

INSTITUTIONAL DIRECTIVE 8-16

July 25, 2005

Title: **Recognizing Occupational Advancement Courses Initiated by Departments**

I. Purpose

This directive establishes the procedures by which credit curriculum departments will receive recognition for Occupational Advancement courses which they have a part in establishing.

II. Policy

It is the policy of Piedmont Technical College to clarify and document all procedures for determining the means by which academic departments are credited for Occupational Advancement courses in which they participate.

III. Operating Guideline:

At Piedmont Technical College, all departments are required to offer special courses and seminars in response to the needs of the service region. It is the responsibility of the Continuing Education Division to assist the credit curriculum departments in initiating these courses and to assure that they receive recognition for their efforts.

IV. Procedures and Responsibilities

A. Credit curriculum departments will be credited in their annual MBO objectives with contact hours generated based on the following criteria:

Full credit if they do the following:

1. Provide:

- (a) Name or title of seminar/course/workshop
- (b) Instructor name, address, social security number
- (c) Dates and times of seminar/course/workshop
- (d) A paragraph (three-four sentences) description of course or program
- (e) Description of the type of person the course is designed for (i.e. first line supervisor, mechanics, electricians, nurses, bank managers, etc.)
- (f) Assistance in or recruiting students or Teach an Occupational Advancement Course

B. Courses must meet State Tech Audit guidelines (fee charged, etc.) to be recognized for credit.

Office of Responsibility: Executive Vice President for Educational Affairs

- C. At the conclusion of each academic term, the MIS printout will be analyzed and compared to the Continuing Education Division ledger to assure that credits have been appropriately assigned to academic departments. When the audit is completed, the Associate Vice President for Continuing Education will inform all departments of their output -- in contact hours -- and their accrued annual totals.

Original on File 7/25/05
Approved for Publication **Date**