

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

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FILED

DEC 4 3 14 PM '95

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia Joint Commission for Vocational-Technical-Occupational Education TITLE NUMBER: 132

CITE AUTHORITY: 18-2B-2(b)

RULE TYPE: PROCEDURAL INTERPRETIVE

EXEMPT LEGISLATIVE RULE
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES , NO

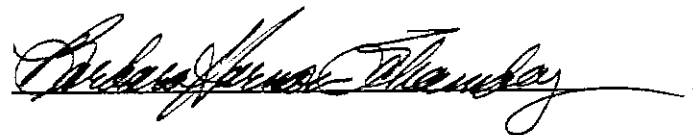
IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

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

TITLE OF RULE BEING ADOPTED: Program Approval Process

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS Jan 3, 1996



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

December 4 1995

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

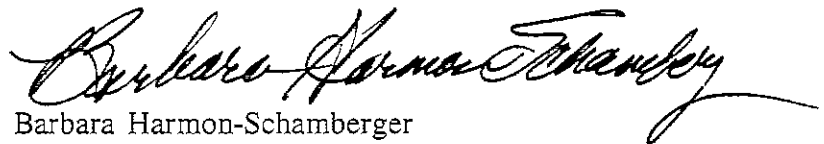
Dear Secretary Hechler,

I hereby grant consent as required pursuant to WV Code §5F-2-2 for the adoption 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,

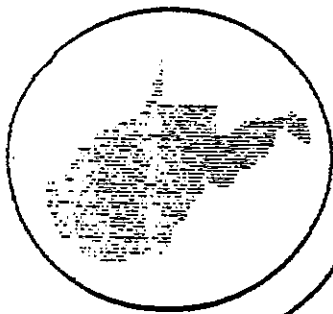


Barbara Harmon-Schamberger
Secretary

BHS:mc

Attachment

cc: Sandra Randolph Perry



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

November 16, 1995

State of West Virginia
Gaston Caperton, Governor

Barbara Harmon-Schamberger,
Cabinet Secretary

Mr. Virgil Cook,
President
Mr. Robert Kittle,
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

Barbara Harmon-Schamberger
Cabinet Secretary
Department of Education and the Arts
State Capital Building, 1, R-151
Charleston, West Virginia 25305

Dear Secretary-Schamberger:

Approval is requested to submit the attached Program Approval Process to the Secretary of State's office. It has been revised to reflect the comments received during the thirty day response period.

Thank you very much for your consideration.

Yours truly,

Sandra Randolph Perry
Executive Director

SRP:bss

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

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

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

DEC 4 3 14 PM '95

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

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 along with a completed program approval review form 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 along with the program approval review form 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.

SECTION 5. PROGRAM APPROVAL REVIEW

5.1

Submitting Agency Administrator	Program Title
DCC Administrator	Date
Y N 1.	The proposed program was discussed by the District Consortium Committee (DCC), based on the criteria in the West Virginia Joint Commission for Vocational-Technical-Occupational Education Policy 132.2, Step 2.
Y N 2.	The DCC endorses the program.
Y N 3.	The DCC certifies that: <ul style="list-style-type: none">a. It meets the needs of the local region, fits into the overall State Plan and is not unnecessarily duplicative.b. It is as accessible as possible to all, including handicapped and disadvantaged individuals.c. It is designed to facilitate academic progression from one level to another.d. Articulation agreements facilitate the <u>maximum</u> use of resources.e. There is documented involvement of the appropriate local employers, labor organizations and economic development groups.
Y N 4.	The DCC <u>DOES NOT</u> endorse the proposed program.
Y N 5.	The submitting agency requests state level review.

COMMENTS:

11/15/95 leg.dsk (proappr2)

MINUTES
 WEST VIRGINIA JOINT COMMISSION FOR
 VOCATIONAL-TECHNICAL-OCCUPATIONAL EDUCATION
 October 26, 1995
 Carver Career Center, Malden, WV

The meeting was called to order by President Cook at 10:05 A.M. Other members present were Sam Bonasso, Steve Callen, Dennis Davis, Richard Glass, Robert Moore, Harry Perkins, Edna Rothwell, Joanne Tomblin and Martha Shouldis. Those absent were Robert Kittle, Bobby Thompson and Gary White. Also present were David Mohr, Saundra Perry, James Skidmore, Brenda Smith and Adam Sponaugle.

