Background

Cabinet Member Operating Policy 1030, Non-Credit Course Establishment, notes “It is necessary that the appropriate procedures are followed when establishing new or revising current non-credit courses to eliminate duplication, reduce errors and to ensure state and Institutional requirements are met”. CMOP 1030 further specifies that such procedures will be recommended to the President’s Cabinet by the Chief Academic Officer.

Responsibility for institutional coordination of non-credit activities has been assigned to the Chief Workforce Development Officer. Procedures have been reviewed by staff involved with non-credit offerings and steps have been taken to ensure consistency at all locations.

This document serves to memorialize procedures, provide a reference for those involved with non-credit offerings and to meet the requirements of CMOP 1030.

Documentation Requirements

Each non-credit offering will include documentation of the following requirements:

1. Description of the course/learning activity
2. Expected learning outcomes
3. Means for assessing that learning has taken place
4. Instructor/contractor qualifications
5. Estimated and actual revenue/expense worksheet
6. Participant evaluations

If Continuing Education Units (CEUs) are to be awarded, attendee sign-in sheets and documentation of student learning, as well as the above requirements, must be retained for seven years.

Forms

Units offering non-credit courses will use forms appropriate for that unit’s computer system and record-keeping needs.

Approvals

Courses which carry CEUs must be approved by the Chief Workforce Development Officer. Other courses may be approved by the supervising administrator.