

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

Form #5

Do Not Mark In This Box

FILED

2005 DEC 13 P 4: 26

WEST VIRGINIA
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 & Technical College Education TITLE NUMBER: 135

CITE AUTHORITY: 18B-2B-6

RULE TYPE: PROCEDURAL INTERPRETIVE

EXEMPT LEGISLATIVE RULE

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES NO

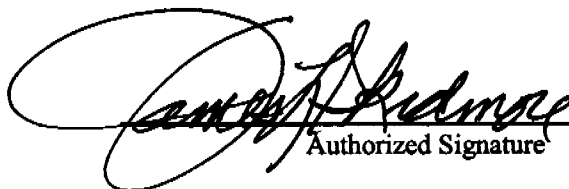
IF YES, SERIES NUMBER OF RULE BEING AMENDED: 18

TITLE OF RULE BEING AMENDED: Assignment of Academic Credit and Financing Noncredit
Instruction

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS January 12, 2006


Authorized Signature

#4.20

Dr. Stotler reviewed history of the program review process and the criteria for programs that are recommended for continuation and discontinuance.

Mr. Panza moved adoption of the following:

RESOLVED: That the WV Council for Community and Technical College Education receives the report on the summary of academic program review actions taken by WV Community and Technical Colleges for 2004-2005.

Ms. Scott seconded the motion. Motion carried.

C. Series 18, Assignment of Academic Credit and Financing Noncredit Instruction

Ms. Scott moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves Series 18, Assignment of Academic Credit and Financing Noncredit College Instruction, for submission to the Secretary of State's Office for a thirty-day comment period and that if no substantive comments are received, the Council extends its final approval.

Mr. Panza seconded the motion. ~~Motion carried.~~

D. Approval of Series 22, Grade Point Average for Certificate and Associate Degrees

Mr. Cole moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves Series 22, Grade Point Average for Certificate and Associate Degrees, for submission to the Secretary of State's Office for a thirty-day comment period and that if no substantive changes are received, the Council extends its final approval.

Mr. Smith seconded the motion. Motion carried.

E. Amendment of Series 35, Correspondence, Business, Occupational and Trade Schools

Mr. Panza moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves the amendments to Series 35, Correspondence, Business, Occupational and Trade Schools for submission to the Secretary of State's Office

for a thirty-day comment period and that if no substantive comments are received, the Council extends its final approval for submission to the Legislative Oversight Commission on Education Accountability (LOCEA).

Mr. Cavendish seconded the motion. Motion carried.

F. Report on College Courses for High School Students

Dr. Stotler provided comparative information on college courses for high school students. Mr. Panza requested a definition for Advanced Placement, Dual Credit and Earn a Degree-Graduate Early. Chairman Robinson stated that Dr. Flack and Dr. Stotler are working with institutions to ensure compliance to the policy. Mr. Cavendish suggested that Council read the outcome of the work done by Dr. Hopkins entitled, "*Vision for Student Success – High Schools for West Virginia's Future Taskforce Report – August 2005.*" Mr. Barton was asked to provide the number of students that are being reached and the institution serving them.

5. Finance and Facilities

A. Chargeback Update on WV State Community and Technical College and West Virginia State University

Pat Hunt defined the chargeback agreement and reported on the investigative study between WV State University and WV State Community and Technical College. The report will be available as soon as it is finalized.

B. Community and Technical College Finance Study Report

Chancellor Skidmore presented the recommendations of the Council Ad Hoc Finance Committee. Chairman Robinson wants to put institutions in categories for delivering high costs programs. Chairman Robinson asked presidents if they were having trouble with the match on HB 3009. They answered, yes. The full report will be brought to the Council.

6. General

A. Series 4, Rules and Administrative Procedures

Vice Chancellor Taylor presented this item.

Ms. Scott moved the following:

RESOLVED: That the WV Council for Community and Technical College Education approves revisions to Series 4, Rules and Administrative Procedures, for submission to the Secretary of State's Office for a thirty-day comment period and that if no substantive comments are received, the Council extends its final approval of the rule.

Mr. Panza seconded the motion. Motion carried.

B. Proposed Legislative Rule, WV Higher Education Grant Program

Vice Chancellor Taylor presented the information item.

8. Informational Items

A. Poll Worker Initiative

This initiative with the Secretary of State's Office was presented.

B. Committee Appointments

Mr. Panza and Mr. Cuomo will serve on the Academic Committee and Mr. Smith will serve on the Finance Committee.

