

**Branch Campus Report**  
**West Virginia Northern Community College**  
**February 18, 2013**

**Overview**

West Virginia Northern Community College has campuses in Weirton and New Martinsville, West Virginia, in addition to the main campus in Wheeling. The Weirton Campus was established by an act of the legislature in 1972 which stipulated that West Virginia Northern Community College was to be created from the former branch campuses of West Liberty State College in Wheeling and Weirton. Classes were offered in New Martinsville beginning in the Spring of 1973 and the Campus was established in 1975. For Fall, 2012, total enrollment on the Weirton Campus was 679, with 546 students classified as degree-seeking. On the New Martinsville Campus, 293 students were classified as degree-seeking and the total enrollment was 430. Appendix 2 details enrollment for a 3-year period.

A campus dean serves as the administrator who oversees operations on the Weirton and New Martinsville campuses. The campus deans have traditionally reported to the President and serve on the President's Cabinet. All other members of the President's Cabinet are defined as central administrators. This includes the vice presidents of academic affairs, finance and administration, student services, and workforce development; the dean of community relations; and the chief human resources officer. The campus deans work with the central administration to ensure that college programs and services are delivered on their respective campuses. The central administrators are responsible for ensuring that programs and services in their areas are administered consistently across the three campuses. In addition, central administrators are responsible for monitoring program quality.

Campus deans work collaboratively with the appropriate central administrator to determine which programs and services should be delivered on the campus. Decisions are based upon institutional mission, goals established in the strategic plan, community need, and available resources. Planning for the campuses and resource allocation follows the normal College planning processes. The College implements programs where there is a demonstrated need and resources are available or can be secured. Recent examples include implementation of the mechatronics program in Weirton and the short-term pipefitter helper program in New Martinsville. The mechatronics program was implemented to support local manufacturing in the Weirton area particularly focused on needs of the Arcelor Mittal facility in Weirton and the Steelworker of the Future Program. The pipefitter helper program was a short-term program designed specifically to prepare individuals to be employed in construction of a natural gas fractionating plant being constructed north of New Martinsville.

A number of academic programs are available on each campus, but there are not separate programs administered on the campuses. For each program, there is one curriculum approved by the college Curriculum Committee and the Board. For reporting purposes, data is combined for items such as enrollment, numbers of graduates, and number of faculty in the program. Students may take transitional, general education, and some support courses for all programs on each of the distant campuses. In addition, there are a number of programs which are fully implemented on each campus where students can satisfy all requirements for the program on the campus. Some course sections with low enrollment that would be subject to cancellation are offered through the IP Video or the Nefsis systems to allow students to remain on their home campuses.

Quality and consistency of academic programs is ensured by the administrative structure and academic processes, including assessment and program review. All faculty on the campuses, including part-time faculty, report to the division chair, who has college-wide responsibilities. Hiring requirements are the same for all campuses, and all faculty are evaluated the same, according to the Faculty Evaluation and Promotion Rule. Every course is required to have a Master Course Guide (MCG), and all sections of courses are required to follow the MCG regardless of the campus or delivery modality. When a course is due to be assessed, per the schedule for the assessment cycle, all sections of the course on all campuses are assessed using the same outcomes and instrument.

Northern provides the full array of student services on the campuses either through staff based on the campus or through staff who travel from Wheeling to the campuses. Each campus has a counselor and customer service personnel. While these individuals report to the campus dean for daily operations, they report to the vice president for student services for functional responsibilities. This helps ensure that the same processes are followed on all campuses and that services are delivered in a consistent manner. The Counselor is a student services generalist who provides a variety of services, such as advising new students, but the individual also serves as a liaison to student service offices in Wheeling. In this way, students have access to all student services on the remote campuses. In addition, personnel from the central offices periodically travel to the campuses to deliver services. This includes financial aid staff, the career services director, and student activities personnel. Each campus has a Student Government Association and a Campus Activities Board, which helps plan and provide campus activities. A review of the student activities calendar for the College demonstrates that similar student activities are held on all campuses.

