

**WEST VIRGINIA
SECRETARY OF STATE
NATALIE E. TENNANT
ADMINISTRATIVE LAW DIVISION**

Form #2

Do Not Mark In This Box

FILED

2012 JUN 21 PM 3: 38

OFFICE WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: WV Council for Community and Technical College Education TITLE NUMBER: 135

RULE TYPE: Legislative CITE AUTHORITY: 18-13-2, 18-13-4, 18B-3C-2, and 18B-3C-4; WV Constitution, Article XII, 2 and WV Code 18-2-5

AMENDMENT TO AN EXISTING RULE: YES _____ NO X

IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 28

TITLE OF RULE BEING AMENDED: Standards for the Administration of the West Virginia Earn a Degree, Graduate Early (EDGE) Program

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

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 July 23, 2012 AT 4:00 p.m. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

James L. Skidmore, Chancellor

WV Council for Community & Technical College

Education

1018 Kanawha Blvd., East, Suite 700

Charleston, WV 25301

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


Authorized Signature

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Standards for the Administration of the West Virginia Earn a Degree, Graduate Early (EDGE) Program

Rule Title: _____
 Type of Rule: Legislative Interpretive Procedural
 Agency: WV Council for Community and Technical College Education
 Address: 1018 Kanawha Blvd., East, Suite 700
 Charleston, WV 25301
 Phone Number: 304-558-0265 Email: skidmore@wvctcs.org

Fiscal Note Summary

Summarize in a clear and concise manner what impact this measure will have on costs and revenues of state government.

None

Fiscal Note Detail

Show over-all effect in Item 1 and 2 and, in Item 3, give an explanation of Breakdown by fiscal year, including long-range effect.

FISCAL YEAR			
Effect of Proposal	Current Increase/Decrease (use "--")	Next Increase/Decrease (use "--")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost	0.00	0.00	0.00
Personal Services			
Current Expenses			
Repairs & Alterations			
Assets			
Other			
2. Estimated Total Revenues	0.00	0.00	0.00

Standards for the Administration of the West Virginia Earn a Degree, Graduate Early (EDGE) Program

Rule Title: _____

Rule Title: _____

3. **Explanation of above estimates (including long-range effect):**
Please include any increase or decrease in fees in your estimated total revenues.

NA

MEMORANDUM

Please identify any areas of vagueness, technical defects, reasons the proposed rule **would not** have a fiscal impact, and/or any special issues **not** captured elsewhere on this form.

This rule incorporates strategies designed to achieve the overall goals of the West Virginia Earn a Degree, Graduate Early (EDGE) Program, methods of operation, and step-by-step procedures and responsibilities for achieving the objectives outlined and for implementing the reporting and accountability measures set forth in WV Code pertaining to EDGE.

Date: June 21, 2012

Signature of Agency Head or Authorized Representative

 _____



SUMMARY

Title 135
Legislative Rule

WV Council for Community and Technical College Education

Series 28

Standards for the Administration of the West Virginia Earn a Degree, Graduate Early (EDGE) Program

This rule incorporates strategies designed to achieve the overall goals of the West Virginia Earn a Degree, Graduate Early (EDGE) Program, methods of operation, and step-by-step procedures and responsibilities for achieving the objectives outlined and for implementing the reporting and accountability measures set forth in WV Code pertaining to EDGE.

This joint legislative rule repeals and replaces 135CSR28, *Guidelines for Granting College Credit for Courses under the West Virginia EDGE, "Earn a Degree, Graduate Early" Program*, filed June 15, 2011, and effective July 15, 2011.

**TITLE 135
JOINT LEGISLATIVE RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE
EDUCATION AND BOARD OF EDUCATION**

2012 JUN 21 PM 3: 38

OFFICE WEST VIRGINIA
SECRETARY OF STATE

**SERIES 28
STANDARDS FOR THE ADMINISTRATION OF
THE WEST VIRGINIA EARN A DEGREE, GRADUATE EARLY (EDGE) PROGRAM**

§135-28-1. General.

1.1. Scope. - A joint rule, established by the West Virginia Council for Community and Technical College Education (Council) and the West Virginia Board of Education, setting forth standards for the administration of West Virginia Earn a Degree Graduate Early (EDGE) program required in W. Va. Code §18-13-2.

1.2. Authority. - W. Va. Code §§18-13-2, 18-13-4, 18B-2B-6, 18B-3C-2, and 18B-3C-4; W. Va. Constitution, Article XII, §2 and W. Va. Code §18-2-5.

1.3. Filing Date. – June 21, 2012

1.4. Effective Date.

1.5. Repeal of Former Rule. -- This joint legislative rule repeals and replaces 135CSR28, *Guidelines for Granting College Credit for Courses under the West Virginia EDGE, "Earn a Degree, Graduate Early" Program*, filed June 15, 2011, and effective July 15, 2011.

