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## Report of the Ad hoc Committee to prepare Recommendations for the Establishment of Policies and University-Wide Procedures for the Granting of CEU's: Addition of Sections 8.58.10 thru 8.58.17 of the University Manual

University of Rhode Island Faculty Senate

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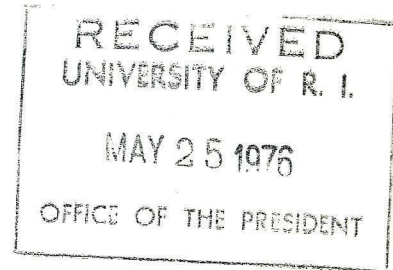
University of Rhode Island Faculty Senate, "Report of the Ad hoc Committee to prepare Recommendations for the Establishment of Policies and University-Wide Procedures for the Granting of CEU's: Addition of Sections 8.58.10 thru 8.58.17 of the University Manual" (1976). *Faculty Senate Bills*. Paper 502. [https://digitalcommons.uri.edu/facsen\\_bills/502](https://digitalcommons.uri.edu/facsen_bills/502)

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UNIVERSITY OF RHODE ISLAND  
Kingston, Rhode Island

FACULTY SENATE  
BILL

Adopted by the Faculty Senate



TO: President Frank Newman

FROM: Chairman of the Faculty Senate

- The attached BILL, titled Report of the Ad Hoc Committee to Prepare Recommendations for the Establishment of Policies and University-Wide Procedures for the Granting of CEU's: Addition of Sections 8.58.10 thru 8.58.17 of the University Manual. is forwarded for your consideration.
- The original and two copies for your use are included.
- This BILL was adopted by vote of the Faculty Senate on May 20, 1976 (date).
- After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Regents, completing the appropriate endorsement below.
- In accordance with Section 8, paragraph 2 of the Senate's By-Laws, this bill will become effective on June 10, 1976 (date), three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Regents for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Regents, it will not become effective until approved by the Board.

May 20, 1976  
(date)

W. Donald Rankin  
W. Donald Rankin  
Chairman of the Faculty Senate

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ENDORSEMENT 1.

TO: Chairman of the Faculty Senate

FROM: President of the University

- Returned.
- Approved ✓. Disapproved \_\_\_\_\_.
- (If approved) In my opinion, transmittal to the Board of Regents is not necessary.

7/14/76  
(date)

F. Newman  
President

(OVER)

ALTERNATE ENDORSEMENT 1.

TO: Chairman of the Board of Regents

FROM: The University President

1. Forwarded.
2. Approved.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
President

---

ENDORSEMENT 2.

TO: Chairman of the Faculty Senate

FROM: Chairman of the Board of Regents, via the University President.

1. Forwarded.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Office)

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ENDORSEMENT 3.

TO: Chairman of the Faculty Senate

FROM: The University President

1. Forwarded from the Chairman of the Board of Regents.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
President

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Original received and forwarded to the Secretary of the Senate and Registrar for filing in the Archives of the University.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Chairman of the Faculty Senate

UNIVERSITY OF RHODE ISLAND  
Kingston, Rhode Island

FACULTY SENATE

May, 1976

Report of the Ad Hoc Committee to Prepare Recommendations for the Establishment of Policies and University-Wide Procedures for the Granting of CEU's