Following introductions and consultation with Dr. Charles Manning on the SB 547 System Plan of the Board of Trustees, Rev. Cook reported on his Commission related activities. These included: the 125th Anniversary of the School for the Deaf and Blind, the West Virginia Community College Association Annual Meeting, the series of Higher Education Strategies workshops and the Board of Directors' meetings.

Next, R. Moore moved and M. Shouldis seconded the approval of the Minutes of August 3, 4 and September 14, 1995. The motion carried.

Consideration of the Financial and Related Materials led to: 1) a brief discussion of the STW Implementation Grant, and 2) a move by S. Callen to reimburse Brenda Smith for tuition, registration and textbook fees totaling \$640.35, for the Fall 1995 semester, as permitted by state personnel policy. E. Rothwell seconded and the motion carried.

The final report of the Ad Hoc Committee on Respiratory Therapy Technician (RTT) revealed the possibility for some coordination between the Marshall and Carver RTT programs. A check list to verify local and district consortium committee discussion of any new program, prior to its submission to the respective state agency, was also presented. S. Bonasso moved to: 1) revise the check list to identify "Policy 132.2" as that of the Joint Commission, and 2) amend the Program Approval Process policy, which is on comment until November 6, 1995, to incorporate the check list as a requirement. E. Rothwell seconded the motion and it carried.

Following brief discussion, it was moved by R. Moore and seconded by H. Perkins to hold the 1996 quarterly meetings on the 5th Tuesday of January (30th), April (30th), July (30th) and October (29th). The motion carried.

J. Skidmore's postsecondary report covered: the new programs approved by the B.O.D. and those for which an intent to plan has been filed; progress on the DCCs and regional assessment (more information will be provided at the January 30, 1996 meeting), and status of the vice chancellor for community colleges search.

A. Sponaugle's secondary report addressed: the honors received by WV vocational teachers, students and staff; the possibility of Miss America speaking on STW at the August conference; an October 17-18, 1996 joint meeting of the state's community college association and vocational administrators; and a comparison of the U.S. House and Senate block grant bills.

TPAD materials were then reviewed. The major points, with action were:

STATEWIDE IMPLEMENTATION OF TPAD - It was moved by M. Shouldis and seconded by J. Tomblin to adopt the Five Step Procedure (see attachment) with the word "perhaps" removed from step two. The motion carried.

11-16-95
 JC, HJS,
 JS, DM

DRAFT

TPAD ASSISTANCE FOR COMMUNITY COLLEGES - Following lengthy discussion M. Shouldis moved that \$200,000 of the FY 1996 Title III E money be allocated for use at the community college level and that the existing Proposal Review Team recommend the procedures for utilizing and distributing the funds. The Proposal Review Team's recommendations will go to the Commission's Executive Committee for action. R. Moore seconded the motion. The motion carried.

MARKETING/P.R. - After reviewing the staff-committee recommendations, (see attachment), D. Davis moved and E. Rothwell seconded approval for the staff to utilize a professional consultant to develop a One Year Campaign Plan that can be submitted to the Executive Committee for action. It is estimated that approximately \$65,000 of the Title III E monies, combined with STW and private sector contributions will be expended. The motion carried.

In closing discussions:

R. Glass presented a request for funding for a program being developed by Fairmont State College, Marion and Preston Counties. There were commendations for the work with the general consensus that the Commission was not in a position to provide funds at this time.

It was agreed that the Executive Committee will discuss via conference call a possible request to the state legislature for funding.

In final action, J. Tomblin reported that the Ad Hoc Nominating Committee's recommendations were Virgil C. Cook, president and Robert Kittle vice president. There were no nominations from the floor. D. Davis moved that the committee's recommendations be accepted and S. Callen seconded the motion. The motion carried and the candidates were unanimously proclaimed to serve a one year term.

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

Respectively submitted by Sandra Randolph Perry.

