



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans

President

22 May 2018

IMPORTANT INFORMATION

MEMORANDUM

TO: Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

FROM: Q. Shanté Martin, *NCCCS General Counsel*

RE: **Proposed Adoption of 1D SBCCC 300.10 – “Work-Based Learning”**

On 18 May 2018, the State Board of Community Colleges (“SBCC”) voted to initiate rulemaking to adopt 1D SBCCC 300.10 – “Work-Based Learning.” The SBCC is initiating the rulemaking process to adopt this proposed rule to provide structure by enabling colleges to effectively provide work-based learning experiences to students and to align Workforce Continuing Education requirements in this area to those existing in curriculum programs. This action addresses the deletion of 1G SBCCC 200.94(d) and supports the efforts to move program specific rules and definitions to the appropriate chapters within the State Board Code.

The proposed adoption is published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the proposed rule is attached to this memorandum. Please post a copy of the proposed rule in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on June 21, 2018.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on June 5, 2018.**

Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

CC18-020
E-mail Copy

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 22 May 2018

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Adopt 1D SBCCC 300.10 – “Work-Based Learning”
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Specify whether the SBCC proposes to adopt amend, or repeal a rule:

Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
X		

Rationale for proposed adoption, amendment or repeal:	<p>Request to Amend, 1G SBCCC 200.94 by removing subparagraph (d) Extension Student Work Experience and Clinical Practice and replace with 1D SBCCC 300.9 Clinical Practice and 1D SBCCC 300.10 Work-based Learning.</p> <p>The existing language within 1G SBCCC 200.94(d) is no longer responsive to the clinical and work-based learning requirements that colleges require to respond to student and industry needs.</p> <p>The adoption of 1D SBCCC 300.9 and 1D SBCCC 300.10 will create structure to enable college to effectively provide clinical and work-based learning experiences to students and to align Workforce Continuing Education requirements in these areas to those existing in curriculum programs.</p> <p>This action also supports the efforts to move program specific rules and definitions to the appropriate chapters within the State Board Code.</p>
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Proposed Effective Date of Rule	August 1, 2018
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1 **STATE BOARD OF COMMUNITY COLLEGES**
2 **TITLE 1 – COMMUNITY COLLEGES**

3
4 **CHAPTER D. EDUCATION**

5
6 **SUBCHAPTER 300. CONTINUING EDUCATION**

7
8 **1D SBCCC 300.10 Work-Based Learning**

9 (a) Definition. Work-Based Learning involves the development of job skills and an
10 opportunity for career exploration by providing the student with work experience that
11 is coordinated with the educational program.

12 (b) Types of Work-Based Learning may include paid or unpaid internship, pre-
13 apprenticeship, registered apprenticeship, and practicums required for a state-
14 regulated or industry-recognized credential.

15 (c) Work-Based Learning Course Section Criteria:

16 (1) Twenty (20) hours is the minimum instructional hours for a Work-Based Learning
17 course section.

18 (2) Colleges must include a student orientation component not to exceed four
19 instructional hours and a post-training student and employer evaluation
20 component not to exceed two instructional hours.

21 (3) Student membership hours may be reported for budget FTE as regularly
22 scheduled or non-regularly scheduled as defined in 1G SBCCC 200.94(a)-(b).

23 (4) Work-Based Learning course sections must be linked to a Workforce Continuing
24 Education course that meets the following criteria:

25 (A) Is aligned with the skill development practiced in the work experience
26 environment as identified in the Measurable Learning Outcomes (MLO) defined
27 in 1D SBCCC 300.10(f)(6)(C);

28 (B) Scheduled for 96 instructional hours or more; and

29 (C) Leads to a state-regulated or industry-recognized credential.

30 (d) Colleges must develop and implement local procedures to ensure compliance with
31 the Work-Based Learning criteria.

1D SBCCC 300.10 is proposed for adoption as follows:

1 (e) Student Eligibility Criteria:

2 (1) Must meet then-current age and employment requirements referenced in G.S. 95-
3 25.5.

4 (2) Must be enrolled in a Workforce Continuing Education course meeting the criteria
5 specified in 1D SBCCC 300.10(c)(4).

6 (3) Must have completed at a minimum 48 instructional hours within the Workforce
7 Continuing Education course prior to entering the Work-Based Learning
8 experience.

9 (4) Must submit an application for placement in a course section and meet course
10 requirements.

11 (5) Must meet all job-specific requirements of the employer.

12 (f) Program Requirements.

13 (1) College staff must plan and coordinate student activity in Work-Based Learning
14 course sections.

15 (2) College staff, who meet instructional qualifications and are paid with college
16 funds, will supervise Work-Based Learning experiences.

17 (3) The employer is responsible for the supervision of the student while the student
18 is at the job site.

19 (4) Students may work at multiple job sites and be supervised by multiple employers.

20 (5) Students must receive at least one mandatory site visit with the coordinating
21 college staff.

22 (6) Colleges must retain a student file that contains the following documents:

23 (A) Current student transcript to document the Work-Based Learning aligned
24 courses;

25 (B) Completed Work-Based Learning application;

26 (C) Measurable Learning Outcomes. MLOs are agreed upon experiences that
27 students will obtain while working. The job description must contain a list of
28 general tasks, or functions, and responsibilities of a position;

29 I. The student, college staff, and employer must develop and agree to the
30 MLOs identified.

1D SBCCC 300.10 is proposed for adoption as follows:

1 II. There must be a minimum of three MLOs for each Work-Based Learning
2 experience. A job description listing general tasks, functions, and
3 responsibilities of the Work-Based Learning position may be used in lieu of
4 MLOs.

5 III. The student, college staff, and employer must sign an agreement to the
6 established MLO expectations prior to the beginning of the Work-Based
7 Learning experience.

8 (D) Documentation of an employer consultation between the college, employer
9 and student;

10 (E) Documentation of an evaluation of the student by the employer;

11 (F) Documentation of student hour tracking through timesheets or other related
12 reports; and

13 (G) Colleges may substitute an ApprenticeshipNC Registered Apprenticeship or
14 Pre-Apprenticeship agreement in lieu of requirements in 1D SBCCC
15 300.10(f)(6)(C) for students enrolled in a college Registered Apprenticeship or
16 Pre-Apprenticeship program.

17
18 *History Note: Authority G.S. 115D 5;*

19 *Eff. _____*