

FORM OF ORDER AND TRANSMITTAL BY BOARD, COMMISSION, OR COUNCIL

State of Washington

State Board for Community College Education

(name of governing body)

(agency name, if applicable)

Resolution No. 80-14

Administrative Order No. 82

(1) Be it resolved by the State Board for Community College Education

acting at Olympia, Washington

(place)

that it does promulgate and adopted the annexed rules relating to:

community college personnel standards for vocational administrators, instructional and counseling personnel.

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 80-08-44 filed with the code reviser on June 30, 1980. Such rules shall take effect:

- [X] pursuant to RCW 34.04.040(2).
[] at a later date, such date being

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, find that an emergency exists and that the foregoing order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of RCW 34.04. (1977 c 19 § 2) that "every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules" (fill in statement (a), (b), or (c) as appropriate):

[X] (a) This rule is promulgated pursuant to RCW 28B.50.090 (7)(a) and is intended to administratively implement that statute.

[] (b) This rule is promulgated pursuant to RCW which directs that the

(agency)

has authority to implement the provisions of

(name of act or RCW citation)

[] (c) This rule is promulgated under the general rule-making authority of the

(agency)

as authorized in RCW

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

STATE OF WASHINGTON

This order after being recorded in the order register of this governing body is herewith transmitted to the Code Reviser for filing pursuant to chapter 34.04 RCW and chapter 1-12 WAC.

APPROVED AND ADOPTED August 22, 19 80

SEP 8 1980

By Gilbert J. Carbone Assistant Director

CODE REVISER'S OFFICE WSR 80-13-011

Title

September 5, 1980

RULE PURPOSE STATEMENT

- (a) Title: State Board for Community College Education (SBCCE) Personnel Standards
Description of purpose:
To modify minimum standards of qualifications and credentialing of vocational education instructional, counseling and administrative personnel employed in the community college system.
Statutory authority:
RCW 28B.50.090(7)(a)
- (b) Summary of Rule. Reasons supporting proposed action:
To re-shape personnel standards consistent with the circumstances of time by (a) clarifying certain definitions, particularly as they relate to part-time vocational instructors; (b) bringing references to gender into line with affirmative action thrusts; (c) improving upon the means by which vocational practitioners may acquire professional improvement credits for certification purposes; and (d) clarifying conditions for certification of vocational counselors.
- (c) Agency personnel responsible for:
Drafting: James L. Blue, State Board for Community College Education, 753-0878
Implementation: John N. Terrey, State Board for Community College Education, 753-7412
Enforcement: Richard G. Moe, State Board for Community College Education, 753-3662
- (d) Organization proposing rule:
Staff of State Board for Community College Education, a governmental agency.
- (e) Agency comments:
See above.
- (f) Rule not necessary as result of federal law or federal or state court action.



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- (e) **Agency comments:**
See above.
- (f) **Rule not necessary as result of federal law or federal or state court action.**

AMENDATORY SECTION (Amending Order 5, filed 12/12/69)

WAC 131-16-070 ADOPTION AND PUBLICATION OF DISTRICT PERSONNEL SELECTION PRACTICES AND STANDARDS REQUIRED. Each community college district board of trustees shall adopt and publish a statement of personnel selection practices and standards governing all nonclassified service personnel which are designed to ensure high standards of excellence in all phases of district operations, satisfy the standards of regional and national accrediting organization, and provide for a professional staff representing a wide range of educational and professional experience. Such personnel practices and standards shall be consistent with WAC 131-16-080 (~~and WAC 131-16-090~~).

AMENDATORY SECTION (Amending Order 22, filed 11/27/73)

WAC 131-16-080 GENERAL STANDARDS OF QUALIFICATIONS FOR COMMUNITY COLLEGE PERSONNEL. Prior to employment of candidates to perform professional services in Washington community colleges, the district board of trustees shall establish that the candidate possesses:

- (1) Scholarship ~~and/or~~ technical skill that represents appropriate study ~~((or))~~, training, ~~and~~ skills in the proposed area of assignment,
- (2) Expertise as a practitioner as evidenced by reports of former associates and supervisors,
- (3) A demonstrable understanding and acceptance of the role ~~((he is to play))~~ to be played as a partner in an educational enterprise serving the best interests of the students,
- (4) A demonstrable understanding and acceptance of the mission, role, and character of the community college,
- (5) The ability to perform ~~((his))~~ assigned duties in a manner consistent with the goals of the institution and the community college system, and
- (6) Personal characteristics that contribute to ~~((his))~~ the ability to promote the welfare of the students, the institution, and the state of Washington.