Each campus also has adequate services to support student learning which are comparable to the services offered on the Wheeling Campus. Both the Weirton and New Martinsville Campuses have a Library/Learning Resource Center (LRC), and both have open computer labs for student use. The distant campuses have a tutoring center staffed by a tutoring coordinator and a cadre of peer tutors. Through coordinated efforts among the Support Services for Students with



Disabilities Office, campus counselors, and tutoring centers, students with disabilities are provided the same access to disabilities-related services and appropriate academic accommodations. The campuses are linked via IP Video and the Nefsis systems so that classes can originate from any campus and low enrollment sections of a class can be consolidated. A bookstore is also located on each of the campuses so that students can purchase books and other materials.

The infrastructure of the Weirton and New Martinsville Campuses is comparable to the Wheeling campus and adequately supports learning. Both campuses have permanent facilities that were built for the College. The New Martinsville Building was constructed in 1990 and has classrooms, science labs, computer labs, a nursing lab, a student center, an LRC, a tutoring center, a transitional education lab, and faculty and administrative offices. The Weirton Building was constructed in three phases. The initial building was constructed in 1980 and contained classrooms, a nursing lab, a computer lab, and faculty offices. An addition to the building in 1999 added more classrooms, science labs, additional computer labs, an LRC, a bookstore, a student center, and administrative and faculty offices. In 2012 an addition to the building was completed which contains two classrooms and state-of-the-art labs for mechatronics, respiratory care, and surgical technology. All computers on all campuses are on the same network, wifi is provided on all campuses, and all classrooms have teaching podiums with computers, internet, and projectors. Parking on the Weirton and New Martinsville Campuses is adequate for the number of students on the campuses and is adjacent to the buildings. Maintenance staff are assigned to each campus to maintain the buildings and grounds.

Students on all campuses of Northern receive identical information about all areas including program requirements, availability of classes, financial aid information, and "Student Right-to-Know" notices. Students are encouraged to access most information from the website and the student portal. Catalogs and program brochures are distributed similarly to all campuses, and a single combined schedule of classes is printed which includes all campuses. Information about student services and financial aid is made available in the same manner on the branch campuses and the main campus with identical forms being used on all campuses.

Because of its organizational structure, academic processes, staffing for faculty and staff, facilities and technological infrastructure, and delivery of academic support services, programs on the Weirton and New Martinsville campuses are offered consistent with the programs on the main campus in Wheeling. Quality control, assessment, staffing qualifications and practices, and planning are the same whether programs and courses are offered at the main campus or at one of the branch campuses. Northern has always maintained that it is one college with three campuses. Because of this philosophy, the teaching and learning that occurs on the main and branch campuses, as well as the support given to students, are generally as consistent as one would expect.

### **Campus Specific Data – Weirton Campus**

- a. Date of inception – Temporary campus – 1972; Permanent campus - 1975
- b. Programs offered – The following programs are fully implemented on the Campus. Students may take transitional, general education and some support courses for all programs offered by the College on the home campus.
  - Associate in Arts, AA
  - Associate in Science, AS
  - Associate in Science, Business Administration, AS
  - Accounting, Business Career Studies, CAS
  - Accounting, Business Studies, AAS
  - Board of Governors, AAS
  - Business Administration, Business Studies AAS
  - Computer Information Technology, AAS
  - Criminal Justice, AAS
  - Health Care, CAS
  - Legal Office, Business Career Studies, CAS
  - Mechatronics, AAS
  - Medical Assisting, Administrative Medical Assistant, CAS
  - Nursing, AAS
  - Respiratory Care, AAS
  - Small Business Management, Business Career Studies, CAS
  - Surgical Technology, AAS
- c. Actual enrollments for each program – Appendix 1 lists the enrollments for all programs by campus for Fall 2012. (3-year summary is available in the resource room.)



- d. Projected enrollments for the next three years – Projections for the programs fully implemented on the campus are listed below. In addition, human services is partially implemented but has significant enrollment, so it is included.