_____, President
Virgil C. Cook

_____, Vice President
Robert Kittle

WV Joint Commission for Vocational-Technical-Occupational Education NEWSLETTER

Fall, 1995
Vol. 6, No 2

304-558-2411
fax 304-558-4040

WV Receives S-T-W Implementation Grant

West Virginia received a \$2,300,000 School-To-Work Opportunities Grant through the collaboration of state education, economic development and work force training agencies in concert with the private sector.

David A. Mohr, Senior Program Administrator, Education and the Arts, coordinated the effort which builds on education reform and initiatives in the work force and economic development areas. He said, "School-To-Work builds a system that includes but is not limited to High Schools That Work (HSTW), Tech Prep Associate Degree (TPAD), Youth Apprenticeship Program (YAP), Cooperative Education and REAL for in-school youth and incorporates One Stop Shop and outreach programs to address the needs of adults and out-of-school youth." The organization and delivery mechanism for the system will utilize the new District Consortia Committees at the regional level and flow across counties via local school improvement councils to address local needs.

Awards to states are made under the School-To-Work Opportunities Act, signed into law by President Clinton on May 4, 1994. It is jointly administered by the U. S. Departments of Education and Labor. The five year grants will enable states to build a cohesive delivery system that will combine school (cont. pg. 9)

Top Ten Ways to Ensure the Success of School-To-Work

10. Get Acquainted
9. "Start together" with the problem
8. Listen to each other
7. Create unified goals--across all partners interests
6. Set intermittent check points
5. Meet regularly
4. Invest in the other group--participate in what they do
3. Change yourself or the environment
2. Begin discussions with questions, not answers
1. Eat together whenever possible

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EOCUS ON: Northern and Western TPAD Consortia Involve Business and Labor

Julie Daugherty

The Northern Panhandle Consortium is offering Career Awareness Workshops for teachers, counselors and administrators from Brooke, Hancock, Marshall, Ohio and Wetzel County schools and WV Northern Community College (WVNCC).

Three workshops have been held--September 14, September 28, and October 12. Additional workshops are scheduled for October 26, November 9 and December 7, from 5-8 p.m. at WVNCC's B & O Auditorium. Participation is open to those interested in Tech Prep Associate Degree (TPAD) and/or Local School-To-Work Initiatives (LSTWI).

The workshops provide relevant professional development activities for educators and an opportunity to network with business leaders. Participants learn about employment opportunities in the Northern Panhandle.

The workshops include visits to area business and industry sites. Those scheduled are:

Tuesday, October 24, 1995

9:30 a.m. Bayer, New Martinsville
1:00 p.m. Department of Health and Human Resources, New Martinsville

Wednesday, November 1, 1995

10:00 a.m. Weirton Steel, Weirton
1:00 p.m. Weirton Medical Center, Weirton

Tuesday, November 14, 1995

10:00 a.m. WESBANCO, Wheeling
1:00 p.m. Squibb Mansuetto Public Relations and Advertising, Wheeling

Friday, December 1, 1995

1:00 p.m. Continental Plastics, Newell

For information, please call Julie Daugherty, TPAD/LSTWI Coordinator, at 304-233-5900.

Kathy D'Antoni

The Western WV TPAD Consortium continues to break new ground while developing the Tech Prep initiative in Wayne, Cabell, and Mason Counties. Understanding the critical need for business/industry input into the development of the high school curriculum, the Consortium contracted with IBM K-12 Educational Specialists to assist them in in-depth interviews with CEO's, middle management, and entry level business/industry personnel. The interviews were conducted through a Group Systems V Program, a device that allows for an anonymous-simultaneous-electronic meeting.

The interviewees were asked to comment on the following items, as they relate to future employment.

1. Challenges facing graduates
2. Suggestions for coping with the challenges
3. Priority for the curriculum
4. Present skills needed for jobs
5. Job market availability
6. Future skills
7. Training
8. Providing workplace experience
9. How to involve business/industry

Following the interview with 120 business/industry representatives, the consortium discussed and disseminated the information via a curriculum data report. This was presented to the respective curriculum teams from the county high schools for validation, verification, and/revision of the proposed Tech Prep curricula.

