

- ✦ NC Department of Public Instruction
- ✦ NC Water Pollution Control System Operators Certification Commission
- ✦ American Heart Association
- ✦ National Health and Safety Council

PART II. GUIDELINES

A. MANAGEMENT PRACTICES

The following management practices are intended to clarify points and issues relating to the Continuing Education Master Course List and approval process, which became effective Fall Term 1994. It was the intent of the team who developed the process to develop a system that would provide for a more efficient use of the time and other resources of persons involved in programming Continuing Education offerings, and to place a greater professional reliance on the decision-making role of the college Senior Continuing Education Administrator while maintaining an appropriate level of accountability for public funds. Some of the listed practices reflect actions that Senior Continuing Education Administrators routinely perform; they are included in this document as a checklist for personnel new to Continuing Education.

1. College continuing education officials are encouraged to develop an operational knowledge of the pertinent parts of the *PRINCIPLES OF ACCREDITATION, COMMISSION ON COLLEGES* and *THE CONTINUING EDUCATION UNIT: CRITERIA AND GUIDELINES* published by the Southern Association of Colleges and Schools.

2. There may be circumstances when a course is offered as an Occupational Extension course because the course reflects all of the characteristics of an Occupational course; on other occasions, a course by a similar title may be a Community Service program offering because the course does not possess the characteristics of an occupational course. Please note, just because a course is listed in the State Board approved Master Course List as an Occupational Extension offering, that fact alone does not cause an individual college offering to be an Occupational Extension course. Offerings in which the instructional materials reflect the characteristics (noted below) of an Occupational Extension course and the instructional plan is appropriately applied in the classroom/learning environment should successfully withstand scrutiny by Southern Association of Colleges and Schools' visiting teams and NC Community College Program Auditors.

At a minimum, an occupational offering should reflect the following characteristics:

- The design and implementation of the course should be consistent with the Southern Association of Colleges and Schools publications referenced above.
- The instructional materials should be comprehensive, including instruction in the skills one would be expected to perform in the work environment.
- Valid and reliable methods should be used to identify students who have satisfactorily performed the occupational skills taught during the course. The student performance evaluation methodology should be selected during the development of the instructional materials and should be consistently applied to all course participants.
- The intent of the student should be to pursue occupational purposes verses the pursuit of social, recreational, academic, or avocational interests. College Senior Continuing Education Administrators are responsible for deciding if a course is Occupational Extension or Community Service. Please make credible decisions. Note: NCCCS Program Auditors determine course classifications based on a review of course content, class activities and course intent (see Numbered Memo CC00-060, February 20, 2000). Note: See Appendix A for the Elements of a CE Course Plan/Outline

3. Upon review of the Continuing Education Course Titles and Descriptions, one will find course descriptions, a recommended number of instructional hours for each course, and a maximum number of hours that each course may be offered.

The following guidelines apply for courses not required for certification/licensure:

- a. A course not required for certification/ licensure can not be conducted for a number of hours greater than the maximum hours approved by the State Board of Community Colleges;
- b. A course not required for certification/ licensure can be offered for an appropriate number of hours less than the maximum State Board approved hours provided the following conditions exist:
 - ✓ The segment(s) of the course being offered falls within the umbrella (scope) of the State Board approved course description;
 - ✓ The college has on file an appropriate course plan that contains a description of the segment(s) of the State Board approved course the college intends to offer. (The course plan must include course objectives, course outline, and the method(s) by which student mastery of the occupational skills will be verified.); and
 - ✓ The course offering is approved by the college Senior Continuing Education Administrator. (Documentation of Senior Continuing Education Administrator approval must be on file and available for program audit.) Reference: Numbered Memo CC-95-267.

The following guidelines apply if a regulatory/certification body (i.e., Department of Insurance, Secretary of State's Office, Emergency Medical Services, Code Officials, etc.) recommends a number of hours for a course:

- a. If the regulatory/certification body sets a minimum number of hours but does not specify a maximum number of hours for a pre-licensing/certification course, the course must be conducted for at least the minimum number of hours. It can exceed the minimum number of hours by up to and including 20 percent.
- b. If the regulatory/certification body sets a minimum and a maximum number of hours for a pre-licensure/certification course, the course must be conducted within the range of specified hours with no exceptions.
- c. If the regulatory/certification body approves community colleges' offering of re-licensure/certification courses, the courses should be conducted for the minimum number of recommended hours with no exceptions.
- d. As regulatory/certification bodies change the number of recommended hours (minimum and/or maximum), the NCCCS will update the Master Course List and notify the individual colleges of the change. The newly established hours will be effective with a college's next offering of the specified course.

