

Policy about Continuing Education Programs

Continuing Education in the U.S. involves enrollment in college/university credit-granting courses, often by students enrolled part-time. It can also mean enrollment in non-credit-granting courses, which are often taken for personal enrichment. Continuing education delivery methods include traditional types of classroom lectures and laboratories and distance learning—which includes independent study—videotaped/CD-ROM material, broadcast programming, or Online Education. Combinations of traditional, distance, and conference/seminar/workshop-type study are used in continuing education courses/programs.

PSU offers continuing education programs of both academic and non-academic nature leading to certificates and degrees. A broad definition of a *Program* is a plan of things that are done in order to achieve a specific result. A program includes certificates, conferences, seminars, and workshops.

A *Conference* refers to a formal meeting where participants exchange their views on various topics. Conference can take place in different fields, and it need not be academic in nature all the time. A *Seminar* is a form of academic instruction, either at a university or offered by a commercial or professional organization. It has the function of bringing together small groups for recurring meetings, focusing each time on some particular subject, in which everyone present is requested to actively participate. A *Workshop* includes all the elements of the Seminar, but with the largest portion being emphasized on “hands-on-practice” or laboratory work. A *Convention* is a meeting or formal assembly, as of representatives or delegates, for discussion of and action on particular matters of common concern.

Pittsburg State University offers Seminars, Workshops, Conferences, and Conventions. Workshops and Conferences could be either just for professional development or also include college credit. Some examples of workshops, conferences, and conventions that have been held at PSU are: Training Workshop for Teachers; Professional Development seminars for university and community; Summer Institutes; Workshops hosted by the Kansas Center for Career and Technical Education (KCCTE), American Concrete Institute (ACI), and the Kansas Center for Construction Advancement (KCCA); High School Teachers Technology Conference; Conference of the Kansas Association of Teachers of Mathematics; National Convention of Kappa Mu Epsilon.

There are two different types of certificates: Academic and Credential. An *Academic Certificate Program* typically consists of a minimum of 12 credit hours and allows for a sufficient number of credits to provide an organized program of study. For all students, enrolled or not already enrolled at the institution, formal procedures required for academic admission in Pittsburg State University need to be followed in order to pursue an Academic Certificate Program. Approved Academic Certificate Programs are listed in the University Catalog.

A *Credential Certificate* provides a nimble and flexible alternative to Academic Certificate Programs that enhances the institution’s ability to respond to industry needs. A Credential Certificate may be credit-bearing (less than 12 credit hours) or non-credit bearing. To allow for increased responsiveness, a Credential Certificate does not follow the established university

curriculum approval process. All Credential Certificates must follow a process of review and approval at the college level that: 1) ensures high quality; 2) shows alignment of certificate content with analysis of activities required by industry; and 3) establishes a cost/fee if non-credit bearing. Examples are: Microsoft Certificate; Automated External Defibrillator (AED); First Aid; Dance Certificate; Technical Certificates in Electrical Technology

In addition, there are many activities which we will call *Events and Services*. Examples are: Testing Center services; Career Day Fair; Career Expo; Student Etiquette Dinner; Science Day; Planetarium Program; Music Festival; Pre-School Program; Nature Reach; Medical Service trips; Performance Tours through a Tour Company; XLR8; Baja Competition.

- The Graduate and Continuing Studies Dean provides institutional oversight and approval for all continuing education programs which (i) involve PSU students and/or non-PSU community; (ii) are directly/indirectly sponsored by Pittsburg State University; (iii) are organized or co-organized by a PSU faculty/administrator; (iv) involve fee collection, possible refunds, and expense reimbursements; (v) involve for-credit or non-credit instruction via face to face or distance or trips or camps; and (vi) may or may not involve issuance of department/center/college/university certificates. A list of sponsored continuing education programs includes but not limited to on-campus or off-campus meetings, workshops, credential certificates, seminars, conferences, conventions, licensure programs, and non-credit field/study trips.
- For each activity of continuing education kind, Continuing Education Activity/Event Notification Form found at the Graduate and Continuing Studies webpage must be completed.
- The Dean of Graduate and Continuing Studies as well as the University Marketing and Communication must approve all marketing and promotional material that is to be used for the continuing education program.
- Text of the credential certificate, if one is to be issued to participants, must be discussed with and approved by the unit head.
- Every continuing education program at PSU must involve at least one organizer and one unit approver. The organizer may involve his/her colleagues or staff for coordination. The approver must be an administrator at the rank of department chair or director or dean or vice president.
- Individual students/participants must register on-line for a sponsored continuing education program. They must use either of the following methods to get payment directly deposited at the Cashier's Office: in-person; on-line; wire transfer; sent through the mail; or purchase order. Payment with a purchase order will need attention of the continuing education program's organizer/designee. The Taskforce Committee strongly recommends that all PSU units use ABC Signup for registration and payment and that ABC Signup trainings be scheduled.
- Group registrations, as for example for educator workshops, may take place with paper applications provided (i) a receipt is issued to the participants when their application is collected by the organizer or his/her designee; (ii) a list of such participants is immediately created, dated, and kept for records by the organizer; and (iii) participants'

paper application is entered into the appropriate electronic system within two working days by the organizer or his/her designee. Fees accompanying the group paper registrations must be deposited in the Cashier's Office within one working day by the organizer or his/her designee.

- Organizer/co-organizer or designee of the continuing education program must keep copies of all (i) enrollment/registration forms; (ii) checks; (iii) deposit slips; and (iv) journal entry emails for at least a period of five years.
- Any financial transactions such as refunds, expenditure reimbursements, food and travel expenses, and typical program expenses must be approved by the unit approver well in advance. Signature stamps are not to be used for approval.
- The organizer must follow the university policy related to travel expenses as well as to hospitality and food expenses. Any expenses beyond the norm must be documented and explained.
- A report reconciling expenditure and the revenue must be submitted to and discussed with the organizer's supervisor at the beginning and within one month of the conclusion of the continuing education program.
- Grant and/or contract proposals that have a continuing education component must be routed for approval through the Graduate and Continuing Services. The routing form can be found at the link: <http://www.pittstate.edu/dotAsset/53182.pdf>
- When travel is involved, each item of the completed trip that is to be claimed must be specified on a single travel expense reimbursement form and not divided up on two or more travel reimbursement forms.

The policy above was drafted by Mark Darker – Director of Financial Operations for Athletics; Debbie Greve – Registrar; Dr. Paul Grimes - Dean of the Kelce College of Business; Don Hartshorn – Assistant Controller for Cashiers & Student Accounts; Dr. Pawan Kahol – Dean of Graduate and Continuing Studies (Taskforce Chair); Dr. Bruce Dallman - Dean of the College of Technology; and Peggy Totman - Administrative Specialist and approved on August 24, 2016. The policy was approved by President Steve Scott and Provost Lynette Olson on January 23, 2017.