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### **Purpose**

To provide policy regarding accountability and credibility of instructional measures in continuing education classes.

### **General Policy**

The College shall seek to provide quality teaching and learning as efficiently as can reasonably be achieved, and employee efforts shall be encouraged to constantly direct themselves toward this objective.

An important part of this objective shall be to assure proper accountability of, and credibility for, the resources expended through the Continuing Education Accountability and Integrity Plan.

The Vice President of Instruction or his/her designee shall approve all classes consistent with the mission of the College as established by the Board of Trustees and to serve the educational and community service needs of the industry, business and the adult population of the area.

Findings from the Continuing Education Accountability and Integrity Plan shall be forwarded to the President for review and for presentation to the Board of Trustees bi-annually.

### **Visitation Plan**

The Department Chair/Director/Coordinator, or approved designee shall be expected to visit classes at a minimum of one (1) time each semester as follows:

1. Visit thirty (30) percent of off-campus and distance education classes, meeting more than twelve (12) hours; and
2. Visit twenty-five (25) percent of on-campus classes meeting more than twelve (12) hours each semester excluding receipt-supported and community service self-supported classes.

Each class visit will be expected to include suggestions and/or recommendations to the instructor to improve the quality of instruction.

The Vice President of Instruction will randomly select and visit a minimum of ten (10) percent of off-campus, including distance education, classes operating each semester. This excludes receipt-supported and community service self-supported classes. The Vice President may

delegate this visitation requirement to an appropriate person.

The Associate Vice President or his/her designee, and the Department Chair/Director/Coordinators, or their designees, are expected to complete the Continuing Education Visitation Report form for each visit and submit the completed forms by the end of the semester in which the class ends.

Upon submission, the Continuing Education Visitation Report Summary will be submitted to the Vice President of Instruction.