

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

6.10060 DR

CONTINUING EDUCATION UNITS

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In accordance with the district policy on continuing education unit (CEU) the following definitions and procedures will apply:

I. Definitions

- A. One continuing education unit (CEU) is equal to ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.
- B. "Participation in" is defined as attendance at, and active involvement in, a continuing education learning activity.
- C. "Organized continuing education experience" means a learning activity wherein participation needs have been determined, goals and objectives are clearly specified, appropriate instruction is offered, and pertinent evaluation is conducted.
- D. "Responsible sponsorship" refers to learning activities which are administered and controlled by the designated campus.
- E. "Capable direction" is defined to mean active direction by an experienced and professional staff member in the employ of the district.
- F. "Qualified instruction" means that the activity will be taught by faculty members of the district and/or adjunct faculty members whose professional experience and instructional ability qualifies them as experts on a particular subject.

II. Procedures

- A. Recommendations to award the CEU for participation in a continuing education unit program will be made by a program planning committee comprised of representatives from the designated campus(es) office of community services, the sponsoring organization(s), and the instructional unit related to the CEU program being considered.
- B. Information provided via the recommendation form-continuing education unit will be used in making the recommendation. Incomplete data will result in disapproval of the request to grant CEU. Forms for recommending the award CEU will be available through designated campus office of community services.
- C. In no instance will the award of CEU be announced until the criteria have been met and formal approvals are granted.

- D. Approval for granting CEU will be obtained from the designated campus office of community services.
- E. The community services executive committee will make a semiannual review of the CEU awarded and suggest to the college presidents and chancellor any changes in policies and procedures which may be needed.

III. Suggested CEU Applications

The following suggestions for the possible applications of the CEU are offered as illustrations of the kinds of continuing learning experience for which CEU would be offered.

- A. Programs to be used in fulfillment or partial fulfillment of certificate or licensing requirements.
- B. Intensive training and education in technical and professional areas (i.e., for engineers, lawyers, doctors, teachers, managers, etc.)
- C. In-service training programs relative to new techniques, concepts, or developments.
- D. Programs sponsored by technical, professional, or special interest groups designed to upgrade the performance of members in specified areas.

IV. Program Criteria

- A. The program must be planned in response to clearly identified continuing education needs of a clientele group or target population.
- B. Learning objectives must be specified for each program prior to its initiation.
- C. Qualified instructional personnel must be directly involved in conducting the program.
- D. Specific performance requirements for the award of CEU must be established prior to offering the program.
- E. Student registration procedures must provide sufficient detail to provide necessary information for a permanent record of individual participation.
- F. Evaluation procedures identified during the planning process are to be used to determine the effectiveness of the program.
- G. A permanent CEU record and retrieval system will be maintained through the National Register of American College Testing.

V. Limitations

The following types of learning activities ordinarily will not be awarded the continuing education unit:

- A. Programs which result in less than 9.5 CEU.
- B. Any program carrying academic credit, either secondary or collegiate.
- C. Programs leading to high school equivalency certificates or diplomas.
- D. Organizational orientation training programs.
- E. Short duration programs only casually related to any specific upgrading purpose or goal.

Approved: Chancellor
June 12, 1980