AMENDATORY SECTION (Amending Order 22, filed 11/27/73)

WAC 131-16-091 ADDITIONAL QUALIFICATIONS IN AREAS OF SPECIALIZATION. In addition to the general standards required by WAC 131-16-080 and chapter 490-28A WAC in the case of vocational education personnel, the district board of trustees shall establish that candidates for appointment meet or exceed the following standards in their areas of specialization:

- (1) Professional personnel performing services for which advanced degrees are normally available shall hold the equivalent of a master's degree in the field of their educational service from an accredited

college or university or a bachelor's degree and extensive professional experience in the field of their educational service.

(2) Professional personnel in vocational fields or other specialized areas for which advanced degrees are not normally available shall have sufficiently broad and comprehensive training and work experience that particularly qualifies them to provide instruction in their area of specialization.

(3) Vocational education teaching personnel must have recent work experience beyond the learning period as a fully qualified worker in the occupation that will be taught. The minimum work experience shall be equal to the recognized learning period required to gain competence in the occupation, but shall be in no case less than two calendar years of full-time work or its equivalent, which shall be the number of hours worked by full-time people during a two-year period in the occupation to be taught. (~~Vocational counselors shall meet the work experience requirement by demonstrating work experience in one or more occupations other than professional education, which is cumulative to at least two years.~~)

(a) Minimum work experience for apprenticeable occupations will be equal to the learning period then currently registered with the state Department of Labor and Industries.

(b) Minimum work experience in occupations requiring state licensing will be two calendar years subsequent to receipt of license, unless the occupation is also an apprenticeable trade.

(c) Minimum work experience for all other trades and occupations will be two calendar years of full-time employment or ~~(the)~~ its equivalent, which shall be the number of hours worked by full-time people during a two-year period in the occupation to be taught subsequent to the recognized learning period.

(d) Recent work experience shall be defined as employment full-time for six months or ~~(the)~~ its equivalent, which shall be one-fourth of the hours defined as a full-time equivalent in subsection (3) of this section in the occupation to be taught within the two years immediately preceding initial vocational certification.

~~(e) One year full-time employment shall mean that which is the standard for the occupation.~~

~~((3))~~ (4) All other vocational ~~(educational)~~ education teaching personnel including instructors of vocationally related courses, teachers' aides, lab assistants, and tutors, who do not meet the work experience and educational requirements specified above may be employed either on a full-time or part-time basis, provided that such individuals shall possess appropriate technical skills and knowledge in the specific program area assigned, and provided further that such individuals shall work under the direct supervision of, or in direct coordination with, an appropriately certified professional. Each college district shall maintain ~~(appropriate)~~ job descriptions for each position in this category.

(5) Vocational counselors shall meet the minimum work experience requirement by verifying work experience in one or more occupations other than professional education, which is cumulative to at least two years of full-time employment as defined in subsection (3) of this section. Vocational counselors shall be certified only if they have had preparation in vocational counseling, testing, and occupational information.

~~((4))~~ (6) General administrative personnel shall have advanced training or experience relevant to their assigned duties. The chief administrator shall hold an earned doctorate from an accredited university or have equivalent administrative expertise as demonstrated by successful performance of broad administrative responsibilities.

~~((5))~~ (7) Vocational administrative personnel, including the chief vocational education officer or other individual assigned that responsibility (commonly referred to as the vocational director), and all other subordinate vocational education administrative personnel must have been employed as a full-time vocational education instructor for at least three academic years or have equivalent teaching experience in industry or other public agencies and they must have had at least two calendar years of accumulated experience in the capacity of a supervisor in education, business, industry, a public agency, or an equivalent volunteer community service. In addition, such individuals must have demonstrated to the employing agency (~~his/her~~) a commitment to and understanding of vocational education. Industry and public agency experience will be evaluated at no more than a one-to-one basis.

~~((6))~~ (8) Persons employed prior to the effective date of this document shall comply with these standards unless they were qualified on the basis of standards which were in effect in the 1969 Washington State Plan for Vocational Education. All persons shall comply with the provisions of WAC 131-16-092 and (~~WAC~~) 131-16-093 regarding certification and renewal of certificates.

