

5/20/91

STATE OF MINNESOTA

MINNESOTA TECHNICAL COLLEGE SYSTEM
State Board of Technical Colleges
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

OFFICE MEMORANDUM

TO: The Legislative Commission to Review Administrative
Rules
Maryanne Hruby, Director
55 State Office Building
St. Paul, MN 55155

FROM: Georgia Pomroy, GP License Revision Specialist

DATE: May 15, 1991

PHONE: 296-3929

SUBJECT: Rules for Publication, *State Register*
May 20, 1991 - Related Subjects, Business and Office,
Reenactment and Validation

We have attached a SONAR for an Intent to Adopt rules for Related Subjects rules (3515.6005); Business and Office rules (3700.0305-3700.0315, 3700.0325-3700.0340, 3700.0350, 3700.0370, 3700.0375, 3700.0377, 3700.0381); Reenactment and Validation of Minnesota Rules parts 3515.5700, 3515.5900, 3515.6000, 3515.6100, 3515.6200 and 3515.6700 be published in the *State Register* on May 20, 1991, in accordance with Minnesota Statutes, Sections 14.231 and 14.23.

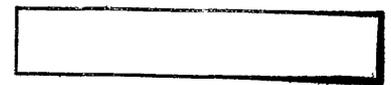
Please contact me if you have any questions.

GP:lrw
SONAR.B&O

Attachment

The Legislative Commission to
Review Administrative Rules

MAY 17 1991



NEED AND REASONABLENESS

3515.6005 POSTSECONDARY RELATED SUBJECTS INSTRUCTOR
3700.0305 TO 3700.0381 BUSINESS AND OFFICE LICENSURE
REENACTMENT AND VALIDATION

BACKGROUND

The statutory authority for the technical college board to promulgate these rules is contained in Minnesota statutes section 136C.04, subd. 9 which states:

Licensure. The state board may adopt rules, according to the provisions of Chapter 14, for licensure of teaching, support, and supervisory personnel in postsecondary and adult vocational education. When necessary for continuous programs approved by the board and when the board determines that appropriate temporary standards do not exist, the state board may adopt appropriate temporary standards without regard to Chapter 14, and may issue temporary licenses to teaching and support personnel. A temporary license is valid up to one year and is not renewable, but a person holding a temporary license may, upon its expiration, be issued a license in accordance with standards adopted under Chapter 14. The state board may establish a processing fee for the issuance, renewal, or extension of a license.

The proposed rules changes are a continuation of a revision process of all postsecondary technical college licenses.

POSTSECONDARY RELATED SUBJECTS INSTRUCTOR

Subparts 1, 2 and 3 are the same as current rule 3515.6000. There are no changes in these subparts. Subpart 4, 3515.6005, is the same as current rule 3515.6000, subpart 3. There is no change in the content. The subpart has been changed to subpart 4 to accommodate the addition as described below.

Subp. 3. Recency exemption. This subpart allows an applicant who is currently licensed in an instructional area and practicing under that license to add a related subject to their credential without meeting the occupational recency requirement. Related instructors do not teach in an occupational content area but rather in a general studies area such as math, physics, or communication. At the time of their initial license they were required to have occupational experience including recency outside of education to assure their exposure to the world of

work. Since the criteria for related instruction is primarily academic and licensed staff already met the occupational requirement it is unreasonable to require an individual to leave the instructional area to meet an artificial recency requirement. Therefore this is a reasonable exception since there is no specific occupation to which they teach.

BUSINESS AND OFFICE LICENSURE

3700.0305 ACCOUNTING LICENSE
3700.0310 BOOKKEEPING CLERK LICENSE
3700.0315 BANKING AND FINANCE OPERATIONS LICENSE
3700.0325 BUSINESS OFFICE MANAGEMENT LICENSE
3700.0330 ADMINISTRATIVE SUPPORT LICENSE
3700.0335 MEDICAL SECRETARIAL LICENSE
3700.0340 LEGAL SECRETARIAL LICENSE
3700.0350 PURCHASING AND INVENTORY MANAGEMENT LICENSE
3700.0370 COMPUTER PROGRAMMING LICENSE
3700.0375 COMPUTER OPERATIONS LICENSE
3700.0377 MICROCOMPUTER SUPPORT AND NETWORK ADMINISTRATION
(FORMERLY MICROCOMPUTER SUPPORT SPECIALIST)

The changes in these licenses are only in the crossover areas of Subpart 1. May Teach. The licenses in business and office were the first occupational group of licenses to be revised. The first modifications came after a massive restructuring of programs to courses in 1987. Later, state guides were developed to bring consistency to programs and courses. This change in crossovers reflect the new state guides that have been adopted for the business and office program area. The titles of the courses and deletion of a limited number of courses compliment the approved state guides. This is a reasonable change to augment the changes occurring within the technical college system and reflect the actual courses listed in the guides.

3700.0381 COMPUTER PROGRAMMING; COMPUTER OPERATIONS.

New office technology resulted in a new venture program and instructor license entitled Microcomputer Support Specialist (now entitled, Microcomputer Support and Network Administration). It has become evident that existing computer instructional staff have the basic skills and knowledge but lacked the upgrading to teach content in other systems most recently available in industry. An agreement was reached with the University of Minnesota to offer an upgrading seminar for instructional staff licensed in Computer Operations or Programming in order to give them the necessary knowledge and skills to teach that particular program. This is a reasonable alternative to allow existing instructors with the basic education and occupational experience to acquire the necessary updating to move into a more advanced area of office practice consistent with today's technology. In

addition, it will be offered for a period of two years to allow a reasonable amount of time for applicants to submit their licensure requests.

REENACTMENT AND VALIDATION

On March 18, 1990 a revised rule for Area Agriculture Coordinator went into effect. The intent at that time was that rule numbers 3515.5700, 3515.5900, 3515.6000, 3515.6100, 3515.6200, and 3515.6700 would not apply to the newly revised agriculture license. However, in actuality these rules were all repealed although that was not the intent. It is reasonable therefore to reenact as well as validate individuals who were licensed under these rules in good faith.

These changes are implemented using current processes and will have no fiscal impact.