4. Community Service Program (CSP) offerings are assigned to Program Areas X 94 and X95. Colleges will choose from two course number/titles when reporting CSP offerings: a. CSP 3000 Community Service Program – Grant Supported and Receipt Supported, or b. CSP 4000 Self Supporting Non Occupational. Please note the following explanatory comments.

- CSP 3000 Community Service Program – Grant Supported and Receipt Supported. All CSP offerings that are paid for in part or in whole with Community Service grant funds,

and all CSP offerings that are paid for in part or in whole with CSP collected fees must be reported under CSP 3000.

- CSP 4000 Self-Supporting Non Occupational. All CSP self-supported offerings must be reported under CSP 4000. All recreational course offerings must be self-supported offering.

5. Apprenticeship (APP) Program offerings have been added to the individual program areas (occupational skill areas) in which the particular skill belongs. There is no separate (independent) program area for apprenticeship offerings. For example, in Program Area K35 (Electrical/Electronics Occupations) one will find the course number APP 3612; this course is titled Electrical Apprenticeship I. Apprenticeship offerings can be funded from three sources: a. Regular Budget/FTE, b. Formal Apprenticeship Related Training (a special allocation from Focused Industrial Training appropriations), or c. Focused Industrial Training appropriation annual grant.

- a. Regular Budget/FTE. Apprenticeship offerings paid for with occupational extension appropriations earn regular Budget/FTE, Funding Area 3. For example, using the above noted course number/title, an offering funded in this manner would be coded **APP 3612**.
- b. Formal Apprenticeship Related Training. Since funding for these apprenticeship offerings are derived from categorical appropriations, Funding Area 5, these offerings do not earn Budget/FTE. Using the above noted course number/title, an offering funded in this manner would be coded **APPF 3612**.
- c. Focused Industrial Training Annual Grant. Since funding for these apprenticeship offerings are derived from categorical appropriations, Funding Area 5, these offerings do not earn Budget/FTE. If a college uses annually-funded Focused Industrial Training grant funds to provide apprenticeship training, the college would, using the above noted course number/title, code the offering **APPT 3612**.

6. In some course descriptions one will find a statement indicating that students must take a prerequisite course before taking a particular course. For MCL purposes, a prerequisite requirement is a recommendation (not a requirement) that a particular course be taken or that the student have had equivalent related experiences prior to enrolling in the course. Colleges are expected to make educationally sound decisions based on the student's prior education and/or experience.

7. Colleges may continue the previously established practice of using local course titles on continuing education offerings. There is nothing in the MCL/CCL process which alters this practice. Colleges are required to use the MCL/CCL course number for reporting purposes; however colleges may assign a local course number and local course title for any course derived from the MCL/CCL. The college must have a current course outline on file for all local course numbers and titles for audit purposes.

8. Courses offered for Teacher Recertification must be approved by the Local Education Agency (LEA). The LEA may choose to give the local community college blanket approval for those courses which qualify; or they may choose to require individuals seeking teacher renewal credits to apply for prior approval of individual courses. All courses derived from the MCL/CCL course EDU 3001 require a local course title and local course number reflecting the prior approval of the LEA. The local community college must have a current course outline on file for all Teacher Recertification courses for audit purposes.

9. In the Procedures For New Course approval, the college president and the senior continuing education administrator are required to approve the request before entering the course information into the Continuing Education Pending Course Data Base. Colleges are required to have on file for audit written documentation of these approvals. The course approval procedure states that following the entering of the course information in the data base, the college may offer the course as needed for a period of ninety (90) days, beginning on the day on which the course was transmitted (IIPS) / or entered (NCCCS Administrative Information Systems). Parallel with the ninety (90) day offering authority is the

expectation that colleges will follow generally accepted occupational extension educational practice and provide occupational offerings consistent with the guidelines as stated previously.

