

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

Form #5

Do Not Mark In This Box

**FILED**

2005 AUG 26 A 9:50

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

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

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

CITE AUTHORITY: W. Va. Code 18B-1-6, 18B-2B-6, 18B-1-3(h)(2)

RULE TYPE: PROCEDURAL  INTERPRETIVE

EXEMPT LEGISLATIVE RULE

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W. Va. Code 18B-1-3(h)(2)

AMENDMENT TO AN EXISTING RULE: YES  NO

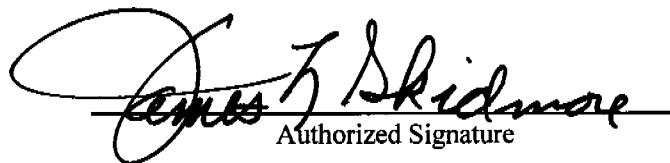
IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: 13

TITLE OF RULE BEING PROPOSED: Change in the Organization of Colleges or Schools

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE  
EFFECTIVE DATE OF THIS RULE IS September 30, 2005.

  
Authorized Signature

**TITLE 135  
PROCEDURAL RULE  
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE  
EDUCATION  
SERIES 13**

**CHANGE IN THE ORGANIZATION OF COLLEGES OR SCHOOLS**

**SECTION 1. GENERAL**

- 1.1 Scope – This rule establishes a process to change administrative organization within an institution.
- 1.2 Authority – *West Virginia Code* §18B-1-6, §18B-2B-6
- 1.3 Filing Date – March 19, 2002
- 1.4 Effective Date – April 19, 2002

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**SECTION 2. POLICY**

- 2.1 The governing board of an institution may implement changes, without approval of the Council in the organization of colleges, or schools, within the institution, for organizational efficiency or administrative purposes, but not to implement a major new program, service or structure. The president of the institution shall inform the Chancellor of any such change at least thirty (30) days prior to its implementation. The Council reserves the right to consider and take action, up to and including disapproval, on any change which changes the mission of the institution or affects the statewide master plan.
- 2.2 The president's written notification to the Chancellor shall confirm that appropriately elected faculty, classified employees, student representatives and/or organizations were consulted prior to implementing any organizational change to which this provision applies.
- 2.3 The organizational changes to which this provision applies do not include staff changes for existing positions within the institution or organizational changes below the college or school level.