



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

H. Martin Lancaster, President

January 30, 2006

MEMORANDUM

TO: Senior Continuing Education Administrators

FROM: Barbara Boyce, Director
Continuing Education

SUBJECT: Continuing Education Course Approval Process

The System Office in conjunction with the Economic and Workforce Development Leadership Committee has reviewed and updated the guidelines for the course approval process for Continuing Education. Attached you will find a copy of the guidelines, forms and reference materials. Below are highlights of the process.

- The form required to make a course request has been revised and renamed **Continuing Education Course Submission Form**.
- Requests can be submitted anytime during the month. All requests received by the last day of the month will be reviewed by the Economic Workforce and Development Leadership Committee (EWDLC) at their next monthly meeting.
- Course requests will not be sent forward to the EWDLC until all required documents are received by the System Office.
- Colleges may offer a requested course as many times as needed for 90 days after the course submission date.
- All course requests will be processed and/or reviewed within 30 days of submission. A final recommendation (approved/not approved) will be communicated to the requester within 90 days of submission.
- Colleges will receive an email notification of the status on their request after the EWDLC meets as well as an official letter if the State Board approves their course request.
- All updates to the Continuing Education Master Course List will be posted on the System Office website.

If you have questions and/or concerns about this process, please call me at (919) 807-7158 or e-mail at boyceb@nccommunitycolleges.edu.

BAB/ji
Attachments

c: Presidents

CC06-020
Email

Continuing Education Course Approval Process

Course Submission

Requests for new courses or modifications to existing courses are submitted by individual colleges, external agencies, and/or the System Office. All requests must be submitted on the *Continuing Education Course Submission Form* which serves as a checklist for required documentation; identifies the pending course ID number and the "AR" (application received) date; details the course plan (outline, learning objectives, evaluation methods, etc.); and contains the approval signatures from the college President and the college Senior Continuing Education Administrator. The original copy (with signatures) must be kept on file at the local college. A copy must be mailed, faxed or e-mailed to the following name and address:

Barbara Boyce Director of Continuing Education North Carolina Community College System 5003 Mail Service Center Raleigh, NC 27699-5003	Fax: (919) 807-7169 Email: boyceb@nccommunitycolleges.edu
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Requests can be submitted anytime during the month. All requests received by the last day of the month will be reviewed by the Economic Workforce and Development Leadership Committee (EWDLC) at their next monthly meeting.

New course requests also require colleges to electronically submit all required course information through the CIS or IIPS system. The procedures for electronic submission for IIPS can be found in the Users Guide using the following link: http://www.nccommunitycolleges.edu/Business_and_Industry/continuingeducation.htm. The electronic submission for CIS is still in development. Until further notifications, the System Office will input the course information for CIS colleges.

During the data entry process, the computer will generate two important pieces of information--- a pending course ID number and an "AR" date. The pending course ID number is used by local colleges to set up course sections and/or generate instructor contracts. If the college uses the IIPS system, the "AR" date is the day that the course was electronically received at the System Office. If the college uses the CIS system, the "AR" date is the day that the course was entered into the system.

The "requesting" college may offer that specific course as often as needed for 90 days after the "AR" date.

System Office Actions

The System Office reviews the Continuing Education Course Submission Form to ensure that all required documents and data entry requirements are complete. The course request will not be sent forward to the EWDLC until all requirements are met. Once the requirements are met, the System Office will prepare all supporting documentation needed for the EWDLC review process. This includes background information on the course to include similar courses offered in continuing education and curriculum, and any external agency requirements that govern the occupational course. All course requests will be compiled into a "course review packet" and sent to the EWDLC prior to their monthly meeting.

EWDLC Review Process

There are two timeframe requirements for the EWDLC. First, all course requests should be processed and/or reviewed within 30 days of the course's "AR" date. Secondly, a final recommendation (approved/not approved) must be communicated to the requester within 90 days of the course's "AR" date.

The EWDLC will review all course requests using the criteria outlined on the next page. If the course meets all criteria, the System Office will submit the necessary documents to the State Board for final approval. If approved, the course is officially placed on the Combined Course Library/Master Course List (CCL/MCL).

Criteria For The EWDLC Course Review:

1. The Continuing Education Course Submission Form is filled out completely.
2. The request meets the definition of an Occupational Extension course.

Occupational Extension courses consist of single courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields. Reference: NCAC 2E.0101(2)(a)

- a) If the course does not meet the definition of an Occupational Extension course, the System Office will send an official notification letter to the requester stating the reason(s) why the course did not meet the definition.
 - b) If the requester does not agree with the EWDLC recommendations, they can resubmit the course request with additional documentation.
3. A similar/duplicate course does not exist on the CCL/MCL.
 - a) If a similar/duplicate course exists, the System Office will send an official notification letter to the requester stating the requested course already exists on the CCL/MCL, describes the appropriate course code that should be used, and informs them to cease using the pending course ID number. If the requester does not agree with the EWDLC recommendations, they can resubmit the course request with additional documentation.
 - b) If a similar/duplicate course does not exist, then the course plan/outline and other related documents are reviewed.
 - c) If a request is governed by an external certifying agency, the course requirements must meet the minimum requirements for certification.
 4. After a review of all documents, the EWDLC makes a recommendation to approve/not approve the course request.
 - a) If the request is not approved, the System Office will send an official notification letter to the requester stating the reason(s) why the course was not approved. If the requester does not agree with the EWDLC recommendations, they can resubmit the course request with additional documentation.
 - b) If the request is approved, the System Office will prepare the necessary paperwork to submit the course for State Board approval.
 - c) If necessary, the EWDLC may opt to make various modifications to an approved course request before it is submitted to the State Board for approval. If significant modifications are made, the System Office will notify the requester before the course is submitted for State Board approval.

