

EXECUTIVE SUMMARY
WEST VIRGINIA BOARD OF EDUCATION

POLICY NUMBER AND TITLE: Policy 2420
Guidelines for Adult Education Programs

POLICY COMMENT PERIOD ENDS: January 16, 1998

BACKGROUND:

Policy 2420 was originally developed in 1989 following Senate Bill 14 providing for educational reform. The policy describes the shared responsibility of the State Board of Education and local boards of education to utilize public schools for education and workforce development for the adult population.

Purpose:

This policy provides guidance, technical assistance and assurance of compliance with legislative intent and state code. It includes an emphasis on life-long learning, family literacy, provision to serve adults in vocational education under the secondary school aid formula and the essential elements for the operation of Adult Basic Education programs.

FILED

Nov 14 3 13 PM '97

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

126CSR57

TITLE 126
PROCEDURAL RULE
BOARD OF EDUCATION

SERIES 57

ESTABLISHES GUIDELINES FOR COMPLIANCE WITH REDESIGN AND REFOCUS
OF VOCATIONAL EDUCATION, ADULT EDUCATION PROGRAMS AND
COMPUTATION FOR ADULTS ENROLLED UNDER THE SCHOOL AID FORMULA,
ADULTS IN NET ENROLLMENT (2420)

§126-57-Section-1. General.

1.1. ~~Scope. -- There have been, and continues to be, significant changes in technology, education training and work force demographics in West Virginia. Adults in West Virginia must react and adapt to these changes through adult education programs. Consequently, the West Virginia Board of Education and county boards of education have a shared responsibility to offer adult education classes at reasonable costs which accommodate the day and night working hours of adults. Today's world demands a well educated workforce, technically literate and poised for change. Family literacy should be re-enforced as a goal of our society. Learning must become a life-long goal and part of our every day life. Therefore, the West Virginia Board of Education and county boards of education have a shared responsibility to offer adult education programs in cooperation with employers, community groups and community colleges.~~

1.2. ~~Authority. -- West Virginia Code §18-9A-2.~~

1.3. ~~Filing Date. --~~

1.4. ~~Effective Date. --~~

1.5. ~~Repeal of Former Rule - None.~~

§126-57-Section-2. Redesign and Refocus of Vocational Education: Proposed New Rules
Adult Vocational-Technical Programs.

2.1. All adults who enter technical centers will should be assessed. Persons enrolled in technical education, not possessing a high school diploma or a G.E.D., must successfully complete the General Education Development (GED) test or the External Diploma Program before the technical education center may confer the a certificate of Applied Technical Studies.

2.1.1. The intake process for adults should include full disclosure of:

a. exact course title

b. number of hours of instruction to be provided

c. main learning goals and objectives

d. national certification to be earned with disclosure of any waiting periods or work requirements to sit for the exam

e. articulation available

2.1.2. New adult vocational technical education classes of 400 hours or more must be submitted to the Division of Technical and Adult Education Services for approval, regardless of funding source.

2.1.3. New one year certificate vocational technical programs must be approved by the Division of Technical and Adult Education Services and the West Virginia Joint Commission for Vocational-Technical-Occupational Education.

2.2. Adult training programs will should be offered in viable occupational areas identified by the ~~State Occupational Information Coordinating Council (SOICC)~~ because ~~business and industry expect highly skilled workers.~~

2.3. Local county personnel will should work closely with area ~~business and industry employers~~ to provide quality training and retraining programs for employees because ~~business and industry expect a trained work force; 45% of West Virginia's population over 25 has less than a 12th grade education.~~

2.4. ~~County technical education centers will offer classes leading to a Certificate of Applied Technical Studies in short blocks of time as outlines in the Redesign and Refocus of Vocational Education. Technical education centers are encouraged to include one-year certificates in Community College articulation agreements.~~

2.5. Class schedules and offerings must should be designed to meet student customer needs whether ~~day, evening or weekend,~~ to meet the needs of busy adults.

