



**July 2022-
June 2025**

**Workforce
Development/
Continuing
Education**

**Accountability
and Integrity
Plan**

McDowell Technical Community College (MTCC) publishes, maintains, and uses an Accountability Plan in accordance with the State Board of Community College Code (SBCCC) 1D-300.4(a)–Continuing Education Program Management. In order to comply with the requirements of the North Carolina State Board of Community Colleges and to ensure that all Continuing Education classes are valid, credible, and accurately reported, MTCC will achieve the goals and objectives as outlined in this Accountability Plan.

This plan has been re-evaluated and updated to align with McDowell Tech’s new Vision 2025 Strategic Plan. Many of the objectives within this Accountability and Integrity Plan reflect the same objectives from the Vision 2025 Strategic Plan.

Introduction: Accountability Planning for Economic & Workforce Development /
Continuing Education

Accountability within the NC Community College Workforce Continuing Education areas encompasses a broad range of concepts including governance, institutional values, programs, industry sectors, and community partners. NC Community Colleges are mandated through the State Board of Community College Code (1B SBCCC 400.98, ID SBCCC 300.4) to review the programs provided to ensure occupational training is relevant to the workforce, responsive to training needs, and responsible for use of state resources. In addition to SBCCC requirements, colleges are responsible to a number of external agencies to document programs and processes including state and national credentialing agencies, local government, grant providers, and others.



The Accountability Plan has been adopted based on a statewide accountability model in which all NC community colleges provided input and representation. This local plan will be monitored and reviewed by an internal continuing education team and reviewed for approval every three (3) years by the Board of Trustees. This plan replaces the division's former internal audit plan. The document supports accountability as it takes into account internal control processes and best business practices while demonstrating compliance measures for state budget reporting. The accountability framework provided in this plan encompasses three primary areas:

1. Governance Priorities
2. Academic Integrity/Program Accountability
3. Market Forces

Importantly, the plan reflects the College's ongoing effort to:

1. Review programs for relevance, rigor, and quality.
2. Develop goals for growth and sustainability.
3. Ensure state budget compliance.
4. Respond to demands to align programs with a broad array of governing requirements and industry needs.

For each area, goals and objectives are outlined that support the mission of both the NC Community College System

and McDowell Technical Community College to foster student success through the delivery of high-quality workforce training programs.

Accountability Plan - Goals and Objectives

Governance Priorities

Goal 1: Demonstrate accountability and credibility of operational functions.

The responsibility of ensuring division operations are efficient in terms of resources and effective in terms of meeting requirements.

Objective 1: Identify, establish, maintain, and update authority for roles and functions responsible for operations, program development, documentation procedures, and fiscal management.



Goal 2: Demonstrate operational accountability for data reported to the state for funding.

The responsibility of meeting NC General Statutes and NC State Board of Community College Code relevant to hours reported for state budget resources.

Objective 1: Respond effectively to issues, both material and non-material, identified in biennial review of records.

Objective 2: Conduct class visits for continuing education courses as outlined in the Class Visitation Procedure.

Goal 3: Demonstrate accountability to performance aligned with state and federal agencies. The responsibility of meeting performance benchmarks as defined by state or federal agencies.

Objective 1: Develop written processes for course standards aligned with System Office best practices.

Academic Interests

Goal 1: Students will meet specific course criteria to attain relevant licenses/credentials or demonstrate course completion requirements. Responsibility to align and demonstrate student-learning outcomes as

defined in college documents to actual student learning culminating in demonstration of competency and/or attainment of licensure or credential.

Objective 1: Increase completion rates. (MTCC Strategic Plan Goal 4, Objective 2)

Objective 2: Increase underrepresented student completion rates. (MTCC Strategic Plan Goal 4, Objective 3)

Goal 2: Instructional programs will demonstrate relevance, rigor, viability, and student success.

Responsibility to provide quality training that is relevant to student learning and workforce needs.

Objective 1: Align program outcomes to student workforce success.



Goal 3: Faculty qualifications will support program relevancy and student success.

Responsibility to ensure that faculty are appropriately qualified (experience, credentials, licensure, etc.) to deliver relevant, quality training.

Objective 1: Reimagine and reinvent instructional offerings by adopting best practices to meet the needs of adult learners. (MTCC Strategic Plan Goal 3, Objective 3)

Objective 2: Integrate components of diversity, equity, and inclusion awareness into the student learning environment. (MTCC Strategic Plan Goal 3, Objective 6)



Market Forces

Goal 1: Demonstrate development or enhancement of connections with workforce and economic development entities to leverage resources and strengths.

Responsibility to ensure that education/workforce partners collaborate to identify strategic solutions for current and future workforce needs.

Objective 1: Develop and execute a comprehensive internal and external communication plan with an emphasis on increasing awareness of the mission, vision, and values. (MTCC Strategic Plan Goal 3, Objective 5)

Goal 2: Demonstrate proactive and reactive response to industry training needs.

Responsibility to develop workforce-training programs based on industry standards and documented business needs.

Objective 1: Increase completion of work-based learning, employability skills experience and industry recognized credentials. (MTCC Strategic Plan Goal 4, Objective 4)

Goal 3: Demonstrate development of a quality NC workforce prepared to succeed in employment. Responsibility to develop workforce employability programs to support development of NC talent pool.

Objective 1: Employment rates, one year and three years, post-completion will exceed MTCC comparison group. (MTCC Strategic Plan Goal 4, Objective 6)

Pursuant to Board policy, Chapter 900, Policy 903.01, this procedure will be followed to ensure that Economic & Workforce Development/Continuing Education classes are valid, credible, and accurately reported

Updated: July 1, 2022



Workforce Development McDowell Technical Community College July 1, 2022-June 30, 2025 McDowell Technical Community College Workforce Development Accountability & Integrity Planning Team

Program Members:**Stacy E. Buff****Penny Wacaster****Ladelle Harmon****Tabitha Buff****Associate Vice-President for Workforce Development****Director of College and Career Readiness and HRD Programs****Director of Institutional Effectiveness****Coordinator of CE Compliance and Programs**

Team Members: Membership must include at least one CCR/HRD staff member as well as two representatives from Occupational CE. The accountability and compliance representative/facilitator is a standing member. Standing members will remain on the team or may designate a representative to participate when available. The team meets twice per year during fall and spring terms.

Team Purpose: Program and administrative representation will contribute to the development of the division's accountability and integrity planning and processes by:

1. Providing guidance based on constructive planning and assessment practices among programs
2. Recognizing, identifying, and developing internal division of campus-wide measures that support goals and objectives of the NCCCS Accountability and integrity Planning document.
3. Suggesting improvements to support best business practices for integrity with operations and practices.

Message from the Associate Vice-President for Workforce Development

McDowell Technical Community College prides itself in our mission of enriching our community with access to student-centered, affordable, high-quality, life-long learning opportunities that promote workforce development. We understand that workforce development comes in all forms, shapes, and sizes and one size doesn't fit all. It is our goal to meet the student where they are, and take them where they want to be. That is why we offer a variety of training and education. Through continuing education, our students have the opportunity to achieve their career aspirations in a much shorter time frame. It is our goal to continue to work with local business and industry partners to prepare students for the workforce in the most efficient manner possible.



Stacy E. Buff, Ed.S.
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Workforce Development
McDowell Technical Community
College
President-Elect, NCCCAEA

NOTE

