

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

Form #3

Do Not Mark In This Box

FILED

2012 AUG 21 AM 10:40

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE  
AND  
FILING WITH THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE**

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

CITE AUTHORITY: §18-13-2, 18-13-4, 18B-2B-6, 18B-3C-2, 18B-3C-4; WV Constitution, Article XII, §2, WV Code §18-2-5

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 28

TITLE OF RULE BEING AMENDED: Guidelines for Granting College Credit for Courses Under the West  
Virginia EDGE, "Earn a Degree, Graduate Early" Program

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: \_\_\_\_\_

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

THE ABOVE PROPOSED LEGISLATIVE RULE HAVING GONE TO A PUBLIC HEARING OR A PUBLIC COMMENT PERIOD IS HEREBY APPROVED BY THE PROMULGATING AGENCY FOR FILING WITH THE SECRETARY OF STATE AND THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE FOR THEIR REVIEW.

Authorized Signature



- e. Date you filed in State Register the agency approved proposed Legislative Rule following public hearing: (be exact)

August 21, 2012

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- f. Name, title, address and **phone/fax/e-mail numbers** of agency person(s) to receive all *written correspondence* regarding this rule: (Please type)

WV Council for Community and Technical College Education

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James L. Skidmore, Chancellor  
1018 Kanawha Blvd., East, Suite 700

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Charleston, WV 25301

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Ph: (304)558-0265

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Fax:(304)558-1646

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skidmore@wvctcs.org

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- g. **IF DIFFERENT FROM ITEM 'f'**, please give **Name, title, address and phone number(s)** of agency person(s) who wrote and/or has responsibility for the contents of this rule: (Please type)

NA

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3. If the statute under which you promulgated the submitted rules requires certain findings and determinations to be made as a condition precedent to their promulgation:

- a. Give the date upon which you filed in the State Register a notice of the time and place of a hearing for the taking of evidence and a general description of the issues to be decided.

NA

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b. Date of hearing or comment period:

NA

c. On what date did you file in the State Register the findings and determinations required together with the reasons therefor?

NA

d. Attach findings and determinations and reasons:

Attached NA

**West Virginia Council for Community and Technical College Education  
Meeting of August 16, 2012**

**ITEM:** Approval of Series 28, *Standards for the Administration of the West Virginia Earn a Degree, Graduate Early (EDGE) Program*

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** Resolved, That the West Virginia Council for Community and Technical College Education approves Series 28, *Standards for the Administration of the West Virginia Earn a Degree, Graduate Early (EDGE) Program*, for submission to the Secretary of State's Office for final filing.

**STAFF MEMBER:** James Skidmore

**BACKGROUND:**

Series 28, *Standards for the Administration of the West Virginia Earn a Degree, Graduate Early (EDGE) Program*, was approved by the Council at its meeting on June 15, 2012, to be filed with the Secretary of State's office for the mandatory thirty-day comment period. Two comments were received.

Comment #1

It seems to me that Section 5 of Series 28 should include a statement that says something to the effect that credit awarded through the EDGE agreement shall be noted as such on the student's transcript.

Response:

Section 6.4.f. was revised to include a statement on including EDGE credit on the student's academic transcript.

Comment #2

It is important to include something like this: Students may not be awarded EDGE credit by more than one CTC for the same career-technical course. (I could see how a person could get around the system if he was smart about it.)

Response:

A student will receive EDGE credit only from the college in which the student is enrolled. EDGE credit will not be awarded or placed on a students' transcript until the student has officially enrolled into the college.

Technical Change

In Section 5.3., "shall" is changed to "may" to be consistent with Section 6.4.e.

The recommendation is to approve the revised rule for submission to the Legislative Oversight Commission on Education Accountability and for final filing with the Secretary of State's Office.

## **MINUTES**

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

**August 16, 2012**

A meeting of the West Virginia Council for Community and Technical College Education was held on August 16, 2012, beginning at 9:00 a.m. at the Town Center Marriott in Charleston, West Virginia. Council members present were: William Baker, Kathy D'Antoni, John Panza, Clarence Pennington, Steve Roberts, Greg Smith, and John Walker. Joining by conference call was Jerry Berry. Council members absent were: Robert Brown, Keith Burdette, David Hendrickson and Nelson Robinson. Also in attendance were Chancellor James Skidmore, Council staff, community and technical college presidents, faculty, staff, and guests.

#### **Call to Order**

Vice Chair Pennington called the meeting to order and noted that a quorum was present.

#### **1. Oath of Office**

Mr. Pennington introduced and welcomed Steve Roberts who was sworn in as a new member of the West Virginia Council for Community and Technical College Education.

#### **2. Dominion Resources Award Presentation**

Chancellor Skidmore introduced Governor Earl Ray Tomblin. Governor Tomblin addressed the Council regarding the importance of the oil and gas industry and training a viable workforce to support the industry in West Virginia. Robert Orndorff, Managing Director of State and Local Government Affairs for Dominion Resources, presented WV Northern Community College and West Virginia University at Parkersburg with a donation totaling \$100,000 to assist with the institutions' natural gas training programs.