10. Senior Continuing Education Administrators are requested to ensure that all Continuing Education officials have an operational knowledge of continuing education user guides and reporting instructions. These documents are accessible from the NC Community College System website, <http://www.ncccs.cc.nc.us/Documentation/index.html>.

B. MASTER COURSE LIST (MCL) APPROVAL PROCESS

1. PROCEDURES FOR COURSE APPROVALS

College Responsibilities

Individual colleges will do the following:

1. verify that the course does not already exist on the Continuing Education Master Course List:
2. develop a course description:
3. develop course objectives:
4. develop a course outline:
5. list method(s) of student evaluation:
6. assign recommended course hours:
7. have the proposed course approved by the college President and the college Senior Continuing Education Administrator; and
8. Access the appropriate website, <http://www.ncccs.cc.nc.us/Documentation/docs/cemaster.pdf> – Key information into the Continuing Education Pending Course Data Base through the Continuing Education Master Course Maintenance/Inquiry screen for request for approval for inclusion in the Master Course List. Instructions for entering this information have been published in the “*Continuing Education System User Guide*” for the IIPS system and the “*NCCCS Administrative Information Systems Project Combined Course Library State Level System: Course Management Enhancement User Procedures*” for the NCCCS Administrative Information Systems Project.

Following approval of the course by the college President and the college Senior Continuing Education Administrator, and the entering of the course information into the Continuing Education Pending course Data Base by the college, the college may offer the course as needed for a period of ninety (90) days. In the IIPS system this ninety (90) days will begin on the day on which the college runs the process that sends the course to the System Office – this process updates the course with an “AR” status and “AR” date. In the NCCCS Administrative Information Systems Project the ninety (90) days will begin on the date the course is actually entered in the Combined Course Library System.

A college can delay the 90 day window by choosing the appropriate time to transmit the course to the System Office (IIPS) or the appropriate time to enter the course (Administrative Information Systems).

North Carolina Community College System Office (NCCCS) and State Board of Community Colleges Responsibilities

Within 30 days of the day in which a college keys information into the Continuing Education Pending Course Data Base, the following steps will be initiated:

1. NCCCS staff will conduct a course review; if additional information is needed to support the requested action, appropriate college personnel will be contacted.
2. NCCCS staff will submit the request for new course approval to a Peer Review Team composed of college Senior Continuing Education Administrators for review and recommendation.
3. NCCCS staff will submit the Peer Review Team recommendation to the Program Committee of the State Board for action.
4. Following review and consideration by the Program Committee, the Program Committee will make an action recommendation to the State Board.
5. The State Board will consider and act on the recommendation of the Program Committee.
6. State Board approved courses will be placed on the Master Course List and all colleges will be electronically notified of the State Board action.

2. Continuing Education Master Course List Course Title & Description Requirements

All courses submitted for approval should meet the course title and description format described below.

1. Course Title – A maximum of 30 Values (including characters, spaces and punctuation)
2. Course Description – Must include the following:
 - a. Introductory sentence describing the occupational intent of the course
 - This course is designed to ...
 - This course prepares individuals
 - b. Description of course content utilizing statements such as:
 - Course work includes....
 - Students will.....
 - c. Description of student outcomes utilizing statements such as:
 - Successful completion of this instruction will prepare (qualify) one for employment as a (an) ...

Upon completion of this course, students should qualify for or accomplish (include certifications, licensure examinations, employment opportunities, etc.)

Upon completion the learner will be prepared to perform the following tasks....

Example of Model Course Description

Course ID: WLD3113
 Title: WELDING, MIG
 Recommended Hours: 88
 Maximum Hours: 106
 Certification:

This course is designed to introduce the student to the Gas Metal Arc Welding (MIG – microwire – short arc) process. Course topics include power sources, welding operations, shielding gases and safe welding practices. Upon completion, the student will understand the practical application of skills required for Gas Metal Arc Welding.

3. PROCEDURES TO MODIFY COURSES

The instructions for requesting a course modification are stated in the “*Continuing Education System User Guide*”. Approvals for course modifications follow the same procedures as those required for new course approvals.

NCCCS Administrative Information Systems – The instructions for requesting a course modification are stated in the “*NCCCS Administrative Information Systems Project Combined Course Library State Level System: Course Management Enhancement User Procedures*”. Approvals for course modifications follow the same procedures as those required for new course approvals.

