

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

Form #5

Do Not Mark In This Box

2008 JAN 30 AM 11:44

SECRETARY OF STATE

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

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

CITE AUTHORITY: WV Code 18B-1-6

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 RULE BEING PROPOSED: Series 3

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

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS February 28, 2008


Authorized Signature

#4.40

FILED
2008 JAN 30 AM 11:44
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
STATE

**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: January 30, 2008
- 1.4 Effective Date: February 28, 2008

SECTION II PURPOSE

2.1 The purpose of this policy is to provide consistency among community and technical colleges in converting non-credit courses to credit. This policy will provide an opportunity for participants in workforce development and other non-credit courses to convert those courses to college-level credit and meet the goal of providing additional options for individuals to pursue a college credential and engage in life-long learning.

SECTION III OPTIONS FOR AWARDING CREDIT

- 3.1 If non-credit courses are delivered utilizing the same competencies as an existing college-level course, and the competencies have been met, it may be granted that course number.
- 3.2 Special topic courses with institutional course numbering may be utilized to identify courses to be converted from non-credit to college-level credit.
- 3.3 The Certificate in Technical Studies, Board of Governors AAS Degree, AAS in Technical Studies, AAS in Individualized Studies or other existing degree programs may be utilized to grant college-level credit for non-credit activity by applying the procedures and guidelines of those programs.
- 3.4 Competency levels of appropriate non-credit courses may be compared to required general education course competencies to determine academic credit to

be awarded through an assessment appropriate for the discipline as determined by the chief academic officer of the community and technical college or designee.

- 3.5 The actual awarding of college equivalent credit is made by the chief academic officer of the community and technical college or designee.

SECTION IV CREDIT CONVERSION FORMULA

- 4.1 For lecture courses, conversion of non-credit to college-level credit hours will be no less than 15:1 contact to credit hour.
- 4.2 For laboratory hours, conversion of non-credit to college-level credit hours will be no less than 30:1 contact to credit hour.
- 4.3 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.
- 4.4 For those courses delivered through an accelerated format and mastery of equivalent course competencies are documented, the contact to credit hour requirement may be waived.

SECTION V COURSE DESCRIPTION

- 5.1 For each non-credit course being considered for college-level credit, the following information will be compiled:
- 5.1.1 Course title:
Listing of the full title of the course
 - 5.1.2 Credit hours:
The number of academic credit hours to be awarded
 - 5.1.3 Contact hours:
Actual number of course hours
 - 5.1.4 Topic description:
Brief overview of the topic
 - 5.1.5 Competencies:
Listing of competencies to be taught
 - 5.1.6 Outline:
Listing of the content to be covered in the course
 - 5.1.7 Learning Resources:
Listing of textbooks, handouts and other instructional material
 - 5.1.8 Suggested Method of Instruction:
Instructor's methodology and mode of instruction

- 5.1.9 **Methods of Evaluation/Grading:**
Listing of activities, assignments and assessments that will be utilized to determine the grade
- 5.1.10 An assessment will be used to document prior skill level attainment for the proposed college credit course.

**WV Council for Community and Technical College Education
Meeting of January 25, 2008**

ITEM: Approval of Series 3, *Conversion of Non-Credit Training Activities to College-Level Credit*, for Final Approval

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia Council for Community and Technical College Education approves Series 3, Conversion of Non-Credit Training Activities to College-Level Credit, for submission to the Secretary of State's Office for final filing.*

STAFF MEMBER: James Skidmore

BACKGROUND:

Series 3 provides for guidelines and procedures for converting non-credit education and training activities to college-level credit. The adoption of this policy 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.

