

CONTINUING EDUCATION

ADMINISTRATIVE RULE NUMBER: D021

LAST APPROVED: May 7, 2013, March 9, 2016, May 29, 2019, November 1, 2019

RELATED TO POLICY SERIES NUMBER: 425

PURPOSE: D021.1

Continuing and community education courses are non-credit and designed to meet the lifelong learning needs of the adult community consistent with the mission and goals of Tillamook Bay Community College and are self-supporting in nature. These courses do not satisfy college credit or Continuing Education Unit (CEU) requirements and will not apply to any degrees or credit certificates at Tillamook Bay Community College.

Continuing and community education courses provide the opportunity for adults to take courses that support the Oregon Benchmarks in the following areas: economy, education, civic engagement, social support, and public safety.

A request for continuing or community education instruction may originate from an individual, a local agency, or an employer. In addition, TBCC staff may identify the need for courses within the community. When a need has been identified, a TBCC staff member will validate the need for the course with the Vice President of Instruction and Student Services.

Courses eligible for FTE reimbursement include:

- A. Workforce courses designed to help people succeed in the workplace
- B. Basic literacy, pre-collegiate skill building instruction for adults (e.g. remedial math and writing, academic courses numbered under 100)
- C. Conversational foreign languages and American Sign Language
- D. Life skills courses that build personal and interpersonal, parenting, college success and financial skills (e.g. life transitions, financial management)
- E. Technology, instruction dealing with the use and operation of equipment, computers, and software (e.g. Introduction MS Word, PDAs, Geographic Information Systems)
- F. Health and safety courses that promote safety and health over a lifetime (e.g. aerobics, yoga, first aid/CPR, nutrition, Marine Board licensing, self-defense)

The College may choose to offer courses not eligible for FTE.

APPROVAL AND ADMINISTRATION: D021.2

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The Vice President of Instruction and Student Services or designee will approve all CE curriculum. Faculty will be involved in the planning and evaluation of continuing and community education courses as appropriate. All courses must have course outlines developed according to TBCC's CE guidelines. The course outline must be on file with the Office of Instruction. Course offerings must reflect what was originally approved for a given prefix, number, and title.

The Vice President of Instruction and Student Services or designee will approve all CE instructors. Instructors must satisfy TBCC instructor qualifications and teaching guidelines as determined by the Vice President of Instruction and Student Services or designee. Documentation of the instructor's qualifications will be kept on file in the TBCC Office of Instruction or by the partner agency offering the course (e.g. NCRD, YMCA).

The College will market continuing and community education courses through the quarterly Schedule of Classes and the TBCC website. Tuition and fees for courses offered directly by TBCC will be set according to TBCC policy. Tuition and fees for courses offered through agency partners will be set according to a TBCC Contractual Agreements for Community and Continuing Education.

Continuing and community education course students register for courses using established registration processes. The College will enter registrations and maintain student records for all course participants. A TBCC student record will be established that includes name and student identification number of the student, prefix and title of the course, term and year of completion, and number of contact hours. The College will provide unofficial transcripts of continuing and community education course participation to students for such fees as it shall determine.

EVALUATION: D021.3

The TBCC Office of Instruction is responsible for the evaluation of course content and instructor. Evaluation procedures must include feedback from students, instructors, and employers and/or agencies as appropriate. Evaluations will be kept on file with the Office of Instruction.