Higher Learning Commission
A commission of the North Central Association

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Substantive Change Recommendation Form:
Embedded Change Review

After the team achieves consensus, the team leader completes this form and includes it with the report for the visit. Notes and evidence should be essential and concise — a bullet or two, 50 words maximum.

Institution: West Virginia Northern Community College   City, State: Wheeling, WV

Change requested: Approval to offer any of the WVNCC existing and future degrees and certificates through online delivery, as deemed appropriate by the College. Implementation of online programs is not intended to occur all at once, but to be implemented to meet the needs of the community as they arise.

Part A: Analysis (See Part 1, General Questions in change application)

Item	Accurate, clear, complete	Inaccurate, vague, incomplete	Notes
Requested Change	✓		• The content within the Substantive Change Application provides succinct and detailed information pertaining to the Distance Education (DE) Change Request.
Classification of Change(s)	✓		• The institution is requesting the initiation and expansion of distance education relative to certificate and associate degree programs.
Institutional Context	✓		• The WVNCC Mission supports Distance Education. • The WVNCC Strategic Plan identified the need to submit the Substantive Change Application with the 2013 HLC Peer Review Visit process. • The institution has invested in fiscal support for institutional technology, personnel, professional development, and development of DE courses.
Special Conditions	✓		None
Required Approvals		✓	• The College notes that the process has begun for securing State approvals, but that the process is currently "on hold" as status of requirement at Federal level is being resolved. • The Substantive Change Application was embedded in this already scheduled visit.

Essential Elements The categories below relate to the evidence expected across subsections of Part 2 of the change application.	Acceptable	Acceptable if modified	Not acceptable	Evidence
Commitment to, preparation for, and fit of the proposed change(s) to the institution (characteristics, history, planning, design) *(Reference Institution's Change Application Parts 1, 2, 3, 4.)*	✔			• The institution has implemented a multifaceted, extensive tutoring program. • The VPAA, DE Coordinator, and DE Committee provide oversight and management of DE program and associated policies and procedures. • WVNCC has a history of sequentially moving toward DE and is affiliated with Quality Matters to ensure quality design and implementation.
Capacity (people, structures, and resources) for implementing and sustaining the change(s) *(Reference Institution's Change Application Parts 1, 3, 5, 6.)*	✔			• The Blackboard Learning System is housed on the WVNET servers. • The DE program is supported by designated assessment faces to ensure curriculum and support resources and to help offset costs that exceed standard delivery.
Strategies for systematically monitoring and evaluating the effects, performance, and/or quality of the change(s) *(Reference Institution's Change Application Parts 1, 7.)*	✔			• Fulltime faculty members are evaluated on an annual basis; although it is unclear how the evaluation for Adjunct Instructors is conducted. • Quality Matters rubrics are utilized in course and faculty evaluations.
Strategies for addressing strengths, challenges, or strategic issues (especially those previously identified by the Commission) related to the change(s) *(Reference Institution's Change Application Parts 3, 7.)*	✔			• WVNCC expanded the Assessment Plan to included assessment of students, courses, programs, and administrative departments on a recurring cycle.
Potential positive or negative effects of the change(s) on other institutional operations *(Reference Institution's Change Application Parts 1, 2, 3, 4, 5, 6, 7.)*		✔		• The DE program provides opportunities for individuals to pursue a quality college degree regardless of their location.
Quality standards incorporated that would make successful implementation likely *(Reference Institution's Change Application Parts 1, 7.)*	✔			• The institution reinforces the successful implementation of the DE course offerings utilizing the Quality Matters standards as a best practices model. • The institution currently has three Certified Quality Matters online faculty trainers.

Part B: Recommendation and Rationale

Recommendation: [X] Approve Request [ ] Approve Request with Modifications [ ] Deny Request

Rationale for the reviewers' recommendation (100 words maximum). *If the reviewers are recommending a modification of the institution's original change request, identify the modification here.*

The team found numerous strengths in examination of this application, including excellent strategic planning and a contagious enthusiasm for making online programs available to WVNCC's constituents. With strong budget commitment and a college-wide team approach to meeting the goals of the strategic plan, the College's decisions will have long-term benefit for the communities it serves.

Northern's commitments have put into place a credible approach to creating and maintaining a portfolio of online and hybrid courses that will form the backbone of online degree/certificate programs. We congratulate you for the foresight and hard work that has been invested towards this goal.

