

ACADEMIC SCHOOL AND WORKFORCE REVIEW