C. Financial Aid Overview

Mr. Barton presented the agenda materials.

D. 2005 Compact Submission Process

Chancellor Skidmore presented the process to be utilized for the 2005 institutional compact revisions and evaluations.

9. Appointment of Institutional Board of Advisors

Mr. Cole moved the following:

RESOLVED: That the Institutional Board of Advisors recommendations for the Community and Technical College at WVU-Tech and Marshall Community and Technical College be approved.

Mr. Cavendish seconded the motion. Motion carried.

10. Other Action

Chairman Robinson suggested that Council act upon the recommendation included in the Executive Session.

Ms. Scott moved the following:

RESOLVED: That the salary increase be granted for the president of Southern WV Community and Technical College as requested by the Institutional Board of Governors.

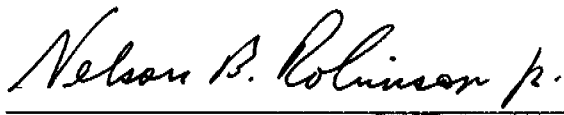
Mr. Cole seconded the motion. Motion carried.

11. Next Meeting

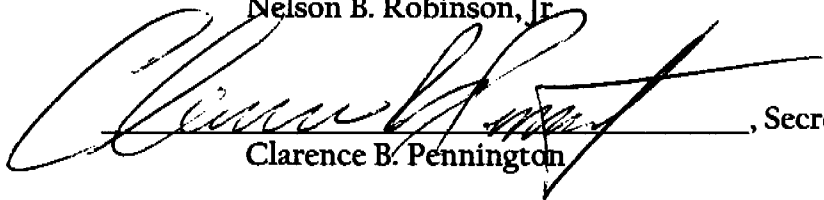
The next meeting will be held at 9:30 a.m. on December 8, 2005, at the India Center. There will be a joint meeting with the Higher Education Policy Commission at 1:30 p.m. at the same location.

12. Adjournment

There being no further business the meeting was properly adjourned.


_____, Chairman

Nelson B. Robinson, Jr.


_____, Secretary

Clarence B. Pennington

MINUTES

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

October 27, 2005

A meeting of the West Virginia Council for Community and Technical College Education was held on October 27, 2005, beginning at 9:50 A.M. at the India Center, South Charleston, West Virginia. Present at the meeting were Council members: Judi Almond, Stan Cavendish, James Cole, Jason Cuomo, John Panza, Ronald Radcliff, Nelson Robinson, Ruth Thompson Scott and Greg Smith. Council members not attending were Robert Brown, Mary Clare Eros, Clarence Pennington and Stanley Hopkins. Chancellor James Skidmore, Presidents, Advisory Council members and staff were present.

1. **Call to Order** – Chairman Robinson called the meeting to order. A roll call was made and a quorum was present.
2. **Oath of Office** – Mr. John Panza, Mr. Greg Smith and Mr. Jason Cuomo were administered the oath of office. Their appointments were effective September 20, 2005.
3. **Minutes**

Ms. Scott moved adoption of the following:

RESOLVED: That the minutes of September 15, 2005, be approved as presented.

Mr. Cavendish seconded the motion. Motion carried.

4. **Academic**

- A. **Faculty Instructional Load Policy**

Dr. Stotler presented the Faculty Instructional Load Policy for Fairmont State Community and Technical College.

Ms. Almond moved the adoption of the following:

RESOLVED: That the WV Council for Community and Technical College Education approves the Faculty Instructional Workload Policy at Fairmont State Community and Technical College.

Mr. Smith seconded the motion. Motion carried.

- B. **Report on Institutional Program Reviews for 2004-05**

**TITLE 135
PROCEDURAL RULE**

FILED

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

2005 DEC 13 P 4: 26

SERIES 18

ASSIGNMENT of ACADEMIC CREDIT and FINANCING NONCREDIT INSTRUCTION

OFFICE WEST VIRGINIA
SECRETARY OF STATE

1. GENERAL

- 1.1 Scope - This rule governs assignment of academic credit and financing noncredit instruction.
- 1.2 Authority - West Virginia Code § 18B-2B-6
- 1.3 Filing Date - December 13, 2005
- 1.4 Effective Date – January 12, 2006