Clarification of information. *If applicable, identify the date and topics of any inquiries the reviewers made to the institution for clarification or other communication and the results of those inquires.*

N/A

Organizational Profile. *If the institution's change request requires an addition or modification to the institution's Organizational Profile, identify it here.*

N/A

Stipulations or limitations on the institution's future accreditation relationship. *If a team is considering a stipulation, contact the Commission's change team at changerequests@hlcommision.org.*

In limited situations, reviewers may choose to recommend that the Commission monitor the institution's implementation of the change through a variety of methods. Examples of monitoring include:

Progress report
Monitoring report
Focused visit
Cover in detail in next PEAQ Comprehensive Self-Study Report
Cover in detail in next AQIP Systems Portfolio

If monitoring is recommended by all parties, specify the schedule or deadline for the monitoring and briefly describe the concerns and the goals and expectations of the monitoring in relation to these concerns.

N/A

Additional comments related to denial of the change request: *Provide the institution with any additional explanation for the denial of the request.*

N/A

INSTITUTION and STATE: West Virginia Northern Community College, WV

TYPE OF REVIEW *(from ESS)***:** Continued Accreditation

DESCRIPTION OF REVIEW *(from ESS)***:** Visit to include the review of distance delivery. Multi-campus visit (2 campuses).

DATES OF REVIEW: 3/4/13 - 3/6/13

Nature of Organization

LEGAL STATUS: Public

TEAM RECOMMENDATION: No Change

DEGREES AWARDED: A

TEAM RECOMMENDATION: No Change

Conditions of Affiliation

STIPULATIONS ON AFFILIATION STATUS: None

TEAM RECOMMENDATION: No Change

APPROVAL OF NEW ADDITIONAL LOCATIONS: Prior Commission approval required.

TEAM RECOMMENDATION: No Change

APPROVAL OF DISTANCE EDUCATION DEGREES: The Commission's policies and definitions for distance and correspondence education recently underwent significant change. Some institutions are currently under review to ensure conformity with the revised policies. This entry will be updated in the coming months following completion of that review.

TEAM RECOMMENDATION: The institution is approved to offer up to 100 percent of its programs by distance delivery

REPORTS REQUIRED: None

TEAM RECOMMENDATION: Monitoring Report due November 30, 2013 on Faculty and Staff Qualifications

OTHER VISITS SCHEDULED: None

TEAM RECOMMENDATION: Focused Visit in Fall 2015 on Faculty and Staff Qualifications

Summary of Commission Review

YEAR OF LAST COMPREHENSIVE EVALUATION: 2002 - 2003

YEAR FOR NEXT COMPREHENSIVE EVALUATION: 2012 - 2013

ORGANIZATIONAL PROFILE

INSTITUTION and STATE: West Virginia Northern Community College, WV
TYPE OF REVIEW *(from ESS)***:** Continued Accreditation
_X__ No change to Organization Profile

Educational Programs

		Program Distribution	**Recommended Change (+ or -)**
Programs leading to Undergraduate			
	Associate	21	
	Bachelors	0	
Programs leading to Graduate			
	Masters	0	
	Specialist	0	
	First Professional		
	Doctoral	0	

Off-Campus Activities

In-State:		Present Activity:	**Recommended Change: (+ or -)**
	Campuses:	New Martinsville (New Martinsville Campus) ; Weirton (Weirton Campus)	
	Additional Locations:	None	

Out-of-State:		Present Wording:	**Recommended Change: (+ or -)**
	Campuses:	None	
	Additional Locations:	None	
	Course Locations:	None	

Out-of-USA:		Present Wording:	**Recommended Change: (+ or -)**
	Campuses:	None	
	Additional Locations:	None	
	Course Locations:	None	

Distance Education Programs:

Present Offerings:

Associate - 11.0201 Computer Programming/Programmer, General (Computer Information Technology, AAS) offered via Internet; Associate - 24.0101 Liberal Arts and Sciences/Liberal Studies (Associate in Arts, AA) offered via Internet; Associate - 24.0199 Liberal Arts and Sciences, General Studies and Humanities, Other (Associate in Science, AS) offered via Internet; Associate - 43.0107 Criminal Justice/Police Science (Criminal Justice, AAS) offered via Internet; Associate - 44.0701 Social Work (Human Services, AAS) offered via Internet; Associate - 51.0707 Health Information/Medical Records Technology/Technician (Health Information Technology, AAS) offered via Internet; Associate - 52.0101 Business/Commerce, General (Business Studies, AAS) offered via Internet

Recommended Change:
      (+ or -)
Correspondence Education Programs:

Present Offerings:

None