

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Academics**

POLICY/PROCEDURE: **Continuing Education Units (CEU)/Workforce Education/Training**

DATE: **July 29, 2008**

NUMBER: **4.15**

REVISION(s):

Definition of Workforce Instruction

Workforce Education/Training is defined as any postsecondary (primarily non-credit) education or training activity (seminar, workshop, course, customized training, etc.) that is specifically used for developing/enhancing the skills of existing employees or members of any business or industry, and any training provided to individuals, whether employed or unemployed, that is designed to meet the employment needs of the student and/or employer by enhancing occupational, technical, and/or soft (communication, computational, and interpersonal) skills

Types of Workforce Instruction

1. Non-Credit (Continuing Education Unit – CEU)
2. Credit courses (Semester Credit Hours – SCH)
3. Non-Credit Non-CEU Community Service Activities

1. Guiding Principles for Non-Credit (CEU) Workforce Training

- Workforce activity is recorded by using the following method:
 - Individual Continuing Education Units (CEU's)
 - An individual Continuing Education Unit (CEU) is awarded to students completing a learning activity that meets the established criteria for a CEU and is recorded as such.
 - An Institutional Service Unit is a method of recording Community Service, Lifelong Learning, and college service functions that are not reported for reimbursement.
- An electronic record is maintained for all students completing a CEU course through the college student management system.
- CEU's may be awarded for any activity meeting the criteria.
- Workforce Education courses must meet Individual CEU criteria and be recorded as such to be reported for inclusion in State formula funding.
- The instructor of a Workforce Course Education class that is included in the ADHE count must be an approved faculty member of the college (permanent, adjunct, volunteer, or consultant) and under the control and direction of the appropriate instructional dean and workforce director.

Instructor Restrictions

Distance classes must be instructor led, the instructor must meet the same instructor requirements as with an on-campus class and the instructor must interact with the students in a distance teaching-learning methodology.

WHY CEU CRITERIA FOR WORKFORCE

CRITERIA FOR AWARDING A WORKFORCE CEU WERE ESTABLISHED TO:

- Provide a standard unit of measure,
- Quantify Workforce education and training activities, and
- Serve the diversity of providers, activities, and purposes in Workforce education.

DEFINITION:

- One CEU = Ten (10) contact hours of participation in organized education/training experience under responsible, qualified direction and instruction. (1 contact hour = 60 minutes)
- Short courses of 1 contact hour or more may be counted for reporting (0.1 CEU)

2. Guiding Principles for Identification of Workforce Credit Courses

There are instances where credit courses are offered as workforce training. Those courses are reported as a part of the college's regular semester credit report. They are not to be duplicated for the purpose of funding decisions.

3. Non-Credit Non-CEU Community Service Activities

This section is designed to provide a format for documenting non-credit non-CEU activities that this institution is involved in that would assist in communicating a whole picture of the role of Arkansas two-year colleges in the development of the state's workforce. This format provides for consistency of reporting and documentation.

It is recognized that this institution collaborates with business, industries, and organizations to facilitate training that does not qualify for CEU. A primary example of this type of collaboration is assistance with an activity in facility use, set up, and program implementation. For activities of this type there is often no charge for facility use and the workforce director collaborated with the company for implementation and completion of the activity. Those activities are considered community service activities and are outlined below.

Community Service activities are activities that are college connected but do not earn individual CEU's: They earn ISU's (Institutional Service Units). All ISU's are to be maintained through a database that includes:

- a. Name of Activity
- b. Brief Description
- c. Location
- d. Number of Participants
- e. Number of College Hours of Activity (Inclusion in planning and conducting an event)
Planned

- f. College Assisted (Partnered)
- g. College Facility Used Only

Data Reporting

All workforce education and training, i.e. seminar, workshop, course, customized training, that is specifically used for developing/enhancing the skills of existing employees or members of any business or industry, and any training provided to individuals, whether employed or unemployed will follow all the data reporting requirements as mandated by the Arkansas Department of Higher Education and any directives of the Presidents and Chancellors.

AUTHENTICATION (Signature):		COPP
_____	07/29/08	
President	(Date)	4.15