2. POLICY

- 2.1 All courses and classes offered for academic credit must be acceptable toward a degree or certificate program(s) as approved by the institutional governing board, and if required, also approved by the Council for Community and Technical College Education and/or the institutionally-adopted general education program(s) as set forth in the college catalog(s). Courses and classes offered by an institution in a partnership arrangement with another West Virginia public state college or university must also count for academic credit toward a degree or certificate program(s) at the receiving institution.
- 2.2 Two exceptions may be made to this general policy:
 - 2.2.1 Those courses offered for remedial purposes in the basic academic skills areas (foundation programs);
 - 2.2.2 Certain specialized courses designed to meet the continuing education needs of public and private school personnel.
- 2.3 Courses and classes not qualifying for academic credit may be assigned C.E.U. value, in accordance with standards established by the appropriate institutional governing board.
- 2.4 Except as may be specifically allocated or approved by the council, no state appropriated funds may be utilized for the direct and identifiable costs of noncredit courses and classes. It is expected that course and class fees and/or contract or gift funds will cover all identifiable direct cost of noncredit courses and classes. In meeting the system goal to "provide high quality workforce development programs that meet the demands of West Virginia's employers and enhance the economic development efforts of the state," institutions are encouraged and expected to utilize state appropriated funds for workforce development efforts.



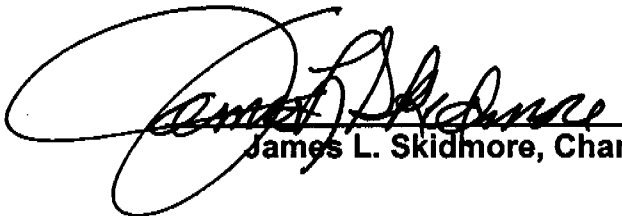
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

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

**Title 135
Series 18**

Assignment of Academic Credit and Financing Noncredit Instruction

The established comment period for the proposed rule began on November 7, 2005, and ended on December 7, 2005. Interested groups were notified and no comments were received.

 12/13/05
James L. Skidmore, Chancellor / Date

Brenda Smith

From: Brenda Smith
Sent: Monday, November 07, 2005 10:29 AM
To: 'Angie Wolford'; 'Bobbi Dodd'; 'Carma McKemy'; 'Debbie Richards'; 'Ellyn Alt'; 'Emma Baisden'; 'Linda Dudash'; 'Martin Olshinsky'; 'Nancy Giacomo'; 'Pat Swamm'; 'Patsy Bee'; Presidents (2-Year); 'Stephanie Neal'
Cc: Janene Seacrist; Jim Skidmore
Subject: Rules Filed for 30 Day Comment Period
Attachments: Series 4 Proposed Rule on Rules.doc; Series 18 Academic Credit Financing Noncredit CTC.doc; Series 20 CTCE NEW.wpd; Series 22 GPA CTC.doc; Series 35 Rule REVISED.doc

The attached Rules will be filed today for a thirty-day comment period that will end on December 7, 2005.

Brenda Smith

From: Brenda Smith
Sent: Tuesday, November 08, 2005 2:41 PM
To: 'sshurbut@shepherd.edu'; 'Lovett, Leslie'; 'rwycherley@northern.wvnet.edu'
Cc: Janene Seacrist; Jim Skidmore; Casey Neehouse; June Walker
Subject: Rules Filed for 30-Day Comment Period

Constituent Groups,

The WV Council for Community and Technical College Education filed five Rules for a 30-day comment period. The ending comment date is December 7, 2005. The Rules should appear on the CTC website soon. www.wvctcs.org/polprod.asp

If you have questions, please contact James L. Skidmore, Chancellor. 558-0265

Brenda

Brenda Smith

From: Brenda Smith
Sent: Tuesday, November 08, 2005 10:56 AM
To: Casey Neehouse; Justin Leadmon
Cc: June Walker
Subject: FW: Rules Filed for 30 Day Comment Period
Attachments: Series 4 Proposed Rule on Rules.doc; Series 18 Academic Credit Financing Noncredit CTC.doc; Series 20 CTCE NEW.wpd; Series 22 GPA CTC.doc; Series 35 Rule REVISED.doc

Per June's request.

From: Brenda Smith
Sent: Tuesday, November 08, 2005 10:29 AM
To: June Walker
Subject: FW: Rules Filed for 30 Day Comment Period

Rules for the Web site.

From: Brenda Smith
Sent: Monday, November 07, 2005 10:29 AM
To: 'Angie Wolford'; 'Bobbi Dodd'; 'Carma McKemy'; 'Debbie Richards'; 'Ellyn Alt'; 'Emma Baisden'; 'Linda Dudash'; 'Martin Olshinsky'; 'Nancy Giacomo'; 'Pat Swamm'; 'Patsy Bee'; Presidents (2-Year); 'Stephanie Neal'
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