

# Getting Started With Non-Credit

Crafton Hills College Noncredit Planning Workshop  
March 31, 2017

# Topics of Discussion

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- ▶ 4 Questions
- ▶ Admissions/Records
- ▶ Schedule/Catalog
- ▶ Student Support
- ▶ Student Life
- ▶ Curriculum
- ▶ Human Resources
- ▶ Marketing/Outreach
- ▶ Technology





## 4 Questions

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1. How is noncredit FTES figured and paid by the state?
    - ✓ 525 hours
    - ✓ CDCP ~ \$5,000
    - ✓ Regular ~ \$3,000
  2. Since noncredit is based on positive attendance what is the best way to plan/budget for the classes?
  3. How important is having a Dean or Director of noncredit?
  4. What process is followed to increase full time noncredit faculty? Is there a relationship between FTES generated and FTEF load in terms of hiring?
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# Costs for the college

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- ▶ **Positive attendance**
  - ▶ Every minute counts!
- ▶ **1 FTEF = 262.5 hours**
  - ▶ 15 hours \* 17.5 weeks
  - ▶ Load is locally negotiated
- ▶ **FTEF & Productivity**
  - ▶ Guideline: 17.5 FTES/FTEF
  - ▶ 17.5 FTES = 9,187.5 SCH
  - ▶  $9,187.5 / 52.5 = 175$  students semester
  - ▶  $175 / 5 = 35$  students per class





# Costs for the student

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- ▶ **Fees**

- ▶ Health
- ▶ Parking

- ▶ **Materials**

- ▶ Program specific

- ▶ **Textbooks**

- ▶ Program specific





# Admissions & Records

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- ▶ Registration
- ▶ Online application
- ▶ Grading
- ▶ Transcripts
- ▶ Student ID's
- ▶ Course Management System





# Schedule & Catalog

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## ▶ Schedule

- ▶ Printed
- ▶ Electronic
- ▶ Separate from credit?

## ▶ Catalog

- ▶ Separate from credit?
- ▶ Audience
- ▶ Cost





# Student Supports

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## Counseling

- ▶ Counselors
- ▶ Orientation
- ▶ Student ed plans
- ▶ Tracking students

## Student Services

- ▶ Health center
- ▶ Tutoring
- ▶ Veterans' services
- ▶ DSPS







# Student Life

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- ▶ Recognition certificates
- ▶ Recognition ceremony
- ▶ Student ID
- ▶ Student life





# Curriculum

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- ▶ Course development
- ▶ Committee
- ▶ CurricUNET
- ▶ Disciplines
  - ▶ Short term vocational
  - ▶ Workforce preparation
- ▶ Course numbering
- ▶ Course scheduling
- ▶ Syllabi
- ▶ SLOs





# Human Resources

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- ▶ Faculty Pool
- ▶ Faculty Hires
- ▶ Recruitment
- ▶ Evaluations





# A few more questions

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## Marketing/Outreach

- ▶ Marketing campaign
- ▶ Print media
- ▶ Webpage

## Technology

- ▶ Instructional software
- ▶ Computers





# A few resources

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- ▶ Association of Community and Continuing Education
  - ▶ <http://www.acceonline.org/>
- ▶ Preparing Students For Careers And College Through Noncredit Enhanced Funding
  - ▶ <http://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2016-CDCP-Report-ADA.pdf>
- ▶ *Building Bridges and Programs: Developing and Sustaining a Culture of Noncredit*
  - ▶ <http://iepi.cccco.edu/professional-development>
- ▶ SDCE Office of Institutional Effectiveness
  - ▶ <http://sdce.edu/organization/institutional-effectiveness/institutional-research/reports-presentations>



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***Thank you!***