#### **3. Address by Affiliated Construction Trades Foundation**

Steve White is the Director of Affiliated Construction Trades (ACT). ACT represents 20,000 union construction workers in West Virginia and bordering states. Mr. White addressed the Council regarding apprenticeship programs and cooperation with the WV Council for Community and Technical College Education in coordinating training efforts at community and technical colleges.

**4. Approval of Minutes**

Mr. Smith moved the adoption of minutes from the June 14-15, 2012, meeting of the West Virginia Council for Community and Technical College Education. Mr. Baker seconded the motion. Motion carried.

**Academic Affairs**

**5. Post-audit Review of Occupational Programs**

Mr. Smith moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education receives post-audit and follow-up reports for occupational programs at Blue Ridge Community and Technical College, Eastern WV Community and Technical College, Mountwest Community and Technical College, Pierpont Community and Technical College, Southern WV Community and Technical College, and WVU at Parkersburg, and recommends that the programs be subject to the recommended actions as noted in the agenda item.

Mr. Panza seconded the motion. Motion carried.

**6. Revision to Series 20, *Initial Authorization of Degree-Granting Institutions*, for submission to the Secretary of State for Public Comment**

Mr. Smith moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves revisions to Series 20, *Initial Authorization of Degree-Granting Institutions*, for filing with the Secretary of State for a thirty-day public comment period.

FURTHER RESOLVED, That Council staff is instructed to forward the legislative rule to the Legislative Oversight Commission on Education Accountability for approval and further legislative action at the conclusion of the comment period if no substantive comments are received.

Mr. Walker seconded the motion. Motion carried.

**7. Approval of Series 52, *Annual Reauthorization of Degree-Granting Institutions*, for Submission to the Secretary of State for Public Comment**

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves Series 52, *Annual Reauthorization of Degree-Granting Institutions*, for filing with the Secretary of State for a thirty-day public comment period.

FURTHER RESOLVED, That staff is instructed to forward the legislative rule to the Legislative Oversight Commission on Education Accountability for approval and further legislative action at the conclusion of the comment period if no substantive comments are received.

Mr. Walker seconded the motion. Motion carried.

**8. Final Approval of Series 28, *Standards for the Administration of the West Virginia Earn a Degree Graduate Early (EDGE) Program***

Mr. Smith moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves removing the word "EDGE" from Section 6.4.f. to allow credit for the course to remain on the student's transcript, but not be identified specifically as "EDGE" credit.

FURTHER RESOLVED, That the Council approves Series 28, *Standards for the Administration of the West Virginia Earn a Degree, Graduate Early (EDGE) Program*, for submission to the Secretary of State's Office for final filing.

Mr. Roberts seconded the motion. Motion carried.

**9. Final Approval of Series 33, *Tech Scholars Scholarship Program***

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves Series 33, *Tech Scholars Scholarship Program*, for submission to the Secretary of State's Office for final filing.

Mr. Panza seconded the motion. Motion carried.

**Finance and Facilities**

**10. FY 2014 Budgetary Submission Request**

Mr. Baker moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves the fiscal year 2014 budget submission request as presented in the agenda item.

Mr. Panza seconded the motion. Motion carried.

Mr. Smith moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education send to the budget office and to the legislature a statement that the Council recommends there be no budget cuts in the community and technical college's line items due to the negative impact on educating students in the State of West Virginia and recommends to the community and technical college Governing Boards that they not approve tuition increases for the next year in support of exempting the colleges from budget reductions.

Bill Baker seconded the motion. Motion carried.

### **Executive Session**

It was noted for the record that the Council elected to remain in open session for the following items:

#### **11. Approval of Presidential Compensation Package at West Virginia University at Parkersburg**

Mr. Smith moved the adoption of the following resolution:

RESOLVED, That the West Virginia Council for Community and Technical College Education approves a contract change for the president of West Virginia University at Parkersburg as proposed by the institutional board of governors.

Mr. Walker seconded the motion. Motion carried.

### **Adjournment**

There being no further business the meeting was adjourned.

### **Next Meeting**

Location: WV Northern Community college  
Wheeling, WV  
Date: October 11, 2012  
Time: 9:00 a.m.

\_\_\_\_\_  
Robert Brown

Chairman

\_\_\_\_\_  
Gregory Smith

Secretary

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

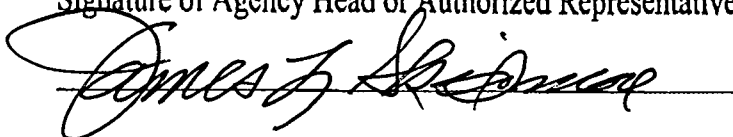
**MEMORANDUM**

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: August 21, 2012

Signature of Agency Head or Authorized Representative





WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Nelson B. Robinson Jr., Chair • James L. Skidmore, Chancellor

## 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.

FILED

2012 AUG 21 AM 10:40

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

OFFICE OF THE  
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. – August 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

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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 may offer credit for any validated EDGE course as “elective credit” and may 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.

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

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CTC shall apply EDGE credit to appropriate certificate and/or associate degree programs, and the credit shall be noted on the student's academic transcript upon enrollment to the college.

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.