

POLICY: 5.2.1. (IV.N.) **Non-Credit Instruction**

Revised: July 10, 2001; and May 7, 1992.

Last Reviewed: October 3, 2022; October 26, 2020; and January 26, 2016.

Adopted: June 5, 1986.



POLICY:

Non-credit instructional activities may include courses, seminars, and workshops for businesses and industries, organizations, governmental agencies, and the general public. This policy does not cover adult Literacy, developmental studies, and Quick Start programs. Each Technical College shall maintain an active non-credit instructional program throughout its service area.

The pricing structure for the charge to the participant should be calculated based on "cost recovery plus." Each Technical College shall develop a consistent basis for establishing its fee structure.

Each Technical College shall report enrollment or participation in non-credit instructional and community service activities under guidelines promulgated by the System. Technical Colleges shall issue a formal agreement for each instructor hired for non-credit instructional activities. The formal agreement shall stipulate the instructor's requirements and other relevant factors. Full-time instructors may be used for non-credit instruction, and an addendum is made to their contracts under the System's guidelines. Each Technical College shall develop an instructor compensation plan to ensure consistency in employment practices. The plan should be flexible enough to provide conditions for compensation differentiation, such as expertise in the field.

A formal curriculum development process for non-credit instruction shall be utilized at each Technical College.

Each Technical College shall develop an evaluation process for non-credit instructional programs.

Technical Colleges may award appropriate credentials to participants of non-credit instructional activities. In addition, continuing Education Units (CEUs) may be awarded under guidelines established by the International Association for Continuing Education and Training or other appropriately recognized entities.

The System Office shall issue guidelines concerning the following:

- 1) Non-credit instructional activities
- 2) Enrollment reporting
- 3) Addendum to full-time instructors' contracts

The Technical Colleges shall develop the following:

- 1) Consistent fee structure
- 2) Instructor compensation plan
- 3) Curriculum development process
- 4) Evaluation plan

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board.

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.

Guidelines established by the International Association for Continuing Education and Training.