

Non Credit Course and Program Implementation Questions and Issues

Noncredit workshop - March 31, 2017

There will be increased costs, in order to implement a quality noncredit program. The added costs should be funded from the additional FTES generated by the noncredit program

Non Credit

1. Recommendation to prioritize the NC disciplines as follows:
2. Recommendation for MQs for NC area as follows:
3. Recommendation for NC disciplines to be encapsulated within the following established CHC departments:
4. Recommendation on the percentage of NC courses out of the total course offerings at CHC for any given semester - not to exceed: _____ %
5. Recommendation to retain a Dean of Noncredit _____ (who could perhaps also oversee Dual enrollment, adult ed and not-for-credit programs and initiatives at CHC)
 - a. *May be able to use adult ed funds to fund this position.*
 - b. *The EDCT is currently reorganizing. Perhaps they could shift their staff to the CHC to provide this service and support.*
 - c. *Also, we could consider using SSSP, BSI and equity funds to cover the costs of this position as the programs grow.*
6. **How is noncredit FTES figured and paid by the state? based on hours... it is positive attendance which means you must keep track of the hours:**
 - a. *525 hours = 1 FTES*
 - b. *CDCP (enhanced) ~ \$5,000*
 - c. *Regular ~ \$3,000*
7. The recommended max class size for noncredit classes _____
 - a. **Costs for the College**
 - i. *Positive attendance - every minute counts! (What is our plan to track attendance? What form shall we use, how will we log the hours?)*
 - ii. *1 FTEF = 262.5 hours*
 - iii. *1 faculty member teaching 5 3-unit courses for 17 weeks*
 - iv. *15 hours * 17.5 weeks*
 - v. *Load is locally negotiated – ranges 18 to 25 but that is problematic when considering costs*

- b. *Productivity:*
 - i. *Guideline: 17.5 FTES/FTEF*
 - ii. *17.5 FTES = 9,187.5 SCH (17.5 * 525)*
 - iii. *9,187.5 / 52.5 hours per class (3 hours/week for 17.5 weeks) / 5 (classes) = 175 students semester*
 - iv. *175 / 5 = 35 students per class*
- c. *How does this to the Workforce Training Certificate:*
 - i. *8 hours/day * 5 days/week * 6 weeks = 240 SCH = .46 FTES/student = 39 students attending all 240 hours for 1 FTEF*
 - ii. *1 cohort of 25 = 11.5 FTES enough to support ~ .65 FTEF*
 - iii. *Must be considered as we develop our N/C model – is this a pipeline for other programs? May be able to support this - at least partially with categorical funds (e.g. SWP).*

8. **Recommend hiring _____ for every _____ of NC FTES generated**

9. **Since noncredit is based on positive attendance:**

- a. **Recommend Managed Enrollment** for all of our noncredit courses. With specific meeting days and times and daily checkin sheets for all enrolled.
- b. *Need to explore Rigorous retention options and services... Could use SSSP for noncredit given noncredit has its own allocation for SSSP funds. Also, there is an opportunity for BSI funds.*

10. **Students Fees - What fees shall Noncredit students pay?**

- a. **Health fees** – _____ **Yes or NO** (some colleges charge/some do not, but if we want our noncredit students to feel like they are part of the community then they should be integrated)
- b. **Parking fees (YES)** – *our policy does not differentiate - So noncredit students will need to pay parking fees*
- c. **Materials and textbooks Program specific (YES)** - *Encourage instructors to use OER materials*

11. **Admissions and Records:**

- a. **Registration:** CCC Apply for now (may want to explore other options as the programs grows)
 - i. *Need to provide registration support (SSSP funds?)*
 - ii. *We can create a paper form they could use to assist them with the CCC application*
- b. **Grading:**
 - i. *Course specific - Will be included on the COR*
 - 1. *Letter grades are acceptable and based on achievement of the objectives*
 - 2. *Also P - N/P - S/P*

- c. Transcripts:
 - i. *Recommend developing a systems that honors the work these students do*
 - ii. *What are our option*
- d. Course Management System: Recommend Canvas shells be generated for all NC courses have

12. Class Schedule and College Catalog

- a. Schedule: Recommend a separate schedule for Noncredit course, in both printed and electronic format as this will make it easier for students to find the courses, programs, certificates, etc.
- b. Catalog: Recommend a separate catalog for Noncredit courses and programs in both printed and electronic format

13. Counseling

- a. Counselors: Recommend 1 FT NC counselor for every _____ of NC FTES generated. And 1 for every _____ of NC FTES generated up to _____ which would trigger the hire of an additional FT counselor.
 - i. Could use SSSP, Student Equity and adult ed dollars
- b. Orientation workshops: CHC will provide NC orientation workshops on a regularly scheduled basis (as determined by the dept)
- c. Student Education Plan: NC students would be required to complete an Ed plan which would be the tool used to tracking the progress of noncredit students. Would need to be sure we can follow them from NC to Credit if their path goes that way. Need to be able to track: percentage of noncredit students who matriculate to the credit program.

14. Student Services

- a. Health Center: Yes
- b. Tutoring Center: Yes
- c. Veterans Services: **Yes**
- d. DSPS staff: Yes

15. Student Life

- a. Recognition Certificates
 - i. *Program specific*
- b. Recognition Ceremony:
 - i. *Hold a NC , including CTE Certificate Completion Celebration once per semester, much like we do with our current allied health.*
- c. Student Life:
 - i. We will provided NC Workshops for noncredit students including presentations on noncredit programs, credit programs and workforce programs.
 - ii. Ericka???

16. Curriculum and Curriculum committee:

- a. Curriculum to be developed by FT faculty via CurricUNET
- b. Curriculum committee members will be provided additional training in order to understand the requirements related to the approval of noncredit courses.

17. Disciplines:

- a. All noncredit courses must fall under one of the 10 noncredit disciplines.

- b. *Local decision; short term voc in discipline TOP code; workforce preparation : speaking, listening, reading, writing, mathematics, decision-making, and problem solving skills necessary to participate in job-specific technical training likely in TOP codes 4930.10 – Career Guidance and Orientation, 4930.11 – Interpersonal Skills, 4930.12 – Job Seeking/Changing Skills*

18. Course I.D. and numbering:

- a. CHC has agreed to use /N for noncredit courses. All NC courses need to be aligned to one of the 10 discipline.
- b. Have agreed to use the 600's for noncredit courses

19. Course offerings:

- a. Department chairs will determines which noncredit courses get scheduled. Including prioritizing between credit and noncredit
- b. Online NC courses will be allowed: *require a first day, face-to-face class (i.e. legal residence 1 year and 1 day). Including proof of resident such as a piece of mail. Hybrid class (2 census dates: at the 3/4 will take another census). Students keep time cards*

20. Syllabi:

- a. We will follow the same requirements as for credit classes

21. SLO's:

- a. We will follow the same requirements that we use for credit classes.

22. **Human Resources**

a. Faculty Pool:

- i. *Recommend we use the same as the process as what is used to track credit faculty*
- ii. *Need to verify how disciplines are noted*

b. Recruitment:

- i. *Department chairs will recruit, recommend with the recruitment of NC faculty*

c. Evaluations:

- i. *Will follow the same process we use for credit faculty*

23. **Marketing/Webpage/Outreach**

- a. Marketing campaign: We will need to market the classes to the public. May need to hire additional support to do this.

b. Webpage:

- i. *We will need to develop a NC webpage on the CHC website that explain the courses, programs, intent, etc.*

Resources

- 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>
- Dr. Kate Alder
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