§135-28-2. Purpose.

2.1. This rule incorporates strategies designed to achieve the overall goals of the program, methods of operation, and step-by-step procedures and responsibilities for achieving the objectives outlined and for implementing the reporting and accountability measures set forth in W. Va. Code pertaining to EDGE.

2.2. The Community and Technical Colleges (CTCs) have been charged with facilitating the formation of Community and Technical College/Career-Technical Education Consortia planning districts. The consortia are responsible for increasing the integration of secondary and post-secondary curriculum and programs that are targeted to meet regional labor market needs, including implementation of programs of study and seamless curricula projects in all major career pathways and EDGE.

2.3. The EDGE program is designed to award college credit for competencies students acquire by successfully completing recognized career-technical courses offered through public high schools and career and technical centers that have common course competencies as courses offered by the CTCs.

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2.4. The Legislature has stated that more opportunities should be made available for high school students to obtain college credit prior to graduation from high school.

2.5. This rule establishes a process to ensure consistency across the Community and Technical College System for granting EDGE college credit for career-technical courses.

§135-28-3. Definitions.

3.1. Community and Technical College/Career-Technical Education Consortium – A group comprised of CTCs, secondary career-technical education and state baccalaureate colleges offering associate degrees with specific responsibilities defined in W. Va. Code §18B-3C-4.

3.2. EDGE Credit – A college equivalent credit awarded to a secondary school career-technical course that has been evaluated by a CTC and deemed to have the same course competencies as a specific college course.

3.3. EDGE Student – A student who has demonstrated competency in a career-technical education course that has been approved for EDGE credit by one or more participating of CTCs.

3.4. High-Demand, High-Wage Occupation – An occupation or career field that has documented need for additional employees and pays an entry-level wage of \$12.00 or more per hour.

3.5. Programs of Study – A defined program consisting of a minimum of two years of secondary education and two years of postsecondary education in a non-duplicative, sequential course of study that leads to technical proficiency, an industry-recognized credential, a certificate or a degree in a specific field and leads to placement in high-skill, high-wage employment or additional education.

§135-28-4. Goals for West Virginia EDGE.

4.1. The Goals of the EDGE program include:

4.1.a. Creating incentives for more students to continue education beyond high school by providing all students with information about, and access to, courses that will prepare them to meet college-level standards;

4.1.b. Expanding successful concurrent enrollment programs that include all students, not just those who are designated as college bound, with the goal of preparing all students for both work and postsecondary education with the same rigorous curriculum;

4.1.c. Aligning junior and senior year secondary courses with CTC certificate and associate degree programs which will provide access to early entrance college courses which offer all students the opportunity to establish a college transcript while in high school;

4.1.d. Increasing the number of students attending public CTCs by participating in a collaborative partnership between the public schools and the state community and technical

colleges; and

4.1.e. Establishing programs of study pathways in combination with early entrance college courses which together allow a student potentially to obtain an associate degree one year after high school graduation or receive an associate degree along with the high school diploma.

§135-28-5. Methods of Operation.

5.1. EDGE credit shall be awarded for career-technical courses by each CTC. No credit shall be provided under the EDGE initiative by a CTC for any course identified as “general education” including, but not limited to, those listed on the Core Coursework Transfer Agreement (Series 17) by the CTCs.

5.2. Career-technical courses for which EDGE credit is to be granted shall be evaluated and validated by a CTC.

5.3. CTCs not offering a comparable course shall offer credit for any validated EDGE course as “elective credit” and shall apply such credit toward any applicable programs including the Certificate and Associate in Applied Science Degree in Technical Studies.

5.4. EDGE courses shall not be used to create any new specialized certificate or associate degree programs within the Community and Technical College System.

5.5. EDGE courses may be used to meet the Technical/Occupational Specialty requirements of both the Certificate and Associate in Applied Science Degree in Technical Studies. However, EDGE courses shall not be used to create any specializations, options, or areas of emphasis under the Certificate or AAS Degree in Technical Studies programs.

§135-28-6. Responsibilities.

6.1. State Tech Prep Coordinator responsibilities –EDGE is administered by the Assistant Superintendent of the Division of Technical and Adult Education who serves as the State Tech Prep Coordinator. The responsibilities of the State Tech Prep Coordinator include, but are not limited to, the following:

6.1.a. Developing a collaborative agreement with the facilitating community and technical college or colleges, each consortium district and the Council for Community and Technical College Education to meet the goals and objectives of this article. The collaborative agreement shall address the following:

6.1.a.1. Agreement to support the goals and objectives of EDGE;

6.1.a.2. Compliance with the standardized reporting procedures for collecting EDGE data and submitting required data to the State Tech Prep Coordinator; and,

6.1.a.3. Assuring preparation and retention of reliable supporting documents to validate the data reported.

