

**WEST VIRGINIA
SECRETARY OF STATE
JOE MANCHIN, III
ADMINISTRATIVE LAW DIVISION**

Form #2

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2003 DEC 10 P 3:14

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: Higher Education Policy Commission TITLE NUMBER: 133

RULE TYPE: Procedural CITE AUTHORITY: WV Code § 18B-1-6

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 45

TITLE OF RULE BEING PROPOSED: Community and Technical College Faculty Instructional Load

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON January 10, 2004 AT 4:00 p.m. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

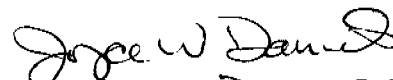
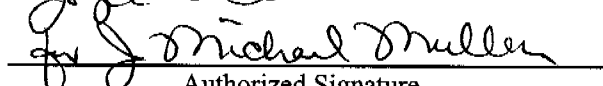
Office of the Chancellor

Higher Education Policy Commission

1018 Kanawha Blvd. East

Charleston, WV 25301

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.



Authorized Signature

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

**TITLE 133
PROCEDURAL RULE
HIGHER EDUCATION POLICY COMMISSION**

FILED

SERIES 45

2003 DEC 10 P 3:15

**TITLE: COMMUNITY AND TECHNICAL COLLEGE FACULTY
INSTRUCTIONAL LOAD**

OFFICE WEST VIRGINIA
SECRETARY OF STATE

SECTION 1: GENERAL

- 1.1 Scope: Rule establishing guidelines for community and technical colleges to utilize in developing a policy on faculty instructional loads.
- 1.2 Authority: West Virginia Code §18B-1-6
- 1.3 Filing Date:
- 1.4 Effective:

SECTION 2. ESTABLISHMENT OF GUIDELINES

- 2.1 The provisions of this section shall apply only to the establishment of a faculty instructional load policy at the Eastern WV Community and Technical College, Fairmont State Community and Technical College, New River Community and Technical College of Bluefield State College, Marshall University Community and Technical College, Shepherd Community and Technical College, Southern WV Community and Technical College, WV Northern Community College, WVU-Parkersburg, WVU Institute of Technology Community and Technical College, West Virginia State Community and Technical College, and any other community and technical colleges so designated by the West Virginia Legislature.

To facilitate the development of a policy at each community and technical college, the institution will submit the established policy to the WV Council for Community and Technical College Education for review and approval.

SECTION 3. FACULTY WORKLOAD GUIDELINES

- 3.1 Faculty are employed to perform instructional and other instructional related duties that meet the needs of the institution and the students it serves. The full-time instructional load for community and technical college faculty in West Virginia is to be fifteen credit hours or the equivalent per semester.

- 3.2. It is the responsibility of the president or provost of the community and technical college, in consultation with faculty, to submit a faculty instructional load policy to the WV Council for Community and Technical College Education that reflects a faculty instructional load of fifteen credit hours or the equivalent per semester.
- 3.3. A faculty instructional load may consist of credit and non-credit instruction as part of the primary instructional load.
- 3.4. It is the responsibility of the president or provost to set equivalency rules for faculty instructional loads by determining how laboratory instruction, unusual instructional situations and other modes of direct instructional contact will be counted toward determining instructional loads.
- 3.5. When establishing an instructional load policy, consideration should be given to, among other issues, the following:
 - 3.5.1. Types of courses, i.e. Lecture, laboratory, clinics;
 - 3.5.2. Total contact hours per semester;
 - 3.5.3. Section size;
 - 3.5.4. Class preparation;
 - 3.5.5. Coordinator and administrative equivalencies;
 - 3.5.6. Programmatic accreditation requirements;
 - 3.5.7. Summer school instructional load;
 - 3.5.8. Instructional load equivalencies unique to the individual institutions;
and,
 - 3.5.9. Geographic location of course delivery.

TITLE 133
Procedural Rule
Higher Education Policy Commission

Series 45

Community and Technical College Faculty Instructional Load

Summary:

This proposed procedural rule sets the expectation for the standard community and technical college faculty instructional load to be fifteen credit hours per semester. The rule allows flexibility for addressing individual institutional differences and unique situations when establishing instructional loads. The president or provost of the community and technical college has the responsibility of developing and submitting to the WV Council for Community and Technical College Education a policy reflecting the intent of the rule. The president or provost is also responsible for setting equivalency rules for instructional loads that take into account laboratory instruction or unique instructional situations.

This proposed rule was approved on December 5, 2003 by the Higher Education Policy Commission for submission to the Secretary of State's Office for the mandatory thirty-day comment period.

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APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: 133-45: Community and Technical College Faculty Instructional Load

Type of Rule: Legislative Interpretive Procedural

Agency: Higher Education Policy Commission

Address: 1018 Kanawha Boulevard East
Charleston, WV 25301

1. Effect of Proposed rule:

	ANNUAL FISCAL YEAR				
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
ESTIMATED TOTAL COST	-0-	-0-	-0-	-0-	-0-
PERSONAL SERVICES					
CURRENT EXPENSE					
REPAIRS & ALTERATIONS					
EQUIPMENT					
OTHER					

2. Explanation of Above Estimates:

No cost to implementation of this rule.

3. Objectives of These Rules:

This rule establishes guidelines for community and technical colleges to utilize in developing a policy on faculty instructional loads.

Rule Title: 133-45: Community and Technical College Faculty Instructional Load

4. Explanation of Overall Economic Impact of Proposed Rule:

A. Economic Impact on State Government:

None

B. Economic Impact on Political Subdivisions; Specific Industries; Specific Groups of Citizens:

None

C. Economic Impact on Citizens/Public at Large.

None

Date: December 10, 2003

Signature of Agency Head or Authorized Representative:





WEST VIRGINIA
H I G H E R
E D U C A T I O N
P O L I C Y
C O M M I S S I O N

J. Thomas Jones
Chairman

J. Michael Mullen
Chancellor

December 10, 2003

FILED
2003 DEC 10 P 3:14
OFFICE WEST VIRGINIA
SECRETARY OF STATE

The Honorable Joe Manchin
Secretary of State
State Capitol
Charleston, WV 25305

Dear Secretary Manchin:

On behalf of the Higher Education Policy Commission, I am filing notice of a public comment period on:

**Title 133, Series 45: Community and Technical College Faculty
Instructional Load**

The rule was approved on December 5, 2003, by the Higher Education Policy Commission.

Sincerely,

J. Michael Mullen
Chancellor

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