

Standard 2H highlights

Most non-credit course and workshops at TMCC are organized and/or offered by Workforce Development and Continuing Education (formerly Outreach College and the Institute for Business and Industry). Some academic departments, however, offer occasional non-credit courses/workshops. Sometimes the departments offer non-credit independently. Other times they work through WDCE.

Nearly all non-credit offerings are administered by units under the VPAA's supervision. The only program we found that is not under the VPAA is Veteran's Upward Bound under the supervision of the Vice President of Student Services.

General policies and procedures for non-credit are defined by UCCSN, TMCC's policies and procedures. WDCE has also developed official documents to address development and delivery of non-credit offerings under its supervision, including the WDCE operations manual, the "Continuing Education and Expansion Plan" developed last year, and the "Alternative Course Offering Procedure" developed a year earlier.

Previously, WDCE used multiple systems for student registration, scheduling, and payments. Beginning in January 2005, the division will implement a new Web-based registration and scheduling system. All fiscal records are maintained through the college's Advantage system, the same as used for credit courses.

We used surveys to attempt to determine the extent of non-credit offerings from academic departments. The response was disappointing. We know about noncredit workshops from Business, Radiology, Nursing, Dental Assisting, Architecture, Electronics, Automotive, and Manufacturing. We need input from other departments indicating if they do or don't offer non-credit.

We were unable to uncover any specific policies and procedures governing the development and delivery of non-credit courses for academic departments. The planned Industrial Training Center and Information Technology Training Center proposed in the academic re-organization will address some, but not all, of these issues, because they do include other departments offering non-credit, such as Health Sciences.

Only WDCE indicated that they offered Continuing Education Units and all of them comply with the national standards of 10 hours of instruction per 1 CEU.

Recommendations

Compile the disparate policies and procedures into a single document, governing WDCE, academic departments, and Veterans Upward Bound. We also recommend that WDCE be assigned the responsibility for administering ALL non-credit offerings.