Program	Enrollments			
	Actual 12-13	Projected 13-14	Projected 14-15	Projected 15-16
Associate in Arts, AA	58	53	55	60
Associate in Science, AS	21	18	21	24
Associate in Science, Business Administration, AS	17	15	17	20
Accounting, Business Career Studies, CAS	0	0	2	4
Accounting, Business Studies, AAS	5	6	8	12
Board of Governors, AAS	3	5	5	8
Business Administration, Business Studies, AAS	19	17	20	24
Computer Information Technology, AAS	15	12	15	18
Criminal Justice, AAS	34	30	30	35
Health Care, CAS	133	120	130	145
Legal Office, Business Career Studies, CAS	0	0	3	5
Medical Assisting, Administrative Medical Assistant, CAS	11	10	12	15
Mechatronics, AAS	13	22	25	35
Nursing, AAS	65	65	65	65
Respiratory Care, AAS	23	15	20	22
Small Business Management, Business Career Studies, CAS	7	5	5	8
Surgical Technology, AAS	10	15	20	22
Human Services	43	35	38	40

- e. Number of full-time and part-time faculty who teach at the facility -

Full-time - 14 (one vacant); Part-time - 32 (Current semester)

Full-time based upon another campus - 5

- f. Number of administrators on-site - 1

- g. Student services available at the campus

- Advising
- Orientation
- Registration
- Payment of tuition and fees
- Financial aid assistance
- Career counseling and placement
- Tutoring
- Disability services
- Student activities
- Library

- Bookstore
- h. Additional locations linked to the campuses – High schools in the area which offer early entrance classes including Brooke, Oak Glen and Weir High Schools and the John D. Rockefeller Career Technical Center.
- i. Campus specific information for the campus that might function differently than the College's standard branch campus practices - None

### Campus Specific Data – New Martinsville Campus

- a. Date of inception – Classes – 1974; Campus Status - 1975
- b. Programs offered – The following programs are fully implemented on the Campus. Students may take transitional, general education, and some support courses for all programs offered by the College on the home campus.
  - Associate in Arts, AA
  - Associate in Science, AS
  - Associate in Science, Business Administration, AS
  - Accounting, Business Career Studies, CAS
  - Accounting, Business Studies, AAS
  - Board of Governors, AAS
  - Business Administration, Business Studies, AAS
  - Computer Information Technology, AAS
  - Health Care, CAS
  - Medical Assisting, Administrative Medical Assistant, CAS
  - Small Business Management, Business Career Studies, CAS
- c. Actual enrollments for each program – Appendix 1 lists the enrollments for all programs by campus for Fall 2012. (3-year summary is available in the resource room.)
- d. Projected enrollments for the next three years – Projections for the programs fully implemented on the campus are listed below. In addition, nursing, human services, and criminal justice are partially implemented but have significant enrollment so they are included.

Program	Enrollments			
	Actual 12-13	Projected 13-14	Projected 14-15	Projected 15-16
Associate in Arts, AA	65	60	65	70
Associate in Science, AS	12	10	12	15
Associate in Science, Business Administration, AS	6	5	6	8
Accounting, Business Career Studies, CAS	0	1	2	2
Accounting, Business Studies, AAS	5	4	6	7
Board of Governors, AAS	0	0	1	2
Business Administration, Business Studies, AAS	9	8	8	10
Computer Information Technology, AAS	4	4	6	8
Health Care, CAS	64	60	62	65
Medical Assisting, Administrative Medical Assistant, CAS	8	8	8	9
Small Business Management, Business Career Studies, CAS	3	2	4	5
Nursing	30	30	32	34
Human Services	18	16	20	22
Criminal Justice	22	20	22	22

- e. Number of full-time and part-time faculty who teach at the facility -  
Full-time - 7; Part-time – 18 (Current semester);  
Full-time based upon another campus – 7 (Current Semester)
- f. Number of administrators on-site - 1
- g. Student services available at the campus
  - Advising
  - Orientation
  - Registration
  - Payment of tuition and fees
  - Financial aid assistance
  - Career counseling and placement
  - Tutoring
  - Disabilities services
  - Student activities
  - Library
  - Bookstore
- h. Additional locations linked to the campuses – High schools in the area which offer early entrance classes including Magnolia, Paden City, Valley, Hundred, and Tyler Consolidated High Schools
- i. Campus specific information for the campus that might function differently than the College's standard branch campus practices - None



