A. Economic and Workforce Development offers primarily non-credit short-term courses, broad-based programs, and various services to the citizens of Gaston and Lincoln counties. Program information is available in the Academic Catalog or by visiting the Gaston College website at www.gaston.edu.

B. Key Position Descriptions

1. Chief Officer for Economic and Workforce Development (See Policy 2-3)

2. Deans

Provide academic and administrative support to the Chief Officer for Economic and Workforce Development. Responsibility includes leading the program managers in developing, coordinating, and evaluating programs and courses and establishes and maintains positive relationships with other divisions, departments, external agencies, and peer institutions.

3. Directors

Serve as program managers and are content specialists in their areas of responsibility.

4. Coordinators/Assistant Coordinators

Assist with various functions in support of the programs.

5. Instructors

Provide direct instruction, either in a classroom, lab, or clinical setting.

C. Criteria for Course Creation

1. Continuing Education classes are offered based upon community need and may be occupational, for personal enrichment, or to develop basic skills.

2. Class size is determined by various factors including classroom size, available equipment, and/or state-mandated requirements. Minimum and maximum enrollments are established for each class.
D. Textbook Selection

The director or designee is responsible for textbook selection. Some certification and licensing bodies will determine textbook selection.

E. Field Trips and Use of Off-Campus Facilities

All field trips must be pre-approved by the appropriate supervisor(s). Use of an off-campus classroom site requires a Memorandum of Understanding (MOU).

F. Advisory Committees

The development of advisory committees for Economic and Workforce Development content areas is not required, but is encouraged.

G. Repeating a Continuing Education Course

The course repeat policy for Economic and Workforce Development is contained in 23 NCAC 2D.0325 (a)(9).

H. Evaluation and Development of Continuing Education Programs

1. Responsibility

It is the responsibility of the program director, dean, vice president, or designee to consult with the Office of Intuitional Effectiveness to evaluate the effectiveness of continuing education programs on an annual basis. The evaluation includes, at a minimum, program quality, learning outcomes, and student feedback.

2. Termination of Programs

3. Termination of programs or courses may be recommended by the content area director to the dean or vice president.

I. Course Outlines and Related Course Operating Standards

1. The following information is required by the North Carolina Community College System to be included in all Continuing Education course outlines:
a. Course Title
b. Course Learning Objectives
c. Course Description
d. Course Length
e. Outline
f. CEU’s
g. Pre-Requisites
h. Textbook(s) Required
i. Supplies or Other Requirements
j. Evaluation Methodology
k. Grading & Minimum Passing Criteria
l. Attendance

J. Service Agreements

1. Service agreements include, but are not limited to, Institutional Service Agreements (ISAs), Affiliate Agreements and Memorandums of Agreement (MOA) or Memorandum of Understanding (MOU).

2. The appropriate divisional vice president is responsible for reviewing service agreements before they are submitted for approval. Service agreements must be approved before services begin.

K. Award and Transfer of CEUs for Occupational Extension Purposes

The Continuing Education Unit (CEU) is a nationally recognized measure of non-curricular or non-credit educational achievement. Details are provided in The Continuing Education Unit: Guidelines, a booklet published by the Commission on Colleges/The Southern Association of Colleges and Schools (SACS).

History

Issued 5/15/97
Edited 3/18/13, Section L (Internal Audit Plan) removed and included in a new Policy, 5-5, effective 3-18-13.