If the course modification is a change in a course title or course description, the System Office will make the necessary changes on the CCL/MCL. This change does not require State Board approval.
 5. Except for the conditions discussed above, all approved course requests will be submitted to the State Board for final approval.
 6. The System Office will send an e-mail notification to the requester stating that their course request has been approved by the EWDLC and will be submitted to the State Board for final approval.
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System Office Actions

Once the State Board has given final approval of a course request, the System Office will do the following:

1. Update the CCL/MCL in both computer systems (IIPS and CIS) by making any necessary changes to course information to include changing the course status to "AB," which stands for Approved by the Board.
2. Send an official notification letter to the requester stating that their course request has been approved by State Board.
3. Send a numbered memo to colleges detailing all updates to the CCL/MCL. All updates to the CCL/MCL will be posted on the System Office/Continuing Education webpage.
4. Electronically transmit the course updates to local colleges through the IIPS and CIS system. Please note this process differs in each system:
 - a. In the IIPS system, CCL/MCL updates are transmitted to local colleges via a weekly Service Call patch prepared by the NCCCS Information Systems Department. Service Call patches are transmitted weekly and contain updates, upgrades, and repairs to the local college's computer software system. Once the local System Administrator downloads the Service Call to their local system, colleges can then set up sections using the new and/or modified course offerings.
 - b. In the CIS system, notifications of CCL/MCL updates are transmitted to local colleges via email. A college designee downloads the course to their local computer system. Once the course is downloaded, colleges can then set up sections using the new and/or modified course offerings.

Continuing Education Course Submission Form

Approved _____
 Not Approved _____

1. Course Information

College/Agency Name: _____ College Code: _____

* Before the EWDLC can review a course request, this form must be completed with all required documents attached. Colleges must mail this information to the following: Barbara Boyce, Director of Continuing Education, NCCCS, 5003 Mail Service Center, Raleigh, NC 27699-5003. Course requests received by the last day of the month will be reviewed by the EWDLC at their next monthly meeting.

2. New Course Request

Course Title _____		
Pending Course Prefix:** _____	Program Area: _____	
Pending Course Number:** _____	Funding Area: _____	
Recommended Hours: _____	Certification (Y/N): _____	Type: _____
3. Course Plan: Must be attached to this form. For more info, see the document titled, <i>Elements of a Continuing Education Course Plan/Outline.</i>		
4. If this course leads to certification, attach details about the certifying agency and the licensing requirements.		
5. Indicate the system used (IIPS or CIS) and the date the information was electronically submitted to the office.		
IIPS _____	Data Entry Date: _____	Date of Submission: _____
CIS _____	Data Entry Date: _____	Date of Submission: _____

** The college initiating a new request can offer that specific course, as often as needed, for 90 days after the "AR" date. The pending course ID must be used to set-up course sections and/or generate instructor contracts. See instructions for definition of the "AR" date and pending course ID.

6. Request for Course Modification

	<u>Current Course</u>	<u>Change Request</u>
Course Title:	_____	_____
Course Prefix:	_____	_____
Course Number:	_____	_____
Recommended Hours:	_____	_____
Course Plan:	Must be attached to this form. For more info, see the document titled, <i>Elements of a Continuing Education Course Plan/Outline.</i>	

7. Please give brief rationale for this course request

8.

	<u>Signature</u>	<u>Date</u>
Continuing Education Senior Administrator: _____	_____	_____
College President: _____	_____	_____
Contact Person (Name & Phone): _____	_____	_____

Instructions

Continuing Education Course Submission Form

#	Field	Instructions
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College Information

①	College/Agency Name	Insert the name of the college or agency submitting the course.
	College Code	For IIPS colleges only – Insert the college’s 4-digit number assigned by the System Office.

New Course Request

②	Course Title	Enter the title of the course. Please limit title to 25 characters.
	Pending Course Prefix	Enter a pending course prefix. A list of prefixes can be found at the following link: http://www.nccommunitycolleges.edu/Programs/common_course_library.htm
	Pending Course Number	Enter the pending number. During the data entry process, this number will be assigned by the computer.
	Recommended Hours	Enter the suggested recommended hours. If this course is tied to an external certifying agency, then the recommended hours should be the minimum number required for certification. Once approved, the maximum hours will be calculated at 20% above the recommended hours.
	Program Area	Enter the program area. See attached list of approved program areas.
	Funding Area	Enter the funding area. See attached list of approved funding areas.
	Certification (Y/N)	If the course is tied to a certification by an external agency, please enter a “Y” for yes. Otherwise, please leave blank.
	Type	Leave blank for now.
③	Course Plan	A course plan must be submitted. Colleges may use their local form. For a sample template, see the attached form titled <i>Elements of a Continuing Education Course Plan/Outline</i> .
④	Licensure Information	If this course leads to certification, attach details about the certifying agency and the licensing requirements.
⑤	Data Entry Requirements	Indicate the type of system used (IIPS or CIS) and the date the information was electronically submitted to the office.