# Appendix 1

## Campus Level Enrollment Data

### Total Enrollment by Campus and Major, Fall 2012

Fall 2012

Degree-Seeking	Wheeling	Weirton	Martinsville	New Distance Education	Total
Acc Bus Adm-FUS 2+2	2	5	2	0	9
Associate Arts:Social Work WVU	3	3	3	0	9
Associate in Art	41	20	24	0	85
Associate in Science	44	21	12	3	80
Board of Governors	8	3	0	1	12
Bus Adm Cmpttr Inf Sys 2+2 WL	2	0	1	0	3
Bus Career St Accounting	6	0	0	0	6
Bus Career St Business Office	7	1	4	0	12
Bus Career St Small Bus Mgt	16	7	3	0	26
Bus Career Std Legal Office Op	2	0	0	0	2
Bus Stu, Bus Adm, FUS 2+2	0	0	1	0	1
Bus Studies Exec Admin Asst	6	5	3	0	14
Bus Studies Paralegal Studies	2	0	0	0	2
Bus/Actg 2+2 WVU Inst Tech	0	0	1	0	1
Business Admin MSU 2+2	0	1	0	0	1
Business Adminis Transfer	7	7	0	1	15
Business Administration 2+2 WL	17	4	4	1	26
Business Studies, Accounting	23	5	5	0	33
Business Studies, Bus Admin	31	19	9	1	60
CIT A+ Computer Repair	8	3	0	0	11
CIT Cisco Networking	1	0	0	0	1
CIT Microsoft Applications	31	0	0	0	31
CIT Microsoft Networking	2	1	1	0	4
CIT Mircsft App/Spprt Desk	9	5	2	1	17
CIT Networking: Microsoft	16	2	0	0	18
CIT Syst Dev Database Option	3	3	0	0	6
CIT System Dev Programming	5	4	0	0	9



Degree-Seeking	Wheeling	Weirton	New Martinsville	Distance Education	Total
CIT Systems Dev Programming	0	2	0	0	2
CIT Systems Dev Web Option	6	0	1	0	7
CIT Systems Development AAS	6	2	0	0	8
CIT Systems Development Web	1	1	0	0	2
CIT-A+ Comp Repair CISCO	1	0	0	0	1
CIT-A+ Comp Repair MSA	1	0	0	0	1
CIT-A+ Comp Repair MSN	1	0	0	0	1
CIT-MSA Web Design	1	0	0	0	1
CIT-Prog System Web Design	2	0	0	0	2
Certified Nurse Assistant	69	43	13	0	125
Clinical Medical Assistant	19	2	1	0	22
Computer Info Tech 2+2 WJU	1	2	1	0	4
Criminal Justice	29	26	14	1	70
Criminal Justice, 2+2	25	8	8	0	41
Culinary Arts	68	6	2	0	76
Elem Education 2+ 2 WLU	30	14	20	0	64
Elementary Education Bethany	0	2	0	0	2
English Concentration	6	5	6	0	17
HS:SL Interpret Training Progr	13	2	0	0	15
Health Care	106	67	46	0	219
Health Care Allied Health	50	23	15	0	88
Health Information Tech	12	2	1	0	15
Healthcare Information Tech	1	1	1	27	30
History Concentration	8	3	1	1	13
Hospitality	5	0	0	0	5
Hum Ser Early Child Care Ed	34	17	14	0	65
Hum Serv:Sign Lang/Interpreter	1	5	0	0	6
Human Services	31	11	4	0	46
Ind Maintenance Tech	9	2	0	0	11
Major Appliance Repair	1	1	0	0	2
Mechatronics	2	13	0	0	15
Med Assisting, Adm Med Asst	50	11	8	0	69
Medical Billing/Coding Spec	20	14	7	0	41
Mental Hlth/Human Services FUS	1	1	0	0	2
Nursing	87	65	30	0	182
Occ Dev: Weirton Craft Trades	1	0	0	0	1



