

WEST VIRGINIA
SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #6

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE

AGENCY: State College System of West Virginia (Directors) TITLE NUMBER: 131

AMENDMENT TO AN EXISTING RULE: YES _____ NO X

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: Series 25

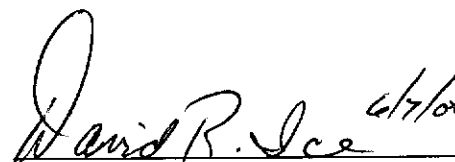
TITLE OF RULE BEING PROPOSED: Increased Flexibility for Freestanding Community
and Technical Colleges

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) SB 520

SECTION §18B-17-3m, PASSED ON March 9, 2000.

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE
ON THE FOLLOWING DATE: June¹², 2000


Secretary of Education and the Arts

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**TITLE 131
LEGISLATIVE RULE
STATE COLLEGE SYSTEM OF WEST VIRGINIA
BOARD OF DIRECTORS
SERIES 25**

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JUN 12 2 20 PM '00
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**TITLE: INCREASED FLEXIBILITY FOR FREESTANDING
COMMUNITY AND TECHNICAL COLLEGES**

SECTION 1. GENERAL

- | | | |
|-----|------------------|---|
| 1.1 | Scope - | Rule regarding the approval of new occupational programs for freestanding community and technical colleges, mode of delivery of such programs, and employment of faculty. |
| 1.2 | Authority - | West Virginia Code §18B-3-6 |
| 1.3 | Filing Date - | June 2, 2000 |
| 1.4 | Effective Date - | June 6, 2000 |

SECTION 2. DEFINITIONS

- | | | |
|-----|---|---|
| 2.1 | Board | State College System Board of Directors |
| 2.2 | Chancellor | State College System Chancellor |
| 2.3 | Freestanding Community
and Technical College | Eastern West Virginia Community and Technical College, Southern West Virginia Community and Technical College, West Virginia Northern Community College and any other college so designated by the Legislature. |

- | | | |
|-----|---------------------------|---|
| 2.4 | Occupational Program | Certificate or associate degree programs delivered by a freestanding community and technical college with the primary intent of preparing the student to enter employment upon completion of the program. |
| 2.5 | Temporary Faculty | Those faculty who have not been appointed in a tenure-track or tenured status. Their appointment may be full-time or part-time. |
| 2.6 | Two-Plus-Two Program | An academic program that is designed for the first two years to be delivered by a community and technical college culminating in an associate degree and articulated into a baccalaureate program without loss of credit. |
| 2.7 | Transfer Academic Program | An associate degree program delivered by a community and technical college for the primary purpose of providing the first two years of a baccalaureate degree program. |
| 2.8 | Module | A self-contained instructional component that is part of an overall course. |

SECTION 3. TECHNOLOGY IN THE DELIVERY OF COURSES AND PROGRAMS

- 3.1 Freestanding community and technical colleges are encouraged to incorporate the most effective and efficient use of technology in the delivery of courses and programs in order to make the best use of available resources and to control costs.
- 3.2 Each freestanding community and technical college shall submit to the Chancellor a five-year plan for increasing the use of technology in the delivery of courses.

SECTION 4. DELIVERY OF CURRICULA UTILIZING MODULES

- 4.1 Freestanding community and technical colleges will deliver curricula by utilizing smaller credit and non-credit modules, particularly in the delivery of workforce development programs intended for adults and employed individuals.
- 4.2 Each freestanding community and technical college will employ a system to break down curricula into smaller modules that is consistent across the campus and allows for maximum flexibility in formatting courses.
- 4.3 Each freestanding community and technical college will provide for professional development activities for those faculty involved in the development and delivery of curricula in smaller modules.

SECTION 5. FACILITATOR FOR BROKERING EDUCATION PROGRAMS

- 5.1 Each freestanding community and technical college will incorporate into its mission the roles of facilitator and broker of outside education and training programs that meet the needs of the residents and employers of the district.
- 5.2 The roles of facilitator and broker of outside education programs into the district will be incorporated into the overall workforce delivery strategy of each freestanding community and technical college.

