

WEST VIRGINIA

SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

FILED

Oct 6 4 12 PM '95

Form #2

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

West Virginia Joint Commission for Vocational-
Technical-Occupational Education

AGENCY: _____ TITLE NUMBER: 132

RULE TYPE: Procedural Rule _____; CITE AUTHORITY 18-2B-2(b) _____

AMENDMENT TO AN EXISTING RULE: YES _____ NO X

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: 2

TITLE OF RULE BEING PROPOSED: Program Approval Process

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON Nov. 6, 1995 AT 5:00 P.M. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

Saundra Randolph Perry
WV Joint Commission for Vocational-
Technical-Occupational Education
1018 Kanawha Blvd. East, Suite 107
Charleston WV 25301-2827

THE ISSUES TO BE HEARD SHALL BE
LIMITED TO THIS PROPOSED RULE.

Saundra Randolph Perry
Saundra Randolph Perry
Executive Director

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

DEPARTMENT OF EDUCATION AND THE ARTS

Office of the Secretary

State Capitol Bldg. 1, R-151
Charleston, West Virginia 25305
Telephone: (304) 558-2440
Fax No.: (304) 558-1311

Gaston Caperton
Governor

Barbara Harmon-Schamberger
Cabinet Secretary

October 6, 1995

The Honorable Ken Hechler
Secretary of State
State Capitol Building
Charleston, WV 25305

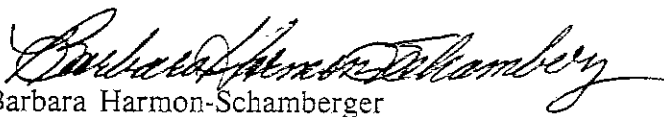
Dear Secretary Hechler,

I hereby grant consent as required pursuant to WV Code §5F-2-2 for the promulgation of the following procedural rule of the West Virginia Joint Commission for Vocational-Technical-Occupational Education:

Title 132, Rule 2: Program Approval Process

A copy of the rule is attached.

Sincerely,


Barbara Harmon-Schamberger
Secretary

BHS:mc

Attachment

cc: Sandra Randolph Perry

FILED
OCT 6 4 12 PM '95
OFFICE OF THE SECRETARY OF STATE
WEST VIRGINIA

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: PROGRAM APPROVAL PROCESS

Type of Rule: Legislative Interpretive X Procedural
WV Joint Commission for Vocational-Technical-
Occupational Education

Agency

Address 1018 Kanawha Blvd. East, Suite 107
Charleston WV 25301-2827

1. Effect of Proposed Rule

	ANNUAL FISCAL YEAR				
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
<u>ESTIMATED TOTAL COST</u>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
PERSONAL SERVICES					
CURRENT EXPENSE					
REPAIRS & ALTERATIONS					
EQUIPMENT					
OTHER					

2. Explanation of above estimates:

The program approval process will not add additional expenses.

3. Objectives of these rules:

The Joint Commission is fulfilling a requirement set forth by the Legislature to develop a program approval process.

Rule Title: Program Approval Process

4. Explanation of Overall Economic Impact of Proposed Rule.

A. Economic Impact on State Government.

N/A

B. Economic Impact on Political Subdivisions; Specific Industries; Specific groups of Citizens.

N/A

C. Economic Impact on Citizens/Public at Large.

N/A

Date: 8-21-95

Signature of Agency Head or Authorized Representative

Saundra Randolph Perry
Saundra Randolph Perry
Executive Director

**TITLE 132
LEGISLATIVE RULE
WEST VIRGINIA JOINT COMMISSION
FOR
VOCATIONAL-TECHNICAL-OCCUPATIONAL EDUCATION
Series 2**

TITLE: PROGRAM APPROVAL PROCESS

SECTION 1 GENERAL

- 1.1 Scope - As submitted in its First Annual Report to the
 Legislature, December 1, 1989, the Joint
 Commission's goal is to standardize and streamline the
 current review and approval processes for vocational-
 technical-occupational programs as much as possible.
- 1.2 Authority - *West Virginia Code §18-2B-2(b)*
- 1.3 Filing Date -
- 1.4 Effective Date -

SECTION 2. STANDARD LENGTH COURSES

- 2.1 A proposal for a new adult occupational or adult
 technical preparatory certificate program as defined in
 18B-3A-1b of the West Virginia Code will be developed
 at a comprehensive high school, vocational-technical
 center or community and technical college.
- 2.2 The proposal is submitted to the District Consortia
 Committee for review and endorsement. Discussion of
 the proposal's merits should include regional needs,
 consistency with the schools' mission, the efficient use of
 available resources and articulation agreements.

If the proposal is endorsed at the regional level, it is forwarded on to the appropriate state board via the Assistant State Superintendent for Technical and Adult Education or the Vice Chancellor for Community and Technical College Education.