~~((7)-Exceptions-to-the-above-work-experience-standards--relating-to--vocational--personnel--shall--be--documented--through--procedures--set--forth--in--Sections--4.34.67--4.34.77--and--4.35.4--of--the--State--Plan--for--Vocational--Education:))~~

AMENDATORY SECTION (Amending Order 22, filed 11/27/73)

WAC 131-16-092 MAINTAINING AND IMPROVING OCCUPATIONAL AND TEACHING COMPETENCIES FOR VOCATIONAL ADMINISTRATORS, INSTRUCTORS AND COUNSELORS. It shall be the responsibility of the president of each institution or district to assure compliance with the following standards, which must be met or exceeded by all districts:

(1) The institution or district will certify through the vocational director each instructor and vocational counselor and maintain documentation of such certification. The certificate and the documentation on file shall specify the function and/or the specific occupational area for which the individual is certified.

(2) Each full-time contracted professional shall have an individual improvement plan developed in consultation with and approved by (~~the appropriate dean or his designee and~~) the vocational director or designee. (~~Recommendations of the appropriate advisory committee should be taken into account in developing the individual improvement plan:))~~ The vocational director shall maintain a file of all such plans.

(3) Part-time (~~professional~~) teaching personnel must have temporary certification and shall obtain a one-year certificate (~~by the~~

~~end-of-the-equivalent-of-one-academic-year-of-full-time-instruction-or-counseling)) upon the accumulated completion of forty-five quarter credits (or forty-five credit equivalents) of teaching. Individual professional improvement plans shall be established and approved for part-time personnel ((by-the-time-they-have-achieved-the-equivalent-of-one-year--of--full-time--employment)) upon issuance of a one-year certificate.~~

~~(4) Part-time counselors shall obtain a one-year certificate upon completion of the equivalent of one full academic year of counseling responsibility. Individual professional improvement plans shall be established and approved upon issuance of a one-year certificate.~~

~~(5) Full-time ((instructors-or-counselors)) professional personnel may not be employed on the basis of a temporary certificate for a period of more than one year.~~

~~((15)) (6) Certification under the above standards is a condition of continued employment for all vocational education personnel.~~

AMENDATORY SECTION (Amending Order 22, filed 11/27/73)

WAC 131-16-093 TYPES OF VOCATIONAL EDUCATION CERTIFICATES. For the purposes of this section, equivalency shall mean in each case that the employee shall successfully complete the objectives outlined in ~~((his))~~ the improvement plan. In issuing certificates for vocational education personnel, the college district shall utilize the following nomenclature and shall meet the standards set forth:

~~(1) ((A--"temporary-certificate"--shall--be--issued--to--vocational-instructors--or--counselors--provided--that--such--individuals--shall--be--required--to--complete--a--minimum--of--fifteen--contact--hours--of--teaching--orientation--or--the--equivalent--to--begin--no--later--than--the--first--day--of--employment--Vocational-counselors--shall--be--certified--only--if--they--have--had--appropriate--successful--preparation--in--vocational--counseling--and--testing--A--temporary--certificate--is--renewable--only--for--part-time--instructors)) Temporary certificate.~~

~~(a) Vocational instructors shall be issued a temporary certificate provided that such individuals shall be required to complete a minimum of fifteen contract hours of teaching orientation or the equivalent to begin no later than the first day of employment. A temporary certificate is renewable only for part-time instructors who have not accumulated forty-five quarter credit hours, or equivalency, of teaching.~~

~~(b) Vocational counselors shall be issued a temporary certificate provided that such individuals have met the requirements set forth in WAC 131-16-091(5).~~

~~(2) ((A--"one-year-certificate"--shall--be--issued--to--instructional--personnel--who--have--completed--the--minimum--requirements--for--a--temporary--certificate--and--who--in--addition--have--completed--thirty--contact--hours--in--the--course--"Elements-of-Teaching"--or--the--equivalent--as--determined--by--the--vocational--director--A--one-year--certificate--may--be--issued--to--counselors--who--have--completed--the--minimum--requirements--for--a--temporary~~

certificate and who in addition have completed a minimum of three professional improvement units in accordance with the individual improvement plan:--A one-year certificate may be renewed no more than twice after initial issuance for each year of full-time equivalent instruction)) One-year certificate.

(a) Instructional personnel who have completed the minimum requirements for a temporary certificate and who, in addition, provide documentation of teaching competency as demonstrated by having satisfactorily completed a minimum of three credits in courses concentrated upon the elements of teaching, or the equivalent, shall be issued a one-year certificate. A one-year certificate may be renewed no more than once after initial issuance for each year of full-time equivalent instruction, except that in the case of part-time instructors, a one-year certificate may be continued until the equivalent of one year of teaching (45 quarter credits) has been completed.