- A. Background Information: On January 23, 1976, the Faculty Senate voted to approve the following recommendations of an Ad Hoc Committee Studying the Continuing Education Unit:
1. That the University of Rhode Island authorize the awarding of Continuing Education Units (one CEU is identified as "ten contact hours or participation in an organized continuing education, adult or extension experience under responsible sponsorship, capable direction, and qualified instruction." National Task Force Definition) for specific, selected non-credit courses offered by the Extension Division, effective in the Spring Semester of 1975.
  2. That a special curriculum committee composed of the Dean of the Extension Division, the Associate Dean for Community Service and Director of Non-Credit Programs for the Extension Division and the Director of Community Centers for the Extension Division be established to review and approve such courses.
  3. That the following criteria for the awarding of CEU's be approved:
    - a. The non-credit activity is planned in response to an assessment of educational need for a specific target population.
    - b. There is a statement of objectives and rationale.
    - c. Content is selected and is organized in a sequential manner.
    - d. There is evidence of pre-planning which should include opportunity for input by a representative of the target group to be served, the faculty area having content expertise, and continuing education personnel.
    - e. The activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the institution best qualified to affect the quality of the program content and to approve the resource personnel utilized.
    - f. There is a provision for registration for individual participants and to provide data for institutional reporting.
    - g. Appropriate evaluation procedures are utilized and criteria are established for awarding CEU's to individual students prior to the beginning of the activity. This may include the evaluation of student performance, instructional procedures, and course effectiveness.

A. 4. That authorization be given for the keeping and dissemination of permanent records to the Registrar for CEU's awarded.

B. Recommendations: On April 8, 1976, the Faculty Senate directed the committee to prepare its recommendations in legislative form for inclusion in the University Manual. We now recommend the following new Manual sections 8.58.10 through 8.58.17:

8.58.10 A CONTINUING EDUCATION UNIT (CEU) COURSE is a specific non-credit course for which continuing education units are granted. One Continuing Education Unit (CEU) is identified as ten contact hours of participation in an organized continuing education, adult or extension experience, under responsible sponsorship, capable direction and qualified instruction.

8.58.11 Each academic college, school, or division shall be authorized to offer and approve by committee its own CEU courses and determine its own instructors and fees.

8.58.12 Academic credit and CEU's shall not be available for the same course and CEU offerings shall not be listed in the academic year schedule of courses.

8.58.13 Academic course credit and CEU's shall be noted on the same permanent record, provided that CEU's are clearly labeled. No grades shall be recorded for CEU's. CEU's shall not be recorded in segments of less than 1.0 CEU and fractional CEU's above 1.0 units shall be in increments of 0.1.

8.58.14 The CEU course instructor or coordinator shall gain approval for an offering through an academic unit of the institution best qualified to insure the quality of the program content and to approve the resource personnel used. A CEU course shall meet the following criteria and other requirements of the academic unit: a) it is a non-credit activity planned in response to an assessment of educational need for a specific target population; b) there is a statement of educational objectives and rationale; c) content is sequential and organized; and d) there is evidence of preplanning including provision for evaluation of student performance and criteria for awarding CEU's.

8.58.15 The CEU course instructor or coordinator shall initiate appropriate advertisement for the course, register students, make arrangements for the collection of fees and maintain attendance records. The CEU course instructor or coordinator may obtain administrative assistance for these responsibilities through the Division of University Extension in Providence and the Conference Office in Kingston.

8.58.16 Upon completion of the CEU course, the registration forms with the appropriate CEU's awarded shall be forwarded to the Registrar's Office by the CEU course instructor or coordinator for entry into the University records system. The individual's transcripts will be issued by the Registrar's office through the appropriate administrative procedures.

8.58.17 Certificates of Award may be presented by the CEU course instructor or coordinator at the conclusion of the course. A supply of standardized certificates shall be available in the Registrar's Office and in the offices of the Division of University Extension.

C. Issues which may arise.

The committee recognized the need to determine satisfactory solution to the following issues which may arise due to the development of continuing education programs:

1. Each academic college, school or division in approving CEU offerings, should be diligent in protecting the integrity of the University from pressures of outside agencies.
2. Matters related to faculty compensation, workload, and other collective bargaining issues will need to be determined but were considered not to be within the province of this committee.
3. Matters regarding selection of instructors for CEU courses taught in the Division of University Extension might be considered by the ad hoc committee on Policy of Assignment of Instructors by Division of University Extension.

Norman Campbell  
Anne Christner  
John Demitroff  
George Dillavou  
Roselyn Gould, Chairperson  
Mike Honhart