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6.1.b. Meet the following record-keeping requirements:

6.1.b.1. Developing or adapting an existing comprehensive relational data base and data analysis system for student tracking to assure that consistent, reliable data relevant to the goals of the program are available;

6.1.b.2. Tracking and evaluating EDGE outcomes across all eight consortia districts and by creating a standardized reporting procedure for collecting consistent EDGE data at the state level;

6.1.b.3. Assuring that coordinators in the district consortia prepare and retain reliable supporting source documents necessary to validate the data included with the state electronic database;

6.1.b.4. Providing documentation to substantiate program outcomes, including, but not limited to, the number of students who enroll in the program, specific courses taken, student course and final exam grades, the number who earn EDGE credits and, of these, the number who apply the credits in pursuit of degrees or certifications at state CTCs; and

6.1.b.5. Collecting data relevant to the goals and objectives established for this initiative, analyzing the data, and preparing a report for the Legislative Oversight Commission on Education Accountability (LOCEA) annually. The specific focus of the report is the analysis of data on program outcomes to demonstrate to what degree the initiative meets the goals and objectives of the EDGE program.

6.1.c. Maintaining an informational website that includes an up-to-date listing of all courses approved for EDGE credit.

6.2. The Community and Technical College/Career and Technical Education Consortium Planning District responsibilities include, but are not limited to, the following:

6.2.a. Serving as a regional consortium to implement the program;

6.2.b. Ensuring the full range of CTC education programs and services is provided in all areas of the state, including seamless curricula and the EDGE program;

6.2.c. Conducting an annual review of the approved EDGE course listing to ensure the accuracy of information provided to students and parents;

6.2.d. Facilitating the processes identified by the consortium membership pertaining to the identification and validation of EDGE credit courses and carrying out those duties necessary to document student completion of EDGE courses for college credit;

6.2.e. Notifying the State Tech Prep Coordinator when a course has been approved for EDGE credit through the established validation process; and,

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6.2.f. Preparing and retaining reliable supporting source documents necessary to validate the data provided to the State Tech Prep Coordinator to be included in the state electronic database.

6.3. Public school career-technical responsibilities include, but are not limited to, the following:

6.3.a. Identifying and submitting career-technical course Content Standards and Objectives (CSOs) to a CTC for evaluation and alignment with specific CTC course competencies for potential validation for EDGE credit;

6.3.b. Assigning appropriate CTE instructors and/or West Virginia Department of Education personnel to participate in the evaluation, alignment and EDGE credit validation processes with CTC faculty and academic administrators; and,

6.3.c. Ensuring instructors of career-technical courses approved through the EDGE validation process attend the EDGE orientation provided.

6.4. CTC responsibilities shall include, but are not limited to, the following:

6.4.a. CTCs shall accept as validated for EDGE credit, a career-technical course requiring the same state and/or national certification exam required of students in the comparable CTC course. Passage of the state and/or national certification exam required by the CTC course shall be deemed as sufficient documentation that a student meets course competencies and the student shall receive EDGE credit;

6.4.b. When no state and/or national certification exam is available or required, the CTE instructor shall work with CTC faculty to determine if the CSOs of the career-technical course match the course competencies of the CTC course. If a career-technical course is approved for EDGE credit using this methodology, the CTE instructors agree, as part of the validation process, to document the high school student has achieved the appropriate skill level for awarding EDGE credit;

6.4.c. CTC faculty, in consultation with CTE instructors, shall determine the documentation of the achievement of course competencies required for students successfully completing EDGE courses that do not have a required state and/or national certification exam;

6.4.d. When a career-technical course has been validated for EDGE credit, the CTC validating the course shall notify Consortium members, all CTCs, the Council Chancellor's Office, and the State Tech Prep Coordinator;

6.4.e. When college credit has been assigned through an established EDGE course validation process by a CTC, other CTCs not offering a comparable course may grant the same college credit for each validated EDGE course; and,

6.4.f. Upon the validation of competencies and the assignment of college credit, each CTC shall apply EDGE credit to appropriate certificate and/or associate degree programs.

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6.5. The Council Chancellor's Office and individual CTCs shall maintain an up-to-date listing of all career-technical courses approved for EDGE credit, including the amount of credit to be granted for each course, and shall make this listing available through links from the system and institutional websites to the EDGE website maintained by the State Tech Prep Coordinator.

§135-28-7. Severability.

7.1. If any provision of this rule or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.