(b) Counselors may be issued a one-year certificate upon completion of the minimum requirements for a temporary certificate and who, in addition, have completed a minimum of three professional improvement units in accordance with the individual improvement plan. A one-year certificate may be renewed no more than once after initial issuance for each year of full-time equivalent counseling.

(3) ((^u)) Three-year certificate ((^u)). (Optional with the local district).

(4) ((A-^ufive-year-certificate-{initial})^u-shall-be-issued-to-professional-personnel-who-have-completed-a-minimum-of-two-years-of-conditionally--certified--teaching--or--counseling--service;--who-have-in-addition-to-the-one-year-certificate-requirements-completed-a-minimum-of--thirty--contact-hours-in-the-course--"Occupational-Analysis"--or-its-equivalent;--and-who-have-completed-a-minimum-of-three-additional-professional-improvement--units--in--accordance--with--the--individual's-improvement-plan:--In-addition-to-the-above;--instructional--personnel-must--have--completed--at--least--thirty--contact-hours-in-the-course--"Course-Organization"--or-its-equivalent-and-counseling-personnel--must-have--completed--at--least--thirty-contact-hours-in-the-course--"Occupational-information"--or--its--equivalent)) Five-year certificate (initial).

(a) Instructional personnel shall be issued a five-year certificate upon completion of two years of teaching service, who have, in addition to the one-year certificate requirements, documentation of competency as demonstrated by having satisfactorily completed a minimum of three credits in courses dealing with the techniques of occupational analysis, or equivalent, a minimum of three credits in courses concentrated upon the principles of vocational course organization or equivalent, and who have completed a minimum of three additional professional improvement units in accordance with the individual's improvement plan.

(b) Counseling personnel shall be issued a five-year certificate upon completion of two years of counseling service, who provide in addition to the one-year certificate requirements, documentation of competency as demonstrated by having satisfactorily completed a minimum of three credits in courses dealing with the techniques of occupational analysis, or equivalent, and who have completed a minimum of six additional professional improvement units in accordance with the individual's improvement plan.

(5) ~~((A--"))~~ Five-year certificate (renewal) (""). A five-year renewable certificate shall be issued to professional personnel who have completed a minimum of fifteen professional improvement units during the previous five-year period in accordance with the individual's improvement plan. ~~((For instructional personnel, emphasis should be placed on field or work experiences where appropriate and in accordance with the individual improvement plan; For counseling personnel, it is recommended that a minimum of seven must be in the field or work experiences and a minimum of three in organized counseling improvement))~~ Professional improvement plans initiated after July 1, 1980, shall, if deemed appropriate, include work experience as defined in WAC 131-16-094(1), and no more than ten professional units in any one category as defined in WAC 131-16-094 shall apply.

(6) The vocational director shall be responsible for the designation of approved course equivalents.

AMENDATORY SECTION (Amending Order 22, filed 11/27/73)

WAC 131-16-094 DEFINITION OF PROFESSIONAL IMPROVEMENT UNITS. The following standards shall be used in the determination of professional improvement unit values for vocational certification by the college districts.

(1) Each ~~((full-work-week))~~ forty hours of ~~((appropriately-pre-planned))~~ planned, preapproved, paid ((field)) work ((or--clinical)) experience shall be equal to one professional improvement unit.

(2) One credit on the quarter system or two-thirds credit on the semester system earned in accredited programs at colleges or universities shall be equal to one professional improvement unit provided it is in compliance with the professional improvement plan.

(3) Each ~~((full-day-of-preplanned-participation-in-conferences and-seminars-shall-be-equal-to--20--professional-improvement-units, provided--that--such--activities--are--in--addition--to--those--covered--by--the--normal--contractual--obligations))~~ accumulated twenty hours of pre-planned participation in activities, such as conferences, seminars, workshops, or symposiums shall be equal to 1.0 professional improvement unit.

(4) ~~((Each--day--of--preplanned-experience-in-either-domestic-or-foreign-travel-related-to-the-individual's-instructional-area-shall-be-equal-to--20--professional-improvement-units;~~

~~(5))~~ Additional professional improvement units may be granted as approved in the individual improvement plan on the basis of independent research and individual development activities ((in-excess-of-the-normal--contractual-obligations)) of the instructor ~~((or))~~, counselor, or administrator in excess of the normal contractual obligations.

(5) The vocational director shall be responsible for the approval of professional improvement plans, equivalencies, and units as stated in WAC 131-16-092, 131-16-093, and 131-16-094.