4. ACCESSING MASTER COURSE LIST INFORMATION

A. The Continuing Education Master Course List – NCCCS Website
The CE Master Course List is available on the NC Community College System website, <http://www.ncccs.cc.nc.us/CE.Courses/>. From this page you may view a course by selecting it in one of three ways:

Course list by Program Area
Course List by Course Number
Course List by Title

In any of these lists, you may use the Find function of your browser to help you locate a specific course. Once you have identified a course, you may click on the course number to view a description.

B. Continuing Education Course List – IIPS – <http://www.ncccs.cc.nc.us/Documentation/docs/cemaster.pdf>
The CE Master Course List can also be accessed from IIPS. This listing contains the course code, title, description, associated program area and funding area, and the normal and maximum hours for the course. Courses taken for certification are also designated.

The following lists can be generated from the Master Course List Menu. The first two lists can be printed on 8 ½ inch paper; the course listings are formatted to print on wide printer paper.

CE.FUNDING.AREAS

Note: One page.

CE.PROGRAM.AREAS

Note: The area codes ending in “00” are group codes and are not to be used in reporting course information. Two pages.

CE.MASTER BY.COURSE.ID

Note: Prints the course code, title, hours, and areas by the course code.
Prints on 32 pages.

CE.MASTER BY.PA.BY.COURSE.ID

Note: Prints the course code, title, hours, and areas by the program area by the course code. Prints on 37 pages.

CE.MASTER BY.PA.BY.TITLE

Note: Prints the course code, title, hours, and areas by the program area by the course title.
Prints on 37 pages.

CE.MASTER BY.TITLE

Note: Prints the course code, title, hours, and areas by the course title.
Prints on 37 pages.

CE.MASTER TITLE.&.DESC.BY.COURSE.ID

Note: This report prints the course description by the course id in addition to the above listed Data fields. Prints on 228 pages.

CE.MASTER TITLE.&.DESC.BY.PA

Note: This report prints the course description by program area in addition to the above listed Data fields. Prints on 228 pages.

C. Continuing Education Course Indices and Support Files – IIPS

The procedure for accessing continuing education course indices and support files information on the IIPS system is contained in the “*Continuing Education System User Guide*”.

D. Continuing Education Course Indices and Support Files – NCCCS Administrative Information Systems

The procedure for accessing continuing education course indices and support files information on the NCCCS Administrative Information Systems is contained in the “*NCCCS Administrative Information Systems Combined Course Library State Level System: Course Management Enhancement User Procedures*”.

PART III. PRINCIPLES OF ACCREDITATION

The regional accreditation body for higher education institutions awarding associate, baccalaureate, master’s or doctoral degrees in the southern states is the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The southern states region includes Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, **North Carolina**, South Carolina, Tennessee, Texas and Virginia and Latin American. The Principles of Accreditation are the SACS core requirements and comprehensive standards that are required for institutional accreditation. These standards include institutional mission, governance, and effectiveness standards; standards for all educational programs, faculty, library and other learning resources, student affairs and services; standards for resources; and federal requirements. For details on these standards refer to the Principles and Philosophy of Accreditation, August 2003, Commission on Colleges, Southern Association of Colleges and Schools, <http://www.sacscoc.org/>

Institutions, such as North Carolina Community Colleges, whose mission include the offering of continuing education programs which award CEUs are to follow guidelines contained in the Commission’s document CEU Criteria and Guidelines. For non-credit continuing education programs, the institution should follow national guidelines for the recording of Continuing Education Units (CEUs). Both sets of criteria now place a greater emphasis on the evaluation of student achievement and the assessment of those findings.

Reference: Principles of Accreditation, Commission on Colleges, Southern Association of Colleges and Schools and The Continuing Education Unit: Guidelines, Commission on Colleges, Southern Association of Colleges and Schools, <http://www.sacscoc.org/>

PART IV: ACCOUNTABILITY AND CREDIBILITY PLAN

Guidelines

The State Board of Community Colleges adopted a position in 1986, which required each college to develop an accountability and credibility plan for its continuing education program. The internal audit plan developed by a college must be consistent with the State Board’s policy.

The Community College system’s image is based on the performance of its colleges, individually and collectively. Program integrity and public confidence are essential to excellence in a teaching and learning environment. The Internal Audit Plan is a State Board required component of Program Management.