Using the question "How to Involve Business/Industry/Labor (B/I/L) in Education," the consortium is finding meaningful avenues for their continual involvement and input as well as placement slots for work site experience. By forming a strong partnership with B/I/L, education is taking a giant step toward insuring a student's future career success through the opportunities for workbased learning, and other interactive processes. For information on any phase of the project, please contact Kathy D'Antoni, 304-696-3025.

TSA Elects West Virginia Students to National Offices

Brooke Davis, a senior at Winfield High School, was elected president of the National Technology Student Association (TSA). She leads the 156,000 member association for the 1995-96 school year. She has also served as its secretary. As president, Brooke is the only student member of the National TSA Board of Directors and will represent the association in both national and international meetings.

Eva Edgell, a junior from Magnolia High School, Wetzel County, was elected national reporter. She will assist in creating its national publications and organizing public relations campaigns. Eva has been involved in TSA for the past four years and served as a state officer for the last two. As an officer she has planned state level conferences and activities.

Request for Proposals

Deadline November 10, 1995

Tech Directions, Sept. 1995

The Hitachi Foundation invites nonprofit community organizations working on education and work force development issues with youth from underserved populations to submit proposals for enhancing the academic achievement and economic opportunities of these groups. This initiative seeks to establish and strengthen collaborative efforts between community members and organizations, educational institutions, and businesses.

For more information, or to receive a Request for Proposal package, contact Ann Matikan at 202-457-0588, ext 504.

Local School-To-Work (STW) Competition Announced Deadline, November 7

Voc Ed Weekly, Sept. 18, 1995

The National School-to-Work Office is soliciting applications for the FY 1995 competition for local partnership grants. In the May, 1995 issue of the *Federal Register*, the national office published proposed selection criteria for the local partnership grants competition that outlines a new definition for the term "administrative costs" and mandates a 14% cap on these costs by local projects.

The September 8, issue of the *Federal Register* announced the final selection criteria. The office intends to award 25 to 35 local project grants ranging from \$200,000 to \$1.5 million, depending on the population of the project community. For information other than that which can be obtained at the local library from the *Register*, contact Maria Kniesler, National School-to-Work Office, telephone 202-401-6222.

Personnel Notes

Barbara Harmon-Schamberger, Cabinet Secretary, Department of Education and the Arts, has been selected as a 1995 TOLL Fellow. This prestigious leadership honor is limited to eight persons and two alternates from each Council of State Government (CGS) region.

Donald Bury, professor of architectural engineering technology, and Tech Prep Associate Degree consortium co-chairman, received the Bluefield State College Foundation's Outstanding Faculty Award during the spring Centennial Commencement exercises.

Cathy Fisher has accepted the responsibility of contact person for the Harrison County TPAD Showcase Model. She can be reached at United Career Center, 304-624-3284.

Congratulations to WV's 41 vocational student organizations 1995 First Place Skill Winners and their instructors.

WV Community College Association (WVCCA) Conference Held

The one-hundred plus member West Virginia Community College Association held its annual conference on October 5-6, at the Blennerhassett Hotel in Parkersburg. This year's theme was "The Challenges of Change."

Lloyd Jackson, Senate Education Chairman, gave the keynote address on Senate Bill 547 and the challenges its passage created for the community and technical colleges. Other sessions included grant writing, working with business and industry, customer service and conducting needs assessments. Time was allotted for sharing information on special projects, programs and activities at the campus exchange.

Dr. Nolan Browning, president, and members welcome opportunities to share the community college vision. For information please call 304-462-7361.

National Standards for Civics and Government

ESLink

The National Standards for Civics and Government were released last year by the Center for Civic Education. The voluntary standards specify what students should know and be able to do in the fields of civics and government. Their use is intended to help schools develop competent and responsible citizens who possess a commitment to the fundamental values and principles that are essential to the preservation and improvement of American constitutional democracy.

The National Standards development was funded by the U. S. Department of Education and the Pew Charitable Trusts. For more information contact: The Center for Civic Education, 5146 Douglas Fir Road, Calabasas, California 91302-1467 or call 800-350-4223.

WV On National Meeting Agendas

Once again West Virginia's Tech Prep Associate Degree work was featured in a workshop session at the National Tech Prep Network Conference. This year's meeting was held in Atlanta, October 5 - 7, 1995.

