

BP 5.3.1 Continuing Education Accountability and Internal Audit Plan

Related Board of Trustee Policy:

Responsible Official *Director of Continuing Education*
Approvals *9/13/01*
Revision

Procedure

Accountability and credibility are two of the most important elements of the community college's ability to achieve quality in teaching and learning and to provide effectiveness and efficiency in the overall management.

Accordingly, McDowell Technical Community College has developed a system of procedural checks and balances which form an internal audit trail.

1. The Vice President for Learning, Dean of Curriculum and Adult Basic Skills, Director of Continuing Education, or designee (Program Director/Coordinator) will visit selected on and off campus classes each semester with no pre-notification of these visits. The frequency of these visits will be sufficient to comply with State Board of Community College guidelines. Written documentation using the class visitation and evaluation forms will be maintained for the purposes of establishing an audit trail and insure adequate evaluation of instruction. In cases where duration of classes or courses have only one class meeting makes visitation impossible, adequate documentation will be maintained to verify the existence of the class. These guidelines are as follows:
 - A. Fifty percent of all off-campus and distance education classes (excluding receipt-supported classes, community service classes and classes that meet less that 12 hour or less) must be visited each semester by the instructor's supervisor or designated representative as approved in writing by the senior Continuing Education administrators. (Dean of Curriculum and Adult Basic Skills and Director of Continuing Education Programs).
 - B. Twenty-five percent of all on-campus classes (excluding receipt-supported classes, community service classes and classes that meet less that 12 hour or less) must be visited each semester by the instructor's supervisor or a designated representative as approved by the senior Continuing Education administrator.
 - C. The senior continuing education administrators (Dean of Curriculum and Adult Basic Skills, Director of Continuing Education Programs) will visit a random sampling of ten percent of off-campus and distance education classes each semester with no pre-notification of these visits. Written documentation of these visits will be maintained. The visitation requirement may be met by delegation of the visitation requirement to appropriate upper level administrators / supervisors provided the delegation is approved in writing by the college president and included in the colleges approved internal audit plan.
2. Internet based courses will be visited electronically in the same portions noted above and written documentation will be maintained.

3. Access will be made available to system office personnel and audit personnel to all internet based classes for the purposes of conducting electronic visitations of internet based classes.
4. A class receipt form (Class Roster) and student registration form will be used and signed at the time of registration for all continuing education classes for student membership verification. Class rosters will be signed by the instructor to insure proper student enrollment.
5. In cases where classes do not meet physically (such as internet classes, telecourses, etc.) evidence of payment will be maintained linking payment to specific classes.
6. Each Coordinator / Director will be responsible for verification that instruction has been rendered and that all required documentation is collected for purposes of payroll, verification of credentials and meeting college personnel records requirements. All part-time or adjunct instructors will be required to appear in person at least once a semester and produce appropriate documentation to obtain instructional pay.
7. A proposed list of courses and instructors will be submitted by the Director / Coordinator each semester to the Dean of Curriculum and Adult Basic Skills and the Director of Continuing Education Programs. Courses and instructors will be carefully reviewed to insure appropriate credentials are present and course content is consistent with the mission and role of the community college system.
8. McDowell Technical Community College will maintain a master schedule including day, time, and location of all curriculum and continuing education courses. Each Director / Coordinator will submit a schedule of proposed classes to be approved by the Vice President of Learning.
9. Determination of value and effectiveness of curriculum and continuing education classes offered by the college will be maintained each semester by the Vice President for Learning, Dean of Curriculum and Adult Basic Skills, Director of Continuing Education Programs and/or designee. Effectiveness will be documented through SIRS, evaluation instruments, student outcome data, and program evaluation data.
10. The Directors / Coordinators for each program area will be responsible for overseeing the keying / data entry and accuracy of all contract information. Additionally, each Director / Coordinator will be responsible for processing and reviewing time sheets, contract information on a monthly or semester basis to insure accuracy. The Vice President for Learning or the appropriate Dean will also review all time sheets and payroll documentation monthly.
11. The Director / Coordinator for each program area will be responsible for reviewing each course folder for completeness, accuracy and validity prior to submission for purposes of FTE reporting.
12. At least twice annually an internal report of findings will be reported to the College President.
13. Annually, an internal report of findings will be reported to the College Board of Trustees.
14. Annually, a report of the North Carolina Community College System's annual audit findings will be reported to the College Board of Trustees.

Attachment 1

CLASS VISITATION

Contact Number _____

Date _____ Instructor _____

Location _____ Class _____

Number present _____

Educational Value:

Excellent _____ Good _____
Fair _____ Poor _____

Instructor Effectiveness:

Excellent _____ Good _____
Fair _____ Poor _____

Comments:

CLASS VISITATION

Contact Number _____

Date _____ Instructor _____

Location _____ Class _____

Number present _____

Educational Value:

Excellent _____ Good _____
Fair _____ Poor _____

Instructor Effectiveness:

Excellent _____ Good _____
Fair _____ Poor _____

Comments:

Attachment 2

PROPOSAL FOR CLASSES

TO: _____ FROM: _____
 Vice President for Learning

Date _____

I request to begin the following class(s):

	Course Title	Days	Time	Begin Date	End Date	Location	Instructor	Wks	Hrs	Salary: Hourly / Total	Fee

Date _____ Approved by _____
 Vice President for Learning