

STATEMENT OF NEED AND REASONABLENESS

Small Business Management Instructor 3700.0565

The Statutory Authority for the State Board of Technical Colleges to promulgate these rules as 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 post-secondary and adult vocational education. When necessary for continuous programs approved by the board and when the board approves appropriate temporary standards do not exist the 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 of the issuance, renewal, or extension of the license.

Background Information

The Technical College System Office continues the process of revising existing licensure rules. Small Business Management Instructor is a continuation of that process. Each rule has its own subcommittee consisting of Technical College System office staff, technical college administrators, licensed instructors, and representatives from the particular business or industry in which the rule is promulgated. The general format for the rule is as follows:

Subpart 1. May teach. Lists content or program which the license holder may teach.

Subpart 2. Other Requirements. Refers to other requirements an applicant must meet for licensure not described under the specific rule.

Subpart 3. Education and/or Occupational Experience Requirements. Specifies particular requirements that must be met in order to obtain the license listed.

3700.0565 SMALL BUSINESS MANAGEMENT INSTRUCTOR

Subpart 1. May Teach. This subpart restricts the instructor to teaching the small business management program, in addition, the individual may teach courses which relate to the field of small business management, wherever these courses might be utilized. This is a reasonable authorization by virtue of the experience as required in subpart 2.

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Subp. 2. Other requirements. This subpart refers to initial renewal and recency requirements in current rule. There are no changes in these requirements. Part 3515.9930 refers to the previous chart which represented small business management qualifications. In view of the newly revised rule 3515.9930 would no longer apply. It is reasonable, therefore, to clarify this for initial applicants.

Subp. 3. Occupational Experience Requirement. This subpart appraises the applicant of the experiences required to obtain this license. The emphasis is on the experience required that would give an individual the knowledge of a small business operator. In this instance, it is required that the individual actually be a small business owner/operator, working proprietor, or direct managerial level employee. Included in this experience is the responsibility for making decisions on the source and use of capital to include financial marketing and human resource management of the business. This is a necessary requirement, since this is the primary content of the program which is taught. Individuals completing this program will be expected to have at least the beginning knowledge for operating a small business effectively. Therefore, since small businesses are involved in their own financial management, their own marketing, and their own human resource management, it is necessary for an instructor of this program to have experienced these activities. The 8000 hours of occupational experience follows the total experiences required for licensure under all previously revised rules. There is no change in this total hour requirement.

Subp. 4. Substitution for Occupational Experience. This subpart follows the precedence set by all other revised licenses. It has been recognized that certain educational experiences specific to the instructional area can substitute for a total of up to 4000 hours of occupational experience. There is no change in this ratio of substitution. Item A indicates a baccalaureate degree or above with a major in business marketing or finance may be substituted for 4000 hours. Each major relates directly to the content involved in teaching small business management, and therefore, is an appropriate substitution. There is no change in previous ratio substitution at the baccalaureate level. Item B lists the same course content at the associate degree level. The rationale remains the same. The ratio substitution is the same as in previous revised licenses, therefore, this is a reasonable substitution. Item C includes the same course contents on the diploma or certificate level, including management, which in the degree level would come under business but must be specified at the diploma level. The ratio is the same as previous licenses and the rationale for the content remains the same as in Item A and B. Item D in some instances individuals may have not completed course work to the level of a diploma or a degree, however, the committee recognizes the validity of courses taken in the fields which are relevant to small business management. The broad areas of marketing, management, business, merchandising or sales were listed since they are an integral part of the program itself. The ratio allowed for substitution is the same as in previously revised licenses and there is no change in this ratio. The content is essential the same as that listed in Items A, B, and C and the same rationale applies.

Subp. 5 Substitution for Recent Occupational Experience. This substitution recognizes that teaching this content in an accredited setting allows an individual to remain current and up-to-date in the field by virtue of their industrial and business visits and working with occupational advisory committees. The teaching must, however, remain in the primary content of small business management. The ratio remains the same as in previously revised licenses, therefore, on the basis of the experience required in the ratio this is a reasonable addition.

Subp.6 Special Requirement. An applicant must also have completed or agreed to complete the small business management workshop in the first year of teaching. This requirement exists in the current license and there is no change in this workshop.

These rules will be implemented using current processes and will not have a fiscal impact.