



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Noncredit Courses and Programs
<i>AP Number:</i>	AP 3.25.04
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<i>Schedule for Review & Update:</i>	Every three years
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<i>Sponsoring Unit/Department:</i>	Office of the Provost (Workforce)
<i>Policy Title(s) & No(s):</i>	Curriculum, BP 3.25
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

The purpose of this Administrative Procedure (AP) is to implement the regulation of, and establish the procedures for, the development, promotion, and delivery of noncredit courses and programs, which will ensure College standards and integrity are maintained.

SECTION 1: Definitions

- 1.1 Noncredit courses are offered for youth, community interest, career and professional development.
- 1.2 Students in noncredit courses do not earn semester credit hours. Students may earn credit for prior learning for noncredit coursework as outlined in AP 3.20.01 Assessment of Prior Learning.

- 1.3 Community education courses refer to courses that develop or improve a student's skills, knowledge, and abilities in personal endeavors.
- 1.4 Career and professional development courses refer to courses that develop or improve a student's skills, knowledge, or abilities in technical or professional positions. Career and professional development courses may be offered under contract training (see AP 3.37.01) or as open enrollment.
- 1.5 Continuing Education Units (CEUs) may be earned for learning activities that develop workforce skills to obtain employment or maintain credentials in a profession. The professional organization or accrediting agency determines if the learning activity meets professional education requirements.
- 1.6 A CEU is a unit of measurement for noncredit career and professional development activities. One CEU is equivalent to 10 classroom hours of instruction unless otherwise specified by a professional organization or accrediting agency.
- 1.7 An official Pima College transcript can be produced for career and professional development courses

SECTION 2: Placement of Courses and Programs

- 2.1 Placement refers to assignment of new or existing courses and programs to a specific PCC Academic Division.
- 2.2 Each Division has the opportunity to develop and offer noncredit career and professional development and community education courses and programs.
- 2.3 Each Division will be able to offer career and professional development noncredit courses and programs consistent with their assigned programs.

SECTION 3: Standards

- 3.1 There shall be a defined set of standards for all Divisions offering noncredit courses or programs. The noncredit standards will include (but are not limited to) consistency in selection and orientation of instructors; curriculum development; instructor pay rates; marketing; scheduling; and budget development.

- 3.2 Instructors for career and professional development courses should have at least an earned bachelor's degree in the subject area; 18 credit hours at the master's level in the subject area; substantial professional experience in the subject area per the industry standards and which is consistent with requirements for credit programs; or demonstrable expertise in the technical or professional discipline.
- 3.3 Personal interest instructors will have experience and demonstrated expertise in the subject area.
- 3.4 Instructor pay rates will follow the pay schedule which is overseen by Human Resources.
- 3.5 Course development will follow Workforce and Continuing Education guidelines and formats for personal interest and career and professional development courses.
- 3.6 Divisions that offer noncredit courses will develop an appropriate budget to include staff expenses; instructor costs; materials and equipment costs; marketing costs; miscellaneous costs; and indirect expenses for Workforce Development and Continuing Education oversight.
- 3.7 Marketing of noncredit courses will follow College marketing guidelines and regulations.
- 3.8 Classes should be planned and built for inclusion in the Schedule of Classes, unless offered under contract.

SECTION 4: Responsibilities for Operation and Oversight

- 4.1 Workforce Development and Continuing Education will act as facilitator/broker for all noncredit offerings.
- 4.2 Divisions will submit to Workforce Development and Continuing Education for review: proposed contact hours for each course; instructor credentials and pay schedule; proposed schedule (day of week, time of day, material fee, course fee); and plan for course promotion.

- 4.3 Divisions will be responsible for the new instructor hiring process, marketing of noncredit courses; and course operation.
- 4.4 Divisions will be responsible for all costs incurred for developing, marketing, and operating noncredit courses offered through their program areas.
- 4.5 Workforce Development and Continuing Education will support the Division noncredit program in the following ways: instructor referral, Schedule of Classes, registration, web event calendar, curriculum development, distribution of marketing materials and scheduling.
- 4.6 Modification and new noncredit curriculum will be submitted through Workforce Development and Continuing Education.

SECTION 5: Funding

- 5.1 Noncredit offerings will not increase the expenditures of credit offerings.