The policy was approved on August 24, 2007 to be placed on the mandatory thirty-day comment period. The following comments were received:

- 1) A suggestion was received to remove the phrase "and number of contact hours" from Section 3.1 and a statement added that competencies have been met and verified.
 - a. *This change was made in Section 3.1. and Section 4.4.*
- 2) A comment was received regarding the purpose of the policy.
 - a. *A purpose section was added as Section II.*
- 3) A comment was received requesting clarification of the term "cross-walked" in Section 3.4.
 - a. *The term "cross-walked" was replaced with the word "compared".*

- 4) A comment was received regarding what would be an agreed upon assessment score in Section 3.4.
 - a. *This was changed to "through an assessment appropriate to the discipline as determined by the chief academic officer of the community and technical college" in Section 3.4. This will enable the chief academic officer to determine the assessment and appropriate score for the discipline.*

- 5) A question was received as to whom determines the final decision on the awarding of credit.
 - a. *Section 3.4 was added to indicate the chief academic officer of the community and technical college determines if college-level credit is awarded for non-credit courses.*

- 6) A comment asked if only the programs listed in Section 3.2 are to be utilized for granting college-level credit.
 - a. *Section 3.2 allows for multiple programs to be utilized for converting credit.*

The recommendation is to approve Series 3, *Conversion of Non-Credit Training Activities to College-Level Credit*, with the changes as presented in the agenda. Additions and deletions are indicated with underscores and strikethroughs.

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:

SECTION II PURPOSE

- 2.1 The purpose of this policy is to provide consistency among community and technical colleges in converting non-credit courses to credit. This policy will provide an opportunity for participants in workforce development and other non-credit courses to convert those courses to college-level credit and meet the goal of providing additional options for individuals to pursue a college credential and engage in life-long learning.

SECTION III OPTIONS FOR AWARDING CREDIT

- 3.1 If a non-credit courses is are delivered utilizing the same competencies and number of contact hours as an existing college-level course, and the competencies have been met, it ~~can~~ may be granted that course number.
- 3.2 Special topic courses with institutional course numbering may be utilized to identify courses to be converted from non-credit to college-level credit.
- 3.3 The Certificate in Technical Studies, Board of Governors AAS Degree, AAS in Technical Studies, AAS in Individualized Studies or other existing degree programs may be utilized to grant college-level credit for non-credit activity by applying the procedures and guidelines of those programs.

- 3.4 Competency levels of appropriate non-credit courses ~~can~~ may be ~~cross-walked~~ with compared to required general education course competencies to determine what ~~could be available for academic credit to be awarded~~ through an agreed upon assessment ~~score~~ appropriate for the discipline as determine by the chief academic officer of the community and technical college or designee.
- 3.5 The actual awarding of college equivalent credit is made by the chief academic officer of the community and technical college or designee.

SECTION IV CREDIT CONVERSION FORMULA

- 4.1 For lecture courses, conversion of non-credit to college-level credit hours will be no less than 15:1 contact to credit hour.
- 4.2 For laboratory hours, conversion of non-credit to college-level credit hours will be no less than 30:1 contact to credit hour.
- 4.3 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.
- 4.4 For those courses delivered through an accelerated format and mastery of equivalent course competencies are documented, the contact to credit hour requirement may be waived.

SECTION V COURSE DESCRIPTION

- 5.1 For each non-credit course being considered for college-level credit, the following information will be compiled:
- 5.1.1 Course title:
Listing of the full title of the course
 - 5.1.2 Credit hours:
The number of academic credit hours to be awarded
 - 5.1.3 Contact hours:
Actual number of course hours
 - 5.1.4 Topic description:
Brief overview of the topic
 - 5.1.5 Competencies:
Listing of competencies to be taught
 - 5.1.6 Outline:
Listing of the content to be covered in the course

- 5.1.7 **Learning Resources:**
Listing of textbooks, handouts and other instructional material
- 5.1.8 **Suggested Method of Instruction:**
Instructor's methodology and mode of instruction
- 5.1.9 **Methods of Evaluation/Grading:**
Listing of activities, assignments and assessments that will be utilized to determine the grade
- 5.1.10 An assessment will be used to document prior skill level attainment for the proposed college credit course.

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.

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