If the proposal is NOT endorsed at the regional level, it may still be submitted to the next level at the discretion of the proposing institution.

- 2.3 Staff members of the appropriate board will review the proposal using criteria of that board and approved by the Joint Commission.

If reaction is favorable, there will then be a meeting between staff members of the Board of Education and the Board of Directors/ Board of Trustees to jointly review the proposal.

- 2.4 The program proposal will then be submitted to the appropriate Board(s) for approval. At the present time state code requires college programs to be approved by both to the Board of Trustees and the Board of Directors.

- 2.5 Following the Board(s) approval, the program proposal will be submitted to the Joint Commission for final approval. It is expected that wherever possible, concurrent review paths will be utilized.

SECTION 3. SHORT-TERM COURSES

A variety of programs which are short-term in nature are offered by both the board of education system and the community college system. These include part time adult occupational and technical programs, continuing education and contracted instruction for business and industry.

In order to be responsible to the needs of business and industry, the education systems must be able to develop and implement

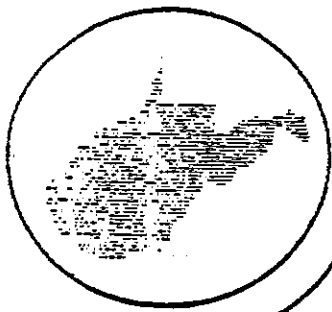
programs and courses on very short notice. It is the commission's intention to adopt a set of criteria for short-term programs and rely heavily on staff review and documentation of compliance.

The staff work is to be submitted to a three-member committee of the Joint Commission for immediate approval. Such approval may of necessity be retroactive in some instances. In this regard, the Joint Commission urges frequent communications at the regional level between the board of education and community college systems to make the most efficient use of both facilities and staff.

SECTION 4. JOINT COMMISSION REVIEW CRITERIA

- 4.1 The program proposed meets the needs of the local region, fits into the overall State Plan and is not unnecessarily duplicative.**
- 4.2 The program is accessible as possible to all, including handicapped and disadvantaged individuals.**
- 4.3 The program is designed to facilitate academic progression from one level to another, recognizing that an educational continuum is a necessity in an ever-changing world.**
- 4.4 Consideration of the extent to which articulation agreements facilitate the maximum use of resources.**
- 4.5 Consideration of the involvement of local employers and labor organizations and utilization of such groups as the regional Partnerships for Progress Councils and others.**

Leg Disk (proapprov)
10-12-95



West Virginia Joint Commission
for
Vocational-Technical-Occupational Education
Department of Education and the Arts

August 31, 1995

State of West Virginia
Gaston Caperton, Governor

Barbara Harmon-Schamberger,
Cabinet Secretary

Mr. Virgil Cook,
President
Mr. Robert Kille,
Vice President
Mr. Sam Bonasso
Mr. Stephen A. Callen, Sr.
Mr. Dennis Davis
Mr. Richard J. Glass, Jr.
Dr. Robert Moore
Mr. Harry Perkins
Dr. Edna Rothwell
Dr. Martha Shouldis
Mr. Bobby Thompson
Ms. Joanne Tomblin
Mr. Gary White
Dr. Clifford Trump,
Ex officio
Dr. Henry Marockie,
Ex officio

Judy Cooper
Secretary of State's Office
Administrative Law Division
Building 1, Suite 157K
1900 Kanawha Boulevard, East
Charleston, WV 25305-0771

Dear Ms. Cooper:

Enclosed is a copy of the August 3-4, minutes in which the Program Approval Process was accepted by the Commission. The executive director is to file the Joint Commission's interpretative and procedural rules with the Secretary of State's office.

Thank you for your assistance with our filing process. If I can be of further help, please call me.

Yours truly,

Saundra R. Perry
Saundra Randolph Perry
Executive Director

SRP:bss

cc: Secretary Barbara Harmon Schamberger

1018 Kanawha Blvd. E.
Suite 107
Charleston, WV 25301-2827

(4)Sec of State
ProAppProcess

304-558-2411
304-558-4040 Fax.

DRAFT

MINUTES
WEST VIRGINIA JOINT COMMISSION FOR
VOCATIONAL-TECHNICAL-OCCUPATIONAL EDUCATION
August 3-4, 1995

The Commission convened at 4:15 P.M. on August 3, 1995 in Parlor D of the Charleston Civic Center to hear two of five consortia presentations on Tech Prep Associate Degree-Local School-To-Work Initiatives (TPAD-LSTWI). The members present were President V. Cook, S. Bonasso, D. Davis, R. Glass, R. Kittle, R. Moore, E. Rothwell, M. Shouldis, and J. Tomblin. Those absent were S. Callen, H. Perkins, B. Thompson, and G. White. Others present were S. Perry, J. Skidmore, D. Mohr, and Adam Sponaule.

The GSC/Lewis Co. Consortium was represented by Dennis Fitzpatrick, Nolan Browning, Gabe Devono and Charles Stannaker. The Kanawha Valley Consortium was represented by Liz Sevy, Paul Callahan and Commission members Davis and Shouldis.

This session was preceded by the annual Public Forum on Vocational-Technical Education, held jointly with the State Council on Vocational Education. Concluding at 5:10 P.M., it was followed by the Annual Technical and Adult Education Conference banquet.

The Commission reconvened at 8:02 A.M. on August 4, 1995, in Room 201 of the Charleston Civic Center. Members present were Cook, Bonasso, Davis, Glass, Kittle, Moore, Rothwell, Shouldis, and Tomblin. Those absent were Callen, Perkins, Thompson, and White. Others present were S. Hopkins, D. Mohr, S. Perry, J. Skidmore, B. Smith, and A. Sponaule.

Project presentations, a recess to hear William Daggett speak and an Ag-Science overview took place prior to lunch. Project presenters were: RESA VII - John Lynch, Ron Dellinger, Paul Edwards, R. Kittle, Roger Perdue, Don Riley and Cliff Wilmouth; WVU-P Consortium - Oscar Harris, Bill Butler, Gene Berry and E. Rothwell; WVNCC Consortium - Julie Daugherty, Danny Kaser and Mike Koon. R. Glass introduced Leo Pennington, Don Michael and Larry Watkins who provided information on an excellent vet-tech program.

Following lunch, the allocation of the remaining FY 1996 TPAD monies (\$429,483) was discussed. The points included:

the proposal review process, maximizing available funds, the Commission's expectations relative to the projects and their evidence of commitment, projects' self-evaluation, lack of hard data, lack of business/industry involvement, the need for publicity, and the necessity of transplanting or growing the projects to reach other counties.

The resulting actions were:

- R. Kittle moved and M. Shouldis seconded the motion to continue the review committee process to rate proposals and make recommendations for FY 1996 grant awards. The funded consortia must demonstrate the ability to be institutionalized and provide information and materials to guide others in establishing similar projects. The motion carried.
- Consideration of maximizing the funds led to discussion of: using some for new projects; adding new components to existing projects; holding a balance until spring to ascertain what is needed to take the existing programs to other counties; superimpose a statewide model process; do best practices and marketing campaigns; buy release time so teachers can adapt curriculum from best practice models and, charge the District Consortia Committees with the responsibility to spread the TPAD programs across member counties, beginning with applied academics.
- R. Moore moved to set aside \$200,000 to be used at a future date and to allocate the remainder for the five TPAD-LSTWI projects. S. Bonasso seconded the motion which failed on a show-of-hands vote after discussion.

DRAFT

- There was consensus for the Review Committee to determine the recommendations for FY 1996 TPAD-LSTWI awards, with some funds to be held in reserve. The Commission will meet at 6:00 P.M. on September 14, 1995, at Flatwoods to act upon the recommendations.

In other action:

- E. Rothwell moved and M. Shouldis seconded the approval of the Minutes for June 1, 1995. The motion carried.
- Perry called attention to the state Educational Enhancement/Expense Reimbursement Policy. There was general consensus to consider this at the next regular meeting on behalf of Brenda Smith.
- A. Sponaugle provided a federal funding alert and introduced Brooke Davis, National President of the Technology Student Association. He also noted other West Virginia students who have received national honors.
- J. Skidmore cited his previous reference to SB 547 District Consortia Committees and the need for the WV State TPAD Steering Committee to revisit the TPAD implementation strategies. There was general agreement that this should be done and the information brought to the Commission.

He also asked that the Commission seek state funding (referencing the \$50,000 line item) for its operation rather than depleting the federal administrative funds which are shared with secondary and postsecondary. Kittle, Davis and Rothwell, agreed that the point should be considered by the Executive Committee.
- R. Moore moved and M. Shouldis seconded acceptance of the Program Approval Process as presented. Upon discussion, Moore amended his motion to accept the process with the addition of the words "and technical" in item One between the words "community" and "college." Shouldis seconded the amendment and the motion carried.
- M. Shouldis moved and R. Kittle seconded approval of the Bluefield State College Technical Office Procedures and Skills certificate program. The motion carried.
- S. Perry reported on the August 3, 1995 meeting of the Ad Hoc Committee for RTT. They will report at the next regular meeting.
- Due to conflicts, the October 6, 1995 meeting will be rescheduled. Meeting dates and organization will be the second agenda item for the special session on September 14th. There is concern for adequate discussion time for pertinent issues.

The meeting was properly adjourned at 1:55 P.M.

Respectfully submitted by Sandra Randolph Perry.

_____, President
Virgil C. Cook

_____, Vice President
Robert Kittle