John Lynch, coordinator of the twelve county RESA VII TPAD-LSTWI Consortium addressed evaluation from the perspective of the consortium's study which was prepared by Appalachia Educational Laboratory (AEL).

Dr. Hobart Harmon, Director, Rural Small Schools Program, AEL, and Sandra Randolph Perry, Executive Director of the WV Joint Commission, presented at the 87th National Rural Education Association meeting in Salt Lake City, October 4-8. Dr. Harmon addressed, "Evaluational Strategic Planning" and Ms. Perry presented the "TPAD Status Report."

TPAD and LSTWI Funded

At a special meeting on September 14, the Joint Commission approved the recommendations of the State TPAD Steering Committee's Proposal Review Subcommittee to provide FY 96 funding for four Tech Prep Associate Degree / Local School-To-Work Initiative (TPAD/LSTWI) projects. The four consortia represent five colleges and sixteen county school systems. They will be self sustaining after June 30, 1996.

The Discover Card Tribute Award Scholarship Program information is available by calling 703-875-0708. The deadline for receipt of applications is January 17, 1996.

Standards Directory

Twenty-two pilot projects have completed the development of standards for cluster specific occupations. They have published their standards or are in the final stages of preparation. For copies of the skill standards for these occupational clusters, contact the grantee directly.

Advanced High Performance Manufacturing - Technical Workers: Foundation for Industrial Modernization, 1331 Pennsylvania Ave., NW, Suite 1410, North Tower, Washington, DC 20004-1703.
(202) 662-8968

Agricultural Biotechnology - Agricultural Biotechnology Technician: National FFA Foundation, 116 Sheringham, Normal, IL 61761.
(309) 862-3838

Air-Conditioning, Heating and Refrigeration - Technician: Southern Association of Colleges and Schools-VTECS, 1866 Southern Lane, Decatur, GA 30033-4097.
(800) 248-7701

Automobile Autobody and Medium/Heavy Truck Technician: National Automotive Technicians Educational Foundation, 13505 Dulles Technology Drive, Herndon, VA 22071-3415. (703) 713-0100

Bioscience - Beginning level bioscience technical specialists (20 related occupations): Education Development Center, 55 Chapel St., Newton, MA 02158. (617) 969-7100, x 2373

Chemical Process - Entry-level chemical laboratory technicians and process technical operators: American Chemical Society, 1155 16th St., NW, Washington, DC 20036 (202) 872-8734.

Computer Aided Drafting and Design - CADD users in mechanical, electrical, electronic, mapping, architecture, construction and engineering: Foundation for Industrial Modernization, 1331 Pennsylvania Ave, NW, Suite 1410, North Tower, Washington, DC 20004 (202) 662-8905.

Electrical Construction Electrical Line Construction Worker and Electrical Residential Construction Worker: National Electrical Contractors Assoc., 3 Bethesda Metro Center, Suite 1100, Bethesda, MD 20814-5372. (301) 657-3110

Electronics, Manufacturing Specialist, Administrative Support Personnel, Pre/Post Sales Analyst (primarily involved in the manufacturing and sales of components): American Electronics Association, Box 54990, 5201 Great American Parkway, Santa Clara, CA 95056. (408) 987-4289

Grocery - Customer Service/Stock Associate and Front-end Associate (encompassing all entry level positions): National Grocers Association, 1825 Samuel Morse Drive, Reston, VA 22090.
(703) 437-5300

Hazardous Materials Management. Entry-level Hazardous Materials Management Technician (several job titles) involving containment, cleanup, remediation, storage, transportation and disposal of chemical, biological and nuclear hazardous materials: Center for Occupational Research and Development (CORD), 601 Lake Air Drive, Waco, TX 76710. (817) 772-8756

Health Care - Health care core worker (over 250 health care occupations) and four occupational clusters: Therapeutic, Diagnostic, Information Services, and Environmental Services: Far West Lab for Educational R & D, 730 Harrison St., San Francisco, CA 94107-1242. (415) 241-2712

Heavy Highway/Utility Construction and Environmental Remediation and Demolition - Pipe laying, Concrete, Lead Paint Remediation, and Petro-chemical Remediation: AGC Education and Training Fund, P O Box 37, Pomfret Center, CT 06259. (203) 974-0800