2.6. Counties shall should include adults in secondary technical programs when daytime schedules and enrollments permit.

2.7. ~~The county vocational-technical education center~~ facilities staff should actively recruit adults, especially from targeted groups such as veterans, economically disadvantaged and single parents ~~as well as other adults.~~

2.8. ~~The county vocational-technical education center facilities will~~ should participate in financial aid programs ~~as many adults are unemployed and cannot afford tuition.~~

2.9. ~~The county vocational-technical education center facilities will~~ should offer assessment, remediation, counseling and placement services ~~as a components of every~~ adult programs.

§126-57-Section 3. Funding Sources.

3.1. The West Virginia Board of Education will fund adult programs up to levels of funding available from State and Federal sources.

3.2. Schools will be assured of tuition and fees being paid if students receive financial assistance.

3.3. Tuition that is received ~~from students for classes should~~ will be used to start new classes and maintain currently established classes. "Any funds accruing from such tuition shall be credited to adult education in the current expense fund of the county board of education and reported each year as of June thirtieth in the manner required for other financial reports of the board." W. Va. Code 18-5-19b

3.4. As described in the ~~Senate Bill 14, W. Va. Code 18-9A-2,~~ counties will receive funding through school state aid formula monies for adults enrolled in secondary vocational programs.

3.4.1. All West Virginia adults qualify for technical training except under the following circumstances:

a. 1) Adults enrolled in other federal/state training programs and/or financial aid programs, such as JTPA, Migratory Education, Pell Grant, etc.

b. 2) Adults who obtain financial assistance from any federal or state financial aid program, while enrolled under the school aid formula through ~~Senate Bill 14~~ W. Va. Code 18-9A-2, immediately become ineligible under the school aid formula and are responsible for full payment of tuition and fees.

§126-57-4. Adult Basic Education (ABE): Essential Elements.

4.1. Adult Basic Education (ABE) programs will provide instruction in foundational skills related to employment, family, educational, civic and personal goals.

4.2. Each ABE program will develop a planning document that specifies program goals and objectives and is regularly reviewed and revised.

4.3. Each ABE program will develop and utilize a needs assessment system to determine the type of course offerings, preferred locations and class scheduling most appropriate to meet the needs of the community.

4.4. ABE programs will develop a system for obtaining continual community input and coordination to ensure that services are relevant, to avoid duplication of effort and to create a smooth transition of services for the adult learner.

4.5. ABE programs will target student recruitment activities toward adults most in need of educational and life skill services.

4.6. Curriculum and instruction will be geared to a variety of student learning styles and levels of student needs.

4.7. Emphasis will be placed on the use of technology as an instructional tool and a learning skill for participant use.

4.8. Adults with special learning needs will be identified and provided with appropriate accommodations for learning.

4.9. Community support services will be identified and utilized to meet the adult learner's needs.

4.10. ABE classes will be located in facilities that are safe, handicapped-accessible and conducive to learning.

4.11. Adult learners will be assisted to improve in foundational skills that: (1) support their educational needs; (2) enhance existing strengths; (3) enable them to function more effectively in their roles as worker, parent and citizen; and (4) prepare them for further education or training.

4.12. A data collection system will be utilized to document and record participant achievement.

4.13. ABE program instructors will participate in an ongoing process for professional development that considers the specific needs of its staff and adult learners.

4.14. A continuous improvement process will be executed to ensure that all services are of the highest quality and meet standards of accountability.

126-57-3. Funding Sources

126-57-4. Adult Basic Education (ABE): Essential Elements

RETURN COMMENTS BY JANUARY 16, 1998 TO:

*W.A. Wilcox
Director of Adult Education and JTPA
West Virginia Department of Education
Building 6, Room 230
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0330*

FISCAL NOTE WORKSHEET
(Submit 4 Copies)

HD NO _____ DRAFT NO _____ BILL NO _____ RESOLUTION NO _____

SUBJECT Policy 2420: Guidelines for Adult Education Programs FUND _____

SOURCE OF REVENUE: GENERAL FUND SPECIAL OTHER (SPECIFY) _____

COST OF ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

INCOME ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 & GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
PERSONAL SERVICES CURRENT EXPENSES REPAIRS/ALTERATIONS EQUIPMENT OTHER	\$	\$	\$	\$	\$
2. ESTIMATED TOTAL REVENUES	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

DATE

AGENCY

AUTHORIZED REPRESENTATIVE

October 28, 1997

West Virginia Department of Education

