

**WEST VIRGINIA
SECRETARY OF STATE
BETTY IRELAND
ADMINISTRATIVE LAW DIVISION**

Form #2

Do Not Mark In This Box

FILED

2007 AUG 30 PM 2: 15

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

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

RULE TYPE: Procedural CITE AUTHORITY: WV Code 18B-1-6

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 RULE BEING PROPOSED: 3

TITLE OF RULE BEING PROPOSED: Conversion of Non-Credit Training Activities to College-
Level Credit

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 October 1, 2007 AT 10:00 am ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

James L. Skidmore, Chancellor

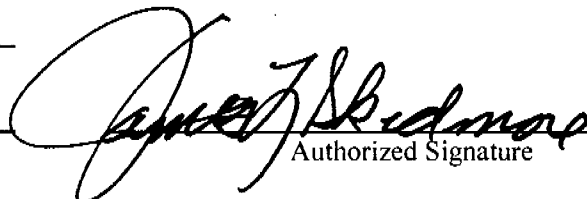
Community and Technical College

System

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

Rule Title: 135-3 Conversion of Non-Credit Training Activities to College-Level Credit

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

Contact: James L. Skidmore, Chancellor 558-0265

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.

There are no direct costs or revenues associated with this rule.

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

Rule Title: _____

Rule Title: 135-3 Conversion of Non-Credit Training Activities to College-Level Credit

3. Explanation of above estimates (including long-range effect):


Please include any increase or decrease in fees in your estimated total revenues.

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.

Date: 08/29/07

Signature of Agency Head or Authorized Representative



TITLE 135
PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

SERIES 3
CONVERSION OF NON-CREDIT TRAINING ACTIVITIES TO COLLEGE-LEVEL CREDIT

This rule provides guidelines and procedures for converting non-credit education and training activities to college-level credit. It will provide for system-wide consistency among community and technical colleges when converting non-credit activities to college-level credit.

The policy will provide an avenue for awarding non-credit workforce training for adults into college-level credit. The goal is to provide additional opportunities for adults to enter degree pathways and support the general public agenda of providing West Virginians with college credentials.

TITLE 135
PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
SERIES 3
CONVERSION OF NON-CREDIT TRAINING ACTIVITIES TO COLLEGE-LEVEL CREDIT

SECTION I GENERAL

- 1.1 Scope: Rule establishing guidelines and procedures for community and technical colleges to convert non-credit training activities to college-level credit.
- 1.2 Authority: West Virginia Code §18B-1-6
- 1.3 Filing Date:
- 1.4 Effective Date:

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SECTION II OPTIONS FOR AWARDING CREDIT

- 2.1 If a non-credit course is delivered utilizing the same competencies and number of contact hours as an existing college-level course, it can be granted that course number.
- 2.2 The Certificate in Technical Studies, AAS in Technical Studies, and AAS in Individualized Studies may be utilized to grant college-level credit for non-credit activity by applying the procedures and guidelines of those programs.
- 2.3 Special topic courses with institutional course numbering may be utilized to identify courses to be converted from non-credit to college-level credit.
- 2.4 Competency levels of appropriate non-credit courses can be cross-walked with required general education courses to determine what could be available for academic credit through an agreed upon assessment score.

SECTION III CREDIT CONVERSION FORMULA

- 3.1 For lecture courses, conversion of non-credit to college-level credit hours will be no less than 15:1 contact to credit hour.
- 3.2 For laboratory hours, conversion of non-credit to college-level credit hours will be no less than 30:1 contact to credit hour.

- 3.3 For on-the-job training activity, conversion of non-credit to college-level credit hours will be no less than 160:1 contact to credit hours.

SECTION IV COURSE DESCRIPTION

- 4.1 For each non-credit course being considered for college-level credit, the following information will be compiled:
- 4.1.1 Course title:
Listing of the full title of the course
 - 4.1.2 Credit hours:
The number of academic credit hours to be awarded
 - 4.1.3 Contact hours:
Actual number of course hours
 - 4.1.4 Topic description:
Brief overview of the topic
 - 4.1.5 Competencies:
Listing of competencies to be taught
 - 4.1.6 Outline:
Listing of the content to be covered in the course
 - 4.1.7 Learning Resources:
Listing of textbooks, handouts and other instructional material
 - 4.1.8 Suggested Method of Instruction:
Instructor's methodology and mode of instruction
 - 4.1.9 Methods of Evaluation/Grading:
Listing of activities, assignments and assessments that will be utilized to determine the grade
 - 4.1.10 An assessment will be used to document prior skill level attainment for the proposed college credit course.