Committee on Continuing Education

Agenda for April 26, 2018

I. Introductions
II. Overview of committee
III. Report on continuing education programs
IV. Discussion about the committee moving forward
V. Good of the order

Minutes

Attendees

Current committee members: David J. Hansen (chair), Sam Flores, Jessica Streit, Brian Lanahan
Incoming committee members: Jennifer Fox, Marianne Verlinden
Ex Officio: Lynn Cherry (Provost’s office)
Additional guests: Christine Finnan, Alice Hamilton

The meeting began at approximately 11:03.
Attendees introduced themselves.
Christine Finnan, chair of the former Committee on Graduate Education, Continuing Education and Special Programs, provided a brief history and an overview of how that committee was split into two new committees, the Committee on Graduate Education and the Committee on Continuing Education. David Hansen, who was a member of the former committee when the proposal to change the by-laws was drafted, also provided some background. [For full detail refer to proposal and old minutes].

Some of the key points addressed included:

- When originally formed, there were few graduate programs and many current programs were considered “special programs” such as Honors (was special program, now is a College).
- More recently graduate course proposals took up most of the committee’s time, leaving little attention to continuing education
- Continuing education courses would not follow the same procedures as for-credit courses (various committees, Provost, Faculty Senate) – the speed at which courses need to be approved often is too fast to organize a committee
- Since the committee would not be approving courses, in order to ensure quality is maintained, the new committee would be responsible for reviewing reports and providing guidance on continuing education
- There had been concern in years past the continuing education competed with graduate programs, particularly specialized certificate programs.
Alice Hamilton, Director of the Center for Continuing and Professional Education, asked that one of the goals of the committee be to look at how the committee could help better integrate the Center’s non-credit offerings with for-credit programs on campus. One example provided was Real Estate, where the continuing education courses complement the for-credit programs. In fact, later in the meeting Alice noted that some faculty require students to take continuing education courses of skills for which faculty do not have time to cover in class. The price for students can be lowered by having more students take the continuing education course. A question that was brought up later in the meeting by Marianne Verlinden was how non-credit and for-credit courses or programs with similar sounding names are distinguished. Alice commented that if there is any confusion, the conflicting non-credit course will be pulled. She also asked that faculty bring to her attention any potential conflict.

Alice noted that in deciding what to offer, the Center uses Burning Glass data to determine what companies are looking for in hiring employees. No courses are offered that are not financially viable. If the course will not at least break even, it will be cancelled. There have been 75 faculty hired to teach continuing education courses, most are industry experts. Criteria for hiring include the faculty member being “in the trenches” doing what they are teaching. Each program has a coordinator that oversees the faculty.

Non-credit continuing education reports to SACSCOC just as for-credit education.

Certificates offered through continuing education are strictly non-credit.

Job bridge courses are in person (“bring people to the table”) to allow for the industry networking that helps facilitate finding jobs.

Alice mentioned that some faculty and staff join roundtables with industry members. She also noted that faculty that teach continuing education courses earn overload pay.

The Center creates Facebook groups for the courses offered so that students can stay in contact with the industry experts involved with the class.

Online continuing education courses are offered through 3rd-party Ed2Go. Alice noted that there has been a 100% satisfaction rating from students at The College and about 96% globally.

Lynn Cherry offered that this committee has an opportunity to frame how to educate campus about opportunities for students.
One suggestion for the committee moving forward is to identify potential opportunities and connections for students. Another suggestion was to identify and suggest topics that could be offered as continuing education.

Lynn suggested that the first step for the committee next year is to review the by-laws and develop a framework for accomplishing the duties outlined, including determining how often the committee should meet. Alice noted that it might not be relevant to report monthly since much of the course offerings are planned 6-8 months out. The Center does produce an annual report that can be used by the committee. Lynn also suggested that someone take either permanent or temporary role of chair to organize the first meeting. David mentioned that incoming member Brumby McLeod volunteered. There was unanimous support for naming him chair. David offered to help plan the first meeting.

The chair asked for a motion to adjourn, to which Sam Flores made the motion and Jessica Streit seconded.