



PROCEDURE

Continuing Studies

Procedure Administrator: Provost
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Effective Date: September 9, 1977; September 30, 2009; November 23, 2010
Index Cross-References:
Procedure File Number: 3350
Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To describe administrative procedures for the development and conduct of the Continuing Studies Division of the School of Graduate and Continuing Studies.

- II. Scope of Responsibilities. The Continuing Studies Division of the School of Graduate and Continuing Studies is responsible for addressing the needs of professionals and other lifelong learners through the development of a variety of educational programs. In addition to non-credit and credit-bearing courses and certificate programs, Continuing Studies' products include workshops, seminars, conferences, trips, consulting services, and applied research. The target audience includes professionals seeking CE credits or other professional advancement-focused education; corporate, nonprofit, and municipal clients, and lifelong learners.

Programming is offered on and off campus, via face-to-face instruction, and/or hybrid and internet-based distance education.

Administration. Continuing Studies' operation, under the direction of its director(s), includes the tasks of program development; faculty recruitment and hiring; program evaluation; registration; advertising; recordkeeping; budget monitoring of the program; grant application and administration; and financial arrangements for course costs as they are related to instructional salaries, course expenses, and administrative support costs.

Faculty for non-credit courses. Contracting with Stockton faculty, adjunct faculty, or staff members to teach or otherwise participate in a non-credit Continuing Studies program for compensation is made by the Continuing Studies director responsible for the program. Compensation for teaching or participation by a Stockton faculty, adjunct faculty, or staff member in a non-credit Continuing Studies activity shall not be counted toward the teaching overload limitation.

Faculty for credit-bearing courses. Continuing Studies credit-bearing courses and certificate offerings are typically developed in collaboration with one of Stockton's academic Schools or may be the product of the School of Graduate and Continuing Studies. Contracting with Stockton faculty, adjunct faculty, or staff members to teach or otherwise participate in a credit-bearing Continuing Studies program for compensation is made by the appropriate Dean(s) (or designee) of the School(s) responsible for the course or program in consultation with the Dean of the School of Graduate and Continuing Studies. Compensation for teaching or participation by a Stockton faculty, adjunct faculty, or staff member in a credit bearing Continuing Studies course shall be counted toward the teaching overload limitation.

Continuing Education Unit. Continuing Studies is approved to offer non-credit courses and workshops that qualify for a variety of professional CEs and CEUs and credit-bearing courses, programming leading to professional development or certificates, and/or applied research to benefit the University and the community.

III. PROCEDURE:

A. Program Planning.

1. Planning for Continuing Studies programs is based upon University and community needs and interests. Selection of programs is determined by their appropriateness to a Continuing Studies program in general and their appropriateness for the University. Program planning is done with consideration of the University's ability to provide administrative, facilities and services support.
2. The Division conducts various studies to determine areas of interests and needs.

B. Program Content.

1. In the case of a customized training program, program content is established in cooperation with the client of a given program and the instructors or consultants directly involved in producing the program.
2. In the case of an approved CE professional development program, program content is developed in cooperation with the instructor(s) directly involved in producing the program, and established to meet the standards of the approval body(ies) for the discipline.
3. In the case of noncredit community education or continuing studies courses, the establishment of course content is the responsibility of the individual instructor. Each noncredit course requires the submission of a course outline and a course description which will be kept on file for each course.

C. Identification and Contracting of Personnel.

1. All program instructors or consultants are hired primarily on the basis of the appropriateness of their qualifications to the program in question and secondarily on the basis of their teaching experience and aptitude for dealing with the target client group.
2. In the case of Stockton faculty and staff members, the faculty/staff member's immediate supervisor is copied on all communication regarding continuing studies course offerings.
3. Contracts for non-Stockton employees are prepared by the Executive Director from standard templates approved by in-house courses.

D. Marketing and Advertising.

1. Continuing Studies sequences may be marketed in a variety of means including, but not limited to direct-mail, brochures, newspaper or web-based advertising.

E. Registration.

1. Registration for all noncredit continuing studies programs may be handled by mail, telephone, on the web, or in person.
2. The following registration procedures is used:
 - a. Pre-registration is encouraged in all advertising and advance payment is generally required
 - b. Based on pre-registration figures, classes with anticipated low enrollments are subject to cancellation and registered students are notified in the most efficient manner. In the case of over-enrollment, additional sections of a course may be created.
 - c. All pre-registered students receive class and additional information, as appropriate.
 - d. Completed class lists are generated and instructors are given a roster.

F. Continuing Education Units.

1. Documentation of Continuing Education Units are provided for successful completion of Continuing Studies courses that are approved for CE's / CEU's.
2. Records are maintained of students' completion of courses by the Division of Continuing Studies. Records are maintained for 7 years from the course completion date.

G. Program Evaluation.

1. Course evaluations are distributed to all students in all adult Continuing Education courses at the completion of the course or program.
2. All course evaluations are reviewed as they are received. Evaluations are shared with the course instructor and a composite is kept on file. The evaluations are consulted before the course is repeated and the instructor is rehired.

Approval History:

	Date
President	11/23/10