduled for Board members later this month.

Criteria Presentations:

Employees collaborated to present an in depth review of each criteria and of Accreditation. Key points from the presentation are included below.

Criterion One: Amber Butcher and the HLC Communications committee presented on Criterion One, which covers the mission statement. They reviewed the activities that took place to prepare for the HLC Accreditation visit. These activities included ensuring the mission statement was displayed throughout the College. In addition, HLC lunch sessions were hosted by President Checkovich to discuss and review the mission statement.

Criterion Two: Leslie See presented on Criterion Two: Ethical and Responsible Conduct. She provided a full overview on Criterion Two. Ms. See thanked Board member, Jared Kuse, for assisting with forming a group of students to assist with the Accreditation process.

Criteria Three and Four: Criteria Three and Four, which cover teaching, learning, and assessment, are the most cited Criteria during HLC reviews. Laura Busey presented on Criteria Three and Four and she included the most commonly cited pitfalls. Blue Ridge CTC has policies and procedures in place to ensure these pitfalls are a not an issue at the College.

Dr. Craig Miller presented on Criterion Five: Resources, Planning, and Institutional Effectiveness. During the presentation, Dr. Miller reviewed the most commonly cited areas of Criterion Five. Similar to Criteria Three and Four, the College has procedures in place to ensure that the commonly cited areas of Criterion Five are handled properly at the College.

In conclusion, the College is well prepared for the upcoming Reauthorization of Accreditation visit.

Adjournment: Heather McIntyre made a motion to adjourn the meeting at 1:05 p.m.; Dr. Bill Stubblefield seconded, and the motion passed unanimously. No executive session was held.