Hospitality and Tourism - Frontline positions in hospitality and tourism industry. Four from food service: server, host, cashier and busser and four from lodging: front desk associates, reservationist, bellstand and concierge: Council on Hotel, Restaurant and Institutional Education, 1200 17th St., NW, Washington, DC 20036.
(202) 331 - 5990

Human Services - Entry-level human service occupations (cluster includes: case managers, job coaches and residential support staff): Human
(cont. pg. 7)

Commission Rules Filed With the Secretary of State's Office

The Joint Commission, as required by §18-2B-2(b) and approved by the Department of Education and the Arts, has developed the certificate definitions and the program approval process for vocational-technical-occupational education.

The definitions for Collegiate Certificate Programs, Technical Certificate Programs and Occupational Certificate Programs, Title 132, Series 1, became effective as an interpretative rule on October 9, 1995. The definitions were published in the Summer, 1994 and Spring, 1995 *Newsletter*.

The Program Approval Process has been filed for a thirty-day comment period with the Secretary of State's office. The Process will be a procedural rule, and is attached to this *Newsletter*. Interested persons are invited to submit written comments in lieu of a public hearing.

Please send comments before November 6, 1995, to the Joint Commission, 1018 Kanawha Boulevard, East, Suite 107, Charleston, WV 25301-2827.

Resources

A Guide to Resources and Electronic Networks, Florida School-To-Work Clearinghouse, 251 Sliger Building, 2035 E. Dirac Drive, Tallahassee, FL 32310

(904) 644-0830 Materials are available for loan.

What Should I Know About ED GRANTS, Grants Division, GCS, U. S. Department of Education, Washington, D.C. 20202-4700

Standards Directory

(cont. pg. 6) Services Research Institute, 2335 Mass. Ave., Cambridge, MA 02104. (617) 876-0426

Industrial Laundry - Production Workers, Maintenance Technicians: Uniform and Textile Service Association, 1730 M. St., NW, Suite 610, Wash. DC 20036 703-938-5057

Metalworking - Machining, Industrial Equipment, Tooling and Metalforming Technicians: National Tooling and Machining Assoc., 9300 Livingston Rd., Ft. Washington, MD 20744. (301) 248-6200

Photonics - Photonics Technicians (includes workers in defense/public safety/aerospace, medicine, computers, communications, manufacturing/test and analysis, and environmental/energy/transportation): Center for Occupational Research and Development (CORD), 601 Lake Air Dr., Waco, TX 76710. (817) 772-8756

Printing-Prepress/Imaging, Press, Binding/Finishing/Distributing: Graphic Arts Technical foundation, 4615 Forbes Ave., Pittsburgh, PA 15213 (412) 621-6941

Retail Trade - Professional Sales Associate: National Retail Federation, 325 7th Street, NW, Suite 1000, Washington, DC 20004. (202) 783-7971

Welding - Entry Level Welder: American Welding Society, 550 N.W. LeJeune Rd., Miami, FL 33126. 305-443-9353

Newsletter

Published quarterly by the WV Joint Commission for Vocational-Technical-Occupational Education, 1018 Kanawha Blvd. East, Suite 107, Charleston, WV 25301-2827

Members: Virgil C. Cook, President, Robert Kittle, Vice President, Sam Bonasso, Stephen A. Callen, Sr., Dennis Davis, Richard J. Glass, Jr., Dr. Robert Moore, Harry Perkins, Dr. Edna Rothwell, Dr. Martha Shouldis, Bobby Thompson, Joanne Tomblin, and Gary White Ex officio members: Dr. Hank Marockie and Dr. Clifford Trump

Sandra Randolph Perry, Executive Director
Brenda Smith, Secretary
304-558-2411

fax 304-558-4040

Resource Offers Practical Tips for Getting Involved

Community Update, US DOE

Editor's Note: The following is an excerpt from the Partners' Activity Guide, the publication that supports Education Secretary Riley's initiative, "America Goes Back To School: A Place for Families and the Community." The guide suggests ways for meaningful involvement in local schools and resources to assist in the efforts. For a copy of the complete publication, write the GOALS 2000 Information Resource Center, U. S. Department of Education, Room 2421, 600 Independence Avenue, S.W., Washington D.C. 20202.

