

CHAPTER 3: Educational Services

Policy 3D.1: Continuing Education Units

Continuing Education Offerings

Offerings in Professional Training will be consistent with and based on the philosophy and mission statement of Anoka-Ramsey Community College. Participants will be awarded Continuing Education Units (CEUs) in accordance with the policies adopted by the Minnesota State Colleges and Universities and other approval agencies such as the Minnesota Board of Nursing. Professional Training course topics/content that parallel academic discipline will be discussed with discipline or divisional representatives.

Definition

A Continuing Education Unit (1.0 CEU) is defined as a non-credit unit that represents “ten contact hours of participation in an organized continuing education, adult, or extension experience under responsible sponsorship, capable direction, and qualified instruction.”

Instructors

Professional standards will be maintained in the selection and hiring of course instructors. Instructors will possess the appropriate degree or equivalent level of knowledge and skill necessary for the course content. Instructors will have on file a current resume, including recommendations from appropriate authorities. Where professional or technical courses are offered, such instructors will provide transcripts/credentials for a personnel file.

Records

The Continuing Education Office will maintain a file on each course offering to include:

- Resume of instructor’s credentials
- Course Outline
- Course Objectives
- Copies of all handouts used in the course
- Summaries of course evaluations
- Copies of promotional brochures, news releases and published articles
- Budget report where appropriate

Evaluation

Each Professional Training course offering will have a student evaluation conducted including responses to course content and quality of instruction, and be reviewed each semester by the dean or her/his designee.

History:

06.22.81 Developed

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08.2010 Changed Continuing Education references to Professional Training