

Pellissippi State Community College will provide a comprehensive continuing education program designed to meet the demands for workforce training and development, retraining, and life-long learning.

The focus of the program will be serving individual, employer and community needs rather than institutional prerogatives. Standards governing the program will include the following:

1. Access to programs at a variety of sites
2. Involvement of constituencies both internal and external to the College in designing and implementing the program
3. Prompt response to individual, employer and community needs and flexibility in program design and implementation
4. Establishment and maintenance of effective partnerships to provide innovative delivery systems to adult learners
5. Service to a nontraditional clientele that includes minorities, women, the unemployed, the underemployed, single parents, and working adult.

The credential awarded for completing a continuing education program will be the Continuing Education Unit (C.E.U.). A C.E.U. denotes ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. C.E.U.s must adhere to relevant Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria (see SACSCOC document, "Guidelines for Awarding the CEU.")

The responsibility for the continuing education program at Pellissippi State Community College will be designated to the Business and Community Services division. Appropriate staff will be employed to develop, administer, and coordinate the continuing education program. C.E.U.-based programs will be administered according to the following criteria:

1. A continuing education program or activity will be planned in response to identified needs of a target group in the service area.
2. For each program/activity, clear and concise objectives will be developed stating the knowledge and skills to be learned.
3. For each program/activity, appropriate evaluation procedures will be established to measure the achievement of learning outcomes as specified in number (2) above.
4. Qualified instructors will be employed to design and conduct learning experiences to enable students to achieve intended outcomes.
5. Students will be informed of requirements for satisfactory completion of the program/activity and provided with feedback on a timely basis toward achievement of stated outcomes.
6. A process will be established for appropriate constituencies in the areas of organizational input; the design, content, content level, and operation; and the extent to which intended learning outcomes are achieved.

7. For each program/activity, a budget will be developed to include program costs, overhead, projected revenue, and profit.
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