

COMMUNITY & TECHNICAL  
COLLEGE SYSTEM  
of West Virginia

---

September 17, 2004

Dr. Peter Checkovich  
President  
Community & Technical College of Shepherd  
400 W. Stephen Street  
Martinsburg, West Virginia 25401

Dear Pete,

Attached is the evaluation report of the Community & Technical College of Shepherd conducted by Katherine Boswell and William Shore. The report focused on two areas; a general evaluation of the college by Dr. Boswell and an evaluation of the workforce development initiatives by Mr. Shore.

Please review the reports and provide comment or clarification on any point or issue addressed. In addition, I would like for you to address the following:

- a. Are there plans to address the possibility that the community and technical college will out-grow the current facilities?  
- Recommendation #1, page 6 – Boswell Report
- b. Please comment on the recommendation regarding the South Branch Center.  
- Recommendation #2, page 6 – Boswell Report
- c. Please comment on the recommendation pertaining to the delivery of general education by University faculty; and can the community and technical college reach its potential without more of its own faculty?  
- Recommendation #3, page 6 – Boswell Report
- d. What efforts will the college make to increase the visibility of the community and technical college as is generally recommended?  
- Recommendation #1 – 3, page 10 –Boswell Report and Shore Report, page 4
- e. Please address the recommendation that the community and technical college provide its own student support services.  
- Recommendation #1, page 15 – Boswell Report

---

**WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**

Nelson B. Robinson Jr., Chair • James L. Skidmore, Chancellor  
1018 Kanawha Boulevard, East, Suite 700 • Charleston, West Virginia 25301  
(P) 304.558.0265 • (F) 304.558.1646 • (E) skidmore@wvctcs.org

Dr. Peter Checkovich  
September 17, 2004  
Page two

---

- f. Given the comment that the workforce development effort is conducted with limited personnel, please address how the increased demand for these services will be met.  
- Shore Report, page 3
- g. How will the college broaden the resource base for the delivery of workforce programs?  
- Shore Report, page 3
- h. Given the comments that the community and technical college has provided some gratis training to employees, how does the college plan to transition to a paid training model?  
- Shore Report, page 3

Please respond to my office by October 8, 2004. If you have questions, please do not hesitate to contact me.

Sincerely,



James L. Skidmore  
Chancellor

Copy:

Andrew Michael, Chair  
Shepherd University Board of Governors

Nelson Robinson, Chair  
WV Council for Community & Technical College Education