



OAKLAND
COMMUNITY
COLLEGE

Memo

TO: Karen Pagenette, WPS
Pam Janczarek, WPS
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Jan Harp, MTS

RECEIVED
MAY 15 1996
CDW

FROM: Cheryl A. Kozell *CAK*
Resource Development Office

DATE: May 10, 1996

SUBJECT: CONTINUING EDUCATION GUIDELINES

Attached are the draft guidelines I am distributing to the Curriculum and Professional Development Council on Monday, May 13, 1996. Thank you for your help in developing and reviewing the guidelines. I appreciated all of your comments and suggestions and hope they are all incorporated in this final draft.

CAK/

attachment

*not widely used.
not well known*

CONTINUING EDUCATION UNITS

Recommendations to the Curriculum and Professional Development Council

May 1996

**Submitted by: Workforce Development Forum
 Continuing Education Subcommittee**

Introduction

During Winter Semester 1996, the Workforce Development Forum was charged by the Vice Chancellor for Academic and Student Services with the responsibility for recommending an internal procedure for awarding continuing education units (CEUs) at Oakland Community College.

Background

Continuing Education Units are uniform units of measure used to record training and other organized non-credit educational activities. CEUs are nationally recognized as standards for continuing educational development in many professions, such as allied health, public safety, business and education. The following recommendations address two types of CEUs: generic CEUs awarded for meeting national standards and Michigan State Board of Education Continuing Education Units (SB-CEUs) awarded for the renewal of the following certificates issued by the Michigan Department of Education: school administrator; professional education; occupational education; and school psychologist.

The purposes of CEUs are:

- 1) To systematize the recording and reporting of non-credit continuing education by establishing a uniform nationally accepted unit of measure;
- 2) To permit the accumulating, updating and transfer of the continuing education record of an individual;
- 3) To encourage long-range educational goals and a continuing process of lifelong learning for individuals, professional groups and institutions;
- 4) To make the pursuit of knowledge more attractive as a way of personal and professional development and provide a framework within which individuals can develop at their own pace; and
- 5) To permit and encourage adult students to use a variety of continuing education resources to serve their particular needs.

Continuing Education Unit Award Requirements:

Generic CEUs

Generic CEUs will only be awarded for activities which meet the following criteria:

- 1) The program must be planned in response to clearly identified continuing education needs of a clientele group or target population.
- 2) Learning objectives must be specified for each program prior to its initiation.
- 3) Qualified instructional personnel must be directly involved in conducting the program.
- 4) Specific performance requirements for award of the CEU must be established prior to offering the program.
- 5) Student registration procedures must include sufficient detail to provide necessary information for a permanent record of individual participation.
- 6) Evaluation procedures identified during the planning process are to be used to determine the effectiveness of the program.
- 7) One CEU is earned by participation in ten (10) contact hours of an organized credit-free educational experience.
- 8) The minimum CEU that can be earned through one activity is .5.
- 9) CEUs are awarded based on participation. To be eligible for CEUs, students must attend 100% of courses eight hours in length or less and 90 % of courses that run more than eight hours.

State Board CEUs

State Board CEUs will be awarded in accordance with the following requirements:

- 1) Compliance with requirements 1-8 listed above.
- 2) The College becomes an approved sponsor prior to the offering of the program.
- 2) The CEU program is approved by the Michigan Department of Education prior to being offered or advertised as awarding SB-CEUs.
- 3) The program is in areas directly related to improving participants' teaching or administrative skills, subject matter knowledge or professional knowledge.

- 4) A needs assessment conducted no more than three years previous to the program is used as a basis for the program.
- 5) A planning committee representative of the target audience is involved in the planning of the program.
- 6) Procedures are in place to insure that participants are awarded no credit unless present for 100% of program SB-CEU contact hours.
- 7) The program and attendees meet all other requirements of the Michigan State Board of Education's "Policies and Criteria for Continuing Professional Education."

Recommended Procedure for Awarding CEUs at OCC:

There will be two approval tracks for awarding CEUs, depending upon whether the originating unit is campus-based or collegewide, and depending upon the type of CEU being awarded.

The processes will be as follows:

- 1) An OCC liaison completes a NON-CREDIT COURSE NUMBER REQUEST form and a CEU APPLICATION form and submits it to the Registrar's Office. (Only full-time regular employees qualify to be an OCC liaison.)
- 2) The Registrar's Office assigns a course number and returns a copy of the partially completed NON-CREDIT COURSE NUMBER REQUEST form to the originator.
- 3) The Registrar's Office sends another copy of the partially completed request form with the CEU APPLICATION FORM to the designated CEU authority for approval.

For on-campus units offering generic CEUs, the CEU authority is the dean of the related discipline;

For multi-campus and collegewide units offering generic CEUs and any unit offering Michigan State Board of Education CEUs, the SB-CEU authority is the Office of the Vice Chancellor for Academic and Student Services.

- 4) The REQUEST FORM and APPLICATION FORM are signed approving or denying the request for CEU's and returned to the Registrar's Office.
- 5) The Registrar's Office notifies the OCC liaison of the decision on the CEU's.
- 6) If CEU's are not approved, the decision may be appealed to the supervisor of the CEU authority.