SECTION 6. FACULTY TYPES AND CONDITION OF EMPLOYMENT

- 6.1 The goal for each freestanding community and technical college in the appointment of faculty is to limit the number of tenured and tenure-track faculty to no more than twenty percent of full-time faculty employed at the institution.
- 6.2 Appointments to the faculty are addressed in Series 36, *Academic Freedom, Professional Responsibility, Promotion and Tenure*, of the State College System rules. Faculty are classified either as tenure, tenure-track, or temporary. Faculty employed on a non-tenure track are designated as temporary faculty.

- 6.3 Temporary faculty are eligible for reappointment, though no number of appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.
- 6.4 The employment status of tenured and tenure-track faculty holding appointment at each of the freestanding community and technical colleges at the time of implementation of this rule shall not be affected.

SECTION 7. OCCUPATIONAL PROGRAM APPROVAL

- 7.1 New occupational programs at freestanding community and technical colleges may be implemented without approval by the Board. Two-plus-two programs and transfer education program approval will continue to follow the provisions of State College System Procedure Number 23.
- 7.2 Before the implementation of an occupational program at a freestanding community and technical college, the college must notify the Chancellor that such program is being implemented and the date the new program is to be placed on the official program inventory of the college.
- 7.3 Three (3) years after the date of implementation of the occupational program, the Board will conduct a post-audit review of the program.
- 7.4 The Board will request information from the college for the post-audit review that includes, but is not limited to the following:
 - 7.4.1 The goals and objectives of the program and the documented need the program was implemented to meet.
 - 7.4.2 A listing of the courses and the number of credit hours required for each.
 - 7.4.3 Headcount and full-time equivalency (FTE) enrollment and number of graduates for each year the program has been in existence.
 - 7.4.4 Placement rate of graduates and type of employment secured.
 - 7.4.5 The annual total expenditures to deliver the program and source of

funding.

- 7.4.6 Projection of future resource requirements and source of funding.
 - 7.4.7 Total number of full-time and part-time faculty per year to deliver the program.
 - 7.4.8 Listing of course delivery modes.
 - 7.4.9 Listing of advisory committee members and how the advisory committee has been utilized for program improvement.
 - 7.4.10 Program assessment measures that have been developed and implemented.
- 7.5 After completion of the post-audit review, should there be a recommendation for discontinuance of the program, the Chancellor shall make such recommendation to the Board for action.

SECTION 8. REPORTING

- 8.1 Each freestanding community and technical college will report annually to the Chancellor on the progress made in: (1) increasing the use of technology in the delivery of courses, (2) delivery of curricula utilizing modules, and (3) reaching the goal of the number of faculty tenured or in tenure-track positions to twenty percent (20%).
- 8.2 Reports will be completed on forms provided by the Chancellor.

**DEPARTMENT OF EDUCATION AND
THE ARTS
Office of the Secretary**



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Cecil H. Underwood
Governor

David R. Ice
Cabinet Secretary

June 7, 2000

The Honorable Ken Hechler
Secretary of State
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Dear Secretary Hechler:

I am hereby approving for final filing with your office the following legislative rule of the State College System Board of Directors:

Title 131, Series 25: Increased Flexibility for Freestanding Community and Technical Colleges.

The rule is attached.

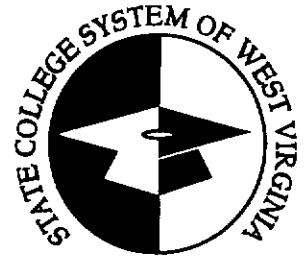
Sincerely,

A handwritten signature in black ink that reads "David R. Ice".

David R. Ice
Cabinet Secretary

cc Chancellor Trump

Enclosure



May 31, 2000

Mr. David Ice
Secretary, Education and the Arts
Building 5, Room 205
Capitol Complex
Charleston, WV 25305

Dear Secretary Ice:

The following legislative rule was approved by the full Legislature on March 9, 2000:

Title 131, Series 25: Increased Flexibility for Freestanding Community and
Technical Colleges

I would appreciate your reviewing the enclosed rule. Upon your approval, please
sign the enclosed forms and forward to the Secretary of State's office.

Should you have questions, please contact me.

Cordially,

A handwritten signature in black ink that reads "Clifford M. Trump". The signature is written in a cursive style with a long, sweeping underline.

Clifford M. Trump

Enclosures

cc: John Thralls
Jim Skidmore

Joseph C. Peters
Chair

Clifford M. Trump
Chancellor

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