Fall 2012

Degree-Seeking	Wheeling	Weirton	Martinsville	New Distance Education	Total
Occ Devel: Child Dev Spec	1	0	1	0	2
Paralegal Studies	31	7	2	0	40
Power Plant Technology	4	3	1	0	8
Pre Rad Tech AAS (Degr Compl)	0	1	0	0	1
Pre Radiography AAS WVNCC	1	0	0	0	1
Pre Social Work 2+2 Bethany	2	0	0	0	2
Pre-Psych/Social Work WLU 2+2	22	5	2	0	29
Pre-Psychology 2+2 WJU	9	0	4	0	13
Pre-Scndry Teacher Ed Eng WLU	3	4	1	0	8
Pre-Teach Ed Social St WLU 2+	8	6	1	0	15
Psychology Concentration	21	7	4	0	32
Radiography	40	0	0	0	40
Refrigeration,AC/Heating	26	4	2	0	32
Respiratory Care	27	23	0	0	50
Social Science Concentration	2	1	3	1	7
Social Work FUS	0	5	2	0	7
Surgical Technology	23	10	1	0	34
Tech St AAS Fiber Optics/Comm	1	0	0	0	1
Tech Std:Child & Family Sp AAS	1	0	1	0	2
<b>Total Degree-Seeking ONLY</b>	<b>1,212</b>	<b>546</b>	<b>293</b>	<b>38</b>	<b>2,089</b>

Fall 2012

Non Degree-Seeking	Wheeling	Weirton	Martinsville	New Distance Education	Total
CE AIB	5	0	0	0	5
CE Non-major	2	1	0	0	3
CE Paramedic Nondegree Track	2	0	0	0	2
CE Phlebotomy	2	0	0	0	2
CE Pre-Phlebotomy	1	0	0	0	1
CE Table Gaming	0	19	0	0	19
Early Child Ed FUS	1	0	0	0	1
Early Entrance	98	98	135	0	331
Personal Interest-Not FA Elig	8	10	0	2	20
Transient	21	5	2	4	32
<b>Total Non Degree-Seeking ONLY</b>	<b>140</b>	<b>133</b>	<b>137</b>	<b>6</b>	<b>416</b>
<b>Total Degree-Seeking and Non Degree-Seeking</b>	<b>1,352</b>	<b>679</b>	<b>430</b>	<b>44</b>	<b>2,505</b>



# Appendix 2

## Campus Level Enrollment Data

### Total Enrollment by Campus

#### Fall 2012

	Wheeling	Weirton	New Martinsville	Distance Education	Total
Degree-Seeking	1,212	546	293	38	2,089
Non Degree-Seeking	140	133	137	6	416
<b>Total</b>	<b>1,352</b>	<b>679</b>	<b>430</b>	<b>44</b>	<b>2,505</b>

#### Spring 2012

	Wheeling	Weirton	New Martinsville	Distance Education	Total
Degree-Seeking	1,328	585	310	25	2,248
Non Degree-Seeking	110	206	105	7	428
<b>Total</b>	<b>1,438</b>	<b>791</b>	<b>415</b>	<b>32</b>	<b>2,676</b>

#### Fall 2011

	Wheeling	Weirton	New Martinsville	Distance Education	Total
Degree-Seeking	1,454	623	387	64	2,528
Non Degree-Seeking	163	180	108	7	458
<b>Total</b>	<b>1,617</b>	<b>803</b>	<b>495</b>	<b>71</b>	<b>2,986</b>

#### Spring 2011

	Wheeling	Weirton	New Martinsville	Distance Education	Total
Degree-Seeking	1,515	672	425	12	2,624
Non Degree-Seeking	187	242	236	18	683
<b>Total</b>	<b>1,702</b>	<b>914</b>	<b>661</b>	<b>30</b>	<b>3,307</b>

#### Fall 2010

	Wheeling	Weirton	New Martinsville	Distance Education	Total
Degree-Seeking	1,572	685	485	14	2,756
Non Degree-Seeking	197	240	140	28	605
<b>Total</b>	<b>1,769</b>	<b>925</b>	<b>625</b>	<b>42</b>	<b>3,361</b>

#### Spring 2010

	Wheeling	Weirton	New Martinsville	Distance Education	Total
Degree-Seeking	1,422	693	459	10	2,584
Non Degree-Seeking	171	131	167	1	470
<b>Total</b>	<b>1,593</b>	<b>824</b>	<b>626</b>	<b>11</b>	<b>3,054</b>