For campus-based units offering generic CEUs, the appeal will be made to the campus president or his designee;

For multi-campus and collegewide units offering generic CEUs and any units offering State Board CEUs, the appeal will be made to the Chancellor or his designee.

- 7) If approved for CEU's, the class is held and the originator documents attendance and the effectiveness of the CEU course. For State Board CEUs, the documentation and evaluation materials will be forwarded to the Office of the Vice Chancellor for Academic and Student Services who will retain these documents for the College. For generic CEUs, the records should be submitted to the Registrar. All documentation is due within 24 hours of the completion of the course for which CEUs are awarded.
- 8) Student records of the CEUs awarded will be retained by the Registrar.
- 9) Transcripts for continuing education activities will be issued by the Registrar. Transcripts for State Board CEUs will be issued in the format prescribed by MDE.

For State Board CEUs, the following additional requirements will be met by the Office of the Vice Chancellor for Academic and Student Services:

- 1) completion of an application to the Michigan State Board of Education requesting designation of Oakland Community College as an approved sponsor of State Board CEUs.
- 2) submission of appropriate forms and applications to the Michigan Department of Education for program approval.
- 3) maintenance of participant records, program records and program evaluation records.
- 4) monitoring of College compliance with SB-CEU policies and criteria.

Cost Considerations:

The College is in the process of establishing a centralized recordkeeping system for non-credit offerings. The CEU activity will become part of that activity. The costs of this additional activity will be supported by an additional fee to be built into the instructional fee structure for CEU-related programs.

**APPLICATION FOR CONTINUING EDUCATION UNITS
OAKLAND COMMUNITY COLLEGE**

DATE SUBMITTED _____

COURSE #: _____

SECTION #: _____

COURSE TITLE: _____

INSTRUCTOR: _____ COURSE DATE(S): _____

NO. OF CONTACT HOURS: _____ NO. OF CEUs: _____ SB-CEUs ___ (check)

COURSE DESCRIPTION:

DESCRIPTION OF PLANNING PROCESS:

TARGET AUDIENCE:

LEARNING OBJECTIVES AND RATIONALE:

QUALIFICATIONS OF PLANNING AND INSTRUCTIONAL PERSONNEL: (attach resumes)

LEARNING ACTIVITIES/INSTRUCTIONAL METHODOLOGY: (Attach training agenda)

ANTICIPATED OUTCOMES:

EVALUATION PLAN:

Approvals:

OCC Liaison Name and Title

CEU Authority Name and Title

Signature

Signature

Date

Date

Appeal: ___ Approved ___ Denied

Signature

Date

CEU SUBCOMMITTEE MEETING
March 28, 1996

Charge to Workforce Development Forum →
To recommend internal procedures for awarding
Continuing Education Units (CEU's) at Oakland
Community College.

Process:

- 1) Recommendations are forwarded to Curriculum and Professional Development Council for review and concurrence.
- 2) CPDC sends recommendations to the Academic Senate for review and acceptance.
- 3) New CEU procedures are implemented.

CEU SUBCOMMITTEE MEETING

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Background:

Oakland University and Eastern Michigan University were contacted to find out the process each uses for awarding CEU's. Each follows a different model. OU is more decentralized, with academic deans and the director of Continuing Education approving the credit. At EMU, the Continuing Education Division is responsible for approving CEU's, under the leadership of an Assistant Dean.

Recommended Procedures for Awarding CEU's at OCC:

- 1) An OCC liaison completes a NON-CREDIT COURSE NUMBER REQUEST form and a CEU APPLICATION form and submits it to the Registrar's Office.
- 2) The Registrar's Office assigns a course number and returns a copy of the partially completed NON-CREDIT COURSE NUMBER REQUEST form to the originator.
- 3) The Registrar's Office sends another copy of the partially completed request form with the CEU APPLICATION FORM to the designated CEU authority for approval.
- 4) The request form and application form are signed approving or denying the request for CEU's and returned to the Registrar's Office.
- 5) The Registrar's Office notifies the OCC liaison of the decision on the CEU's.
- 6) If CEU's are not approved, the decision may be appealed to...
- 7) If approved for CEU's, the class is held and the originator documents attendance and the effectiveness of the CEU course.
- 8) Student records of the CEU's awarded are retained by the Registrar.

Signatory Authority Issues:

- 1) Who should approve CEU's?
- 2) Should there be an appeal process? If so, to whom would the appeal be made?
- 3) Who would qualify as an OCC liaison? Full-time employees only?

DRAFT

APPLICATION FOR CONTINUING EDUCATION UNITS OAKLAND COMMUNITY COLLEGE

NAME OF INSTRUCTOR: _____

COURSE TITLE: _____

NUMBER OF CEU'S REQUESTED: _____

COURSE DESCRIPTION:

DESCRIPTION OF PLANNING PROCESS:

TARGET AUDIENCE:

LEARNING OBJECTIVES AND RATIONALE:

DRAFT

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QUALIFICATIONS OF PLANNING AND INSTRUCTIONAL PERSONNEL:
(attach resume)

LEARNING ACTIVITIES/INSTRUCTIONAL METHODOLOGY:

ANTICIPATED OUTCOMES:

Approvals:

OCC Liaison Name and Title

CEU Authority Name and Title

Signature

Signature

Date

Date