

Summary of Policies and Procedures Review for Awarding Continuing Education Units (CEU) of Credit

- At the request of Dr. Roger Brown, an Ad hoc Faculty CEU Policy Review Committee was formed by Dr. Collie Coleman to develop policies and procedures relative to the awarding of Continuing Education Units (CEUs) of credit. The selected committee members were:
 - Betty Brown (Education)
 - Mark Canada (English)
 - William Albrecht (Political Science & Public Administration)
 - Sharon Bell (Business)
 - David Zeigler (Biology)
- The committee met three times, September 2nd & 9th with conclusion of work on September 16th.
- The process for reviewing and developing the policies and procedures for the awarding of CEU credit was as follows:
 1. In preparation for the 1st committee meeting, Warren McDonald and Sylvia Pate were asked to conduct research relative to CEU policies which included:
 - Reviewing UNCP's current policies and procedures;
 - Reviewing SACS requirements;
 - Reviewing General Administration Guidance (Administrative Memorandum # 135);
 - Reviewing policies from peer institutions which included East Carolina University, UNC Wilmington, UNC Charlotte, and UNC Greensboro.
 2. At the 1st meeting on September 2, Dr. Coleman provided an overview to the committee members as to:
 - Purpose of the Committee
 - Outreach in General at UNCP
 - Organization and Structure
 - Degree Courses & Programs—CED (McDonald)
 - Certificate, Non-Degree Courses & Programs—Regional Center (Pate)
 3. At the September 2nd meeting, the committee was presented draft policies and procedures based on review of current UNCP policies, peer institutions and administrative requirements. For their review, they were also provided with copies of all the materials from peer institutions, UNCP's current policy and Administrative Memorandum # 135.
 4. Based on their review of these documents, the committee was asked to recommend changes or additions for the proposed draft policies and procedures or to submit any questions to Ms. Pate prior to the 2nd meeting. These were compiled and distributed to the committee members.
 5. At the September 9th meeting, comments were discussed and agreed upon as to suggested changes or further clarifications.
 6. All suggested changes were presented to the ad hoc committee at its September 16th meeting. These changes were reviewed and a few additional changes were suggested. At the September 16th meeting, the committee adopted the following recommended documents for approval:
 - a. General Policy From the UNCP Outreach Division For Continuing Education and Public Studies Relative to Non-Credit or CEU Programs
 - b. UNCP Outreach Division's Policy for Implementation and Awarding of the Continuing Education Unit of Credit (CEU)
 - c. Request for Program Approval to Offer Non-Credit Courses/Programs
 - d. CEU Request Registration Form
- The next step in the process is the forwarding of the recommended policies and procedures to Dr. Roger Brown for further direction.
- Approved by Dr. Roger Brown on 06/03/04