

Procedure 3.2801

Continuing Education Class Visitations Procedure

The College will publish, maintain, and utilize a course visitation procedure for the division of continuing education. All class visitations will be recorded on the approved Class Visitations Form.

The instructor's supervisor, or a designated representative as approved by the Vice President of Continuing Education, will annually conduct and document unannounced visits to:

1. Courses taught by a new instructor employed less than 12 months.
2. Courses taught by an instructor receiving poor instructor and course evaluation results.
3. Internet/Hybrid courses with 25 or more contact hours. Visitation will be conducted electronically using the college's learning management system.
4. Classes occurring off-campus and at regional sites.
5. A random sampling of continuing education courses each term.

Written documentation will be kept on file by the Continuing Education Records Specialist concerning all class visitations.

References

Legal References: 1B SBCCC 400.98 Program Review, 1D SBCCC 300.4 Program Management, http://www.nccommunitycolleges.edu/sites/default/files/state-board/audit/aud_1_program_audit_study_committe_report_2014_09_29_draft.pdf

SACSCOC References: *Enter SACSCOC references here*

Cross References: Continuing Education Class Visitations Policy

History

Senior Staff Review/Approval Dates: 08/5/17

Procedure

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

