

NUMBER: ACAF 1.70
SECTION: Academic Affairs
SUBJECT: Continuing Education
DATE: December 1, 2005
REVISED: August 24, 2010
Policy for: USC Upstate
Procedure for: USC Upstate
Authorized by: Dr. Marsha Dowell
Issued by: Academic Affairs

I. Policy

The University of South Carolina Upstate engages in noncredit continuing education activities and programs. The activities are collectively recognized by the University as “Continuing Education Programs.” To ensure that all University Continuing Education activities meet established standards, the University has adopted formal policies and procedures pertaining to Continuing Education Programs. Noncredit continuing education programs require the review and approval of the Senior Vice Chancellor for Academic Affairs. All Continuing Education Activity, regardless of type, must be documented and reported to the Office of Academic Affairs. Noncredit continuing education activity includes workshops, conferences, seminars, training programs, professional or executive education, short courses, and other structured educational events.

A. Administrative Responsibility and Oversight

The Director of Continuing Education Programs seeks to develop and oversee quality, non-credit instructional programs for adults for which the academic units can provide. The director is a member of the Office of Continuing Education Programs which is a unit within the Division of Academic Affairs. The director also provides training and support to the academic units who participant in the Continuing Education Programs. The director develops short-term and long-term plans and projections which include revenues, expenses, and potential enrollments in all Continuing Education Programs. The director is responsible for developing and implementing marketing strategies that maximizes enrollments. The director serves as a community liaison by conducting research and determining the specific needs of the community and interpreting those needs to the academic units and recommending continuing education programs. The director proposes funding and incentive models to support, stimulate growth, and innovation in the continuing education programs. The director will also be responsible for identifying consistent opportunities for program growth in the community. All Continuing Education Program contracts with external parties must be reviewed and approved by the Senior

Vice Chancellor for Academic Affairs, Vice Chancellor for Business Affairs, and the Chancellor.

B. Programming Authority

Under the direction of the Senior Vice Chancellor of Academic Affairs, academic units may develop and implement continuing education programs that meet the needs of the community. Any change of a continuing education program must have the approval of the Senior Vice Chancellor of Academic Affairs. Also, all academic units will be responsible for the documentation of noncredit course curricula and qualification of instructional personnel. The maintenance of course completion records to satisfy accreditation requirements, publication of course and program offerings, development and utilization of course evaluation instruments and the development of mechanisms and procedures aimed at achieving and maintaining high quality in the continuing education offerings of the university are important responsibilities that the Director of Continuing Education assumes.

1. Noncredit programs are not subject to faculty review or to the requirements that apply to credit courses.

C. Intellectual Property

Agreements developed for noncredit continuing education shall include specification of intellectual property rights for program content and/or curriculum, pursuant to University Policy ACAF 1.33 Intellectual Property Policy.

D. Continuing Education Review and Reporting: Continuing Education Programs

The Office of Continuing Education is charged with the responsibility of ensuring compliance with policy and procedures related to Continuing Education Programs. All academic units must provide advance notification to The Office of Continuing Education of their intent to offer continuing education programs, and must report program information through this office. The Office is responsible for the collection of all relevant data on continuing education activity across the University, and reporting necessary data to the Office of Institutional Assessment and Compliance.

E. Continuing Educational Programs Funding

All Continuing Education Programs must be externally funded and the Office of Academic Affairs and Office of Continuing Education will be allocated a negotiated amount of net revenues collected from all units that participate in the Continuing Education Program. Each unit will have an E fund created to provide funding to any activity associated with the Continuing Education Program. All funds collected and dispersed will be done through this account. Each unit will have its individual E account that pertains to its unit. Each unit that participates will be assessed a negotiated

percentage of their net revenue. This assessment is collected to offset various administrative and overhead cost incurred by the Office of Continuing Educational Programs and the Office of Academic Affairs. The Bursars will be responsible for the billing of all cost associated with the Continuing Educational Programs. Each academic unit will be responsible for depositing the funds promptly once received.

Each unit will adhere to policy and procedures outlined in BUSF 7.05 when purchasing any goods or service in the operation of the Continuing Education Program. Also, each unit will contact the Office of Academic Affairs for any payroll related issues.

II. Procedures

A. Creating a Program

The following procedures are intended for any academic unit that wishes to offer a Continuing Education Program.

- 1.) An academic unit that wishes to participate in offering Continuing Education Programs must first contact the Office of Continuing Education to notify the Director of its intent to participate. Once the director is notified, a preliminary meeting is conducted.
- 2.) Following the preliminary meeting the director and the unit jointly establish the program proposal. The program proposal is submitted to the department chair and/or dean for review and approval.
- 3.) The Senior Vice Chancellor has final approval.