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Report of the Ad hoc Committee on Non-Credit Courses - College of Continuing Education: Section 8.44.10 of the University Manual

University of Rhode Island Faculty Senate

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UNIVERSITY OF RHODE ISLAND
Kingston, Rhode Island

FACULTY SENATE
BILL

Adopted by the Faculty Senate

TO: President Frank Newman

FROM: Chairperson of the Faculty Senate

1. The attached BILL, titled Report of the Ad Hoc Committee on Non-Credit Courses - College of Continuing Education: Section 8.44.10 of the University Manual

is forwarded for your consideration.

2. The original and two copies for your use are included.

3. This BILL was adopted by vote of the Faculty Senate on May 12, 1983 (date)

4. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Governors, completing the appropriate endorsement below.

5. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective on June 2, 1983 (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 Governors, it will not become effective until approved by the Board.

May 13, 1983
(date)

James Findlay
James Findlay
Chairperson of the Faculty Senate

ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

1. Returned.

2. a. Approved ✓.

b. Approved subject to final approval by Board of Governors _____.

c. Disapproved _____.

5/23/83
(date)

F. Newman
President

University of Rhode Island
Kingston, Rhode Island
FACULTY SENATE

Ad Hoc Committee on Non-Credit Courses - College of Continuing Education

April 22, 1983

Policy Statement on Non-Credit Course Offerings

Background and Rationale

An ad hoc committee of the Faculty Senate was created in 1981 for the purpose of reviewing the manner by which non-credit courses are initiated, approved and offered at URI and to articulate a clear policy governing such offerings. The main purpose of the committee is to define a simple process of notification and coordination which will insure that the University community is adequately notified of the intent to offer non-credit courses, whether they originate at the Kingston campus or directly from the College of Continuing Education (CCE) in Providence. The process is being defined for the purpose of encouraging an active, positive role for the faculty in assuring that non-credit courses offered under the URI imprimatur are of high quality and effective content and that all interested persons are given adequate, advance notice and an opportunity to offer their comments and suggestions.

The University Manual, Section 3.40.10, states that the College of Continuing Education (CCE) "shall be responsible for developing credit and/or non-credit offerings and schedules that shall address the special needs of students who are unable to undertake full-time university study." The Manual further states, "It (CCE) shall conduct professional institutes, seminars, conferences, short courses and in-service courses related to the general continuing education program..." Based on these provisions, the ad hoc committee seeks to clearly establish procedures for notification of the campus community, with the College of Continuing Education as the unit responsible for implementation.

Summary

The committee believes that non-credit offerings, other than grant or contract funded activities or University staff development programs, should be submitted and published in advance so that adequate notice can be given to the university community at large. This advance notice will provide an opportunity for interested parties to share comments, suggestions or concerns with the organizers. The CCE will be responsible for coordinating this process and should seek to encourage new or alternative non-credit offerings in an effort to most effectively and appropriately project the resources of the University into the community, state and nation.

Recommendation

The committee recommends approval of the following section to be added to the University Manual:

8.44.10 Policy On Non-Credit Course Offerings. Public notice shall be given for all non-credit offerings to be conducted under the auspices of the University. Notification to the University community in the form of a brief public announcement shall be provided at least six months in advance of planned non-credit offerings. Such offerings would include, *inter alia*, non-credit seminars, meetings, short-courses, workshops or conferences. Notification shall be given according to the following steps:

- a. The College of Continuing Education (CCE) shall serve as the coordinator for all non-credit offerings. Course organizers, including CCE staff, shall notify CCE of the proposed course at least six months in advance of the offering date(s).
- b. Notification shall be in the form of a memorandum filed with CCE which includes the following elements: course title, course topic(s), identification of course contact person, proposed course presenter(s), proposed date(s), time(s), location, and intended audience.
- c. CCE shall publish a formal, public notification for all proposed non-credit course offerings in a university-wide publication.
- d. Interested persons shall first communicate their concerns and suggestions to the designated course contact person. If questions remain, they should be directed to the Dean of CCE who will assist in responding to issues raised.
- e. CCE shall receive comments and suggestions and work with the course organizers to insure that the proposed offering meets the terms of this policy and that course content and instructor's qualifications are consistent with continuing education standards.

Grant or contracted training, workshops, or similar activities are not to be a part of the review and notification procedure outlined above but CCE should be informed as soon as possible. Exempted from this policy are staff development programs limited to University personnel.

Respectfully Submitted,

Ad Hoc Committee on Non-Credit Courses:

Alan E. Farstrup (Education), Janet Hirsch (Nursing), Judith Markoe (Continuing Education), Thomas Pezzullo (Continuing Education), Charles Schmidt (Business)