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## **CONTINUING EDUCATION, OUTREACH, AND SERVICE PROGRAMS**

### **I. PURPOSE**

To define University policies and operating procedures for the offering of continuing education, outreach, and service programs through the Division of Continuing Education (DOCE) and other academic and non-academic units of the University.

### **II. GENERAL POLICY**

Many individuals desire or are required to engage in life-long education. Institutions of higher education generally incorporate into their purpose an extension and public service component to provide for life-long learning opportunities. These opportunities are often referred to as continuing education, extension education, outreach, or public and community service programs. These programs may be credit or non-credit, may be offered on or off campus, and may be offered through a variety of delivery systems. Continuing education and outreach and service (CEOS) programs of Louisiana State University and Agricultural and Mechanical College must be clearly related to the purpose and mission of the University. All CEOS programs, both credit and non-credit, must be evaluated regularly. All CEOS programs offered for credit must comply with SACS Criteria for Accreditation (see particularly Section IV), and must have properly complied with the approval processes of the Faculty Senate Courses and Curricula Committee. Non-credit continuing education programs should follow national guidelines for the recording of Continuing Education Units (CEUs). Units desiring to offer CEUs to be awarded by LSU should consult DOCE.

Academic credit for work taken on a non-credit basis may not be awarded without appropriate documentation that the non-credit course work is equivalent to a designated course experience. In such a case it must be documented that the credit awarded for non-credit course work represents collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies equivalent to those of students in the University's degree programs, and that the course work was taught by faculty members qualified to teach at the appropriate degree level. All credit-bearing continuing education courses and activities must comply with the requirements of the **Criteria for Accreditation**.

The Louisiana State University Division of Continuing Education (DOCE) was established as the centralized unit responsible for the administration and coordination of

CEOS programs initiated by faculty, staff, and academic and non-academic units of the University, as well as those initiated by DOCE itself. The expertise and facilities of DOCE should prove sufficient for the needs of most CEOS programs. However, units desiring to assume responsibility for their own offerings may petition the Continuing Education, Outreach, and Public Service Programs Council for approval. **All CEOS program offerings by any unit of the University must either be through the DOCE or be approved by the CEOSP Council and the Executive Vice President & Provost. DOCE or an official University unit must sponsor programs which are educational in nature and offered to the University community and/or general public. Any other use of University facilities by non-LSU entities must also be in accordance with PS-82 (Use of University Facilities and Premises).**

As a general policy, programs approved to be offered outside DOCE are expected to be budgeted so that program revenues are sufficient to meet program direct and indirect costs. Every such offering must be registered for accountability, coordination and informational purposes. Conformance with all applicable University financial and business policies must be met, and all records will be subject to audit.

### III. DEFINITIONS

continuing education, outreach and service programs: life-long learning activities, including programs offering academic credit, continuing education credits, or advancement toward certification, required or desired for professional development, as well as programs offered for development of personal knowledge and skills.

Continuing Education, Outreach and Service Program (CEOSP) Council: the body appointed to consider requests for approval to offer continuing education, outreach, or service programs through units other than the Division of Continuing Education.

continuing education unit (CEU): an indicator used for documenting continuing education activities for those disciplines mandating a proscribed quantity of continuing education activity for continued certification; one CEU represents 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction (**The Continuing Education Unit: Guidelines, SACS, 1994**).

distance education: that educational process that occurs when instruction is delivered to students physically remote from the main campus, the location or campus of program origin, or the primary resources that support instruction; in this process the requirements for a course or program may be completed through remote communications with instructional and support staff including either one-way or two-way written, electronic, or other media forms (**Guidelines for Planning Distance Education Activities, SACS, 1996**).

leisure classes: non-credit class offerings not leading to CEUs or other types of certification awarded by the university, for students and other patrons to explore

avenues for creativity, innovation, and expression, to learn new personal enrichment skills, to pursue special interests and hobbies, and to learn constructive ways to spend leisure time.

#### IV. OPERATING PROCEDURES

1. The CEOSP Council will consist of seven voting and two **ex officio** members: two faculty appointed by the Faculty Senate Executive Committee for staggered three year terms; two representatives from colleges with significant CEOS program offerings, appointed by the Office of Academic Affairs for staggered three year terms; and one each appointed from the following units: Division of Continuing Education, LSU Union Programming, and Recreational Sports. Representatives from the Office of Academic Affairs and the Office of Finance & Administration will serve as *ex officio* members. Voting members of the Council will recuse themselves from votes on proposals from their units. The Council will elect a chair and vice chair; the chair will have at least one year of experience on the Council. The ultimate goal of the Council will be to insure quality in the CEOS program offerings for the publics served by the University. The Council will report to the Office of the Executive Vice President & Provost.

2. Proposals to offer CEOS programs outside of DOCE must be submitted under protocols developed by the CEOSP Council and assessed by criteria specified by the Council. The Council will recommend action on proposals to the Office of the Executive Vice President & Provost. Program proposals must be sponsored by an LSU administrative unit or a recognized student or campus organization with a logical relationship to the sponsored program, and the unit or organization must have an active and meaningful involvement with the management of the program.

3. In addition to review of proposals, the responsibilities of the Council will include development of criteria and procedures for program approval for offerings outside of DOCE, which will include, but not be limited to, the following:

Initial review for approval of CEOS offerings exempted at the time of adoption of this policy.

Resolution of overlapping subject offerings.

Referral of proposals to the Office of Finance and Administrative Services for financial review when appropriate.

Ensure oversight of programs contracted by third parties.

Establish a registry of all campus CEOS program offerings.

Encourage communication between program offerers and sharing of

available resources.

Monitor ongoing CEOS offerings for coordination, effective use of resources, and compliance with standard University business practices.

4. Review of CEOS program offerings proposed to the Council will include, but not be limited to, the following criteria:

Compliance with appropriate professional and regional accrediting criteria.

Acceptable quality assessment measures.

Acceptable bases for faculty/staff selection and assessment.

Availability of adequate resources.

Budgeting consistency with University guidelines.

Compliance with University Budget Office Procedures (BOPs) and financial requirements.

Overlap with existing programs.

#### **RELATED POLICY STATEMENTS**

PS-82 Use of University Facilities and Premises

PS-88 Summer Youth Camps

PM-3 Compensation Limitations, Academic and Nonclassified Employees

PM-11 Outside Employment of University Employees

#### **SOURCE**

**Criteria for Accreditation**, Southern Association of Colleges and Schools Commission on Colleges, 1996, Section 4.6.