Request for Course Modification

⑥	Course Request	Colleges may request a change in course title, prefix, number, and/or recommended hours. Changes in the course description should be noted in the course plan that must be submitted with this form.
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Rationale for Course

⑦	Rationale	Please enter a brief explanation for the rationale for the course request. This information is valuable when making a recommendation to approve/not approve a course request.
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Required Signatures

⑧	Signatures	<p>Before submitting this form, course request must be approved by the college President and the Senior Continuing Education Administrator.</p> <p>When submitting this form, the original copy (with signatures) must be kept on file at the local college and a copy is mailed, faxed or e-mailed to the System Office.</p>
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Continuing Education – Program Areas

Code	Program Area
C30	Agricultural & Natural Resources Occupations
C60	Wood Products Occupations
D15	Art & Design Occupations
F10	Accounting & Bookkeeping
F20	Banking, Finance & Credit
F30	Computer Science Applications
F40	Insurance
F50	Marketing
F55	Occupational Math
F70	Office Skills Training
F75	Real Estate
H20	Civil Engineering
H30	Construction Occupations
H70	Painting & Decoration
H75	Plumbing & Pipe Fitting
J30	Childcare
J38	Languages
J75	Teacher Re-certification
J77	Teaching Methodology
K35	Electrical/Electronic Occupations
L15	Emergency Medical Services
L20	Employee Counseling & Assistance
L30	Health Occupations
L78	Safety
N50	Management, Supervision and Leadership

Code	Program Area
P10	Drafting
P20	Heating, Ventilation, Air Conditioning
P30	Industrial Chemistry
P35	Industrial Occupation
P39	Workstation Training
P40	Biotechnology
P50	Mechanical
P60	Metal Working Occupations
P70	Plastic Manufacturing
P80	Textile Occupations
P90	Welding
R05	Building Codes & Inspections
R10	Communication
R20	Criminal Justice – Mandated
R21	Criminal Justice – Non-mandated
R30	Fire & Rescue Services
R40	Government Regulations – OSHA, EPA
T27	Cosmetology
T75	Service Occupations
V20	Aircraft Maintenance & Career Pilot
V40	Automotive Occupations
V60	Small Engine & Equipment Repair
V80	Transportation
X20	Human Resources Development Program (HRD)
X87	Small Business Center (SBC)
X90	Receipt Supported Occupational Extension
X94	Community Service – Grant/Receipt Supported
X95	Community Service – Self-Supporting

Funding Codes

Code	Program Area
1	Basic Skills
2	Learning Laboratory
3	Occupational Extension (Regular Budget)
4	Occupational Extension (Receipt Supported)
5	Focused Industrial Training (FIT)
6	Human Resources Development (HRD)
7	New and Expanding Industry Training (NEIT)
8	Small Business Center (SBC)
9	Job Training Partnership Act (JTPA)
10	Community Service – Grant Supported
11	Community Service – Receipt Supported

North Carolina Community College System
Continuing Education

Elements of a Continuing Education Course Plan/Outline

A recommended plan/outline for a continuing education course may contain at a minimum the following elements:

- 1. Course Title:** A maximum of 25 values (including characters, spaces and punctuation).
- 2. Learning Objectives:** List the primary learning objectives for the course.
- 3. Course Description:** The 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....
- 4. Course Length:** Indicate the total length (membership/contact hours) of the class. If the course contains lecture, lab, and/or clinical hours, then list them separately. For example:
Lecture: _____
Lab: _____
Clinical: _____
- 5. Outline:** Describe each major topic/competency to be covered in the course. Ideally, topics will be broken down into subtopics under each major heading. Contact hours should be assigned to topic headings.
- 6. CEU's:** Indicate whether or not CEUs will be awarded for the course and if so, the number of CEUs for the course. Note: CEUs are calculated at 1 CEU per 10 hours of class.
- 7. Pre-Requisites:** List any pre- or co-requisites a student must complete.
- 8. Textbook(s) Required:** List the textbooks required along with author, publisher and edition.
- 9. Supplies or Other Requirements:** List any supplies, equipment, uniforms, etc. that students will be required to have for the class. Example: a copy of a photo ID and a Social Security Card for some classes such as NAI.
- 10. Evaluation Methodology:** Describe how students will be evaluated on their performance in class such as written tests, clinical practices, class projects, etc.
- 11. Grading & Minimum Passing Criteria:** Describe the grading scale for the class and the minimum criteria that a student must meet to receive a passing grade.
- 12. Attendance:** Describe your class attendance requirements for satisfactory completion and awarding CEUs.