America Goes Back to School encourages everyone to make a commitment to children's learning. Getting involved can be simple and fun.

Work can be on one or more issues that Americans say they want public schools to address. These can include:

1. Helping children learn the basics and core academic subjects
2. Creating safe and drug-free school environments
3. Making college accessible
4. Getting technology and computers into classrooms
5. Raising standards of achievement and discipline
6. Connecting students, schools, and families with school-to-work opportunities and other learning resources in the community.

The key to a successful back-to-school effort is planning the year-long activities. Some suggested steps are:

- Call your school and schedule a start-up meeting with your school principal and other interested volunteers (such as Local School Improvement Council members).
- Appoint a school-volunteer coordinator at your first meeting or work with the current school volunteer coordinator. Take an inventory of the activities that are under way which address the six issues.
- Determine which of the six issues should be addressed during the school year or choose other critical issues that concern your school, parents, and the community.
- Develop a planning calendar showing who will be participating in which activity and when. The school-volunteer coordinator will be responsible for keeping the calendar and sending out reminders to participating volunteers.
- Ask the school principal if you can use the regular school activities to let parents and the community know about the efforts. Use these events to enlist additional volunteers.
- Develop and implement the plan.
- Meet regularly with the principal, teachers, and volunteers to review the progress.
- Evaluate the results.

Please write to the Family Involvement Partnership for Learning in May 1996 to tell them what you have accomplished and what you have learned.

Students will not learn more effectively until school leaders change one other variable in the education equation: TEACHER TRAINING.

School-To-Work Report

Agenda

October 26 Joint Commission Meeting	Charleston 304-558-2411	December 14 State Board of Education	Charleston 304-558-3660
November 2-3 Vocational Administrators' Conference	Wheeling 304-558-2348	December 14 WV Association of School Administrators	Wheeling 304-348-6110
November 8 TPAD-LSTWI Coordinators and Liaisons Meeting	Flatwoods 304-558-2411	January 10 State College System Board of Directors	Charleston 304-558-0699
November 9 State Board of Education	Charleston 304-558-3660	January 11 State Board of Education	Charleston 304-558-3660
November 13 State College System Board of Directors	Charleston 304-558-0699	January 18 WV Association of School Administrators	Charleston 304-348-6110
November 16 WV Association of School Administrators	Flatwoods 304-348-6110	February 7-9 Vocational Administrators	Charleston 304-558-2346
November 28 State College System Presidents	Charleston 304-558-2101	February 8 State Board of Education	Charleston 304-5583660
December 1-5 AVA Conference Pre Deadline Oct. 27th	Denver CO 800-826-9972	February 8 Friends of Vocational Education Breakfast	Charleston 304-558-2348
December 11 State College System Board of Directors	Institute 304-558-0699		

WV Receives S-T-W Implementation Grant

(Cont. pg. 1) based learning, work based learning and connecting activities to give students and adults the knowledge and skills required for success in today's technologically advanced workplace.

The WV state steering committee will be providing information on the grant through several agencies. Immediate questions can be addressed to Mr. Mohr at 304-558-2440.

Teacher's Opinion on TPAD

"We are setting the model for the nation with our Business and Marketing Clusters," says Homer Preece, who is excited about TPAD and the work being done in the Western WV Consortium.

WEST VIRGINIA JOINT COMMISSION FOR
VOCATIONAL-TECHNICAL-OCCUPATIONAL EDUCATION
PROGRAM APPROVAL PROCESS

Effective July 1, 1990
Amended October 7, 1993
Amended August 4, 1995

STANDARD LENGTH COURSES

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.

With specific time lines included and having received approval from the Joint Commission for the respective approval criteria, the following procedure is effective July 1, 1990.

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. 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.

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.

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.
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.

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.

JOINT COMMISSION REVIEW CRITERIA

1. The program proposed meets the needs of the local region, fits into the overall State Plan and is not unnecessarily duplicative.
2. The program is accessible as possible to all, including handicapped and disadvantaged individuals.
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. Consideration of the extent to which articulation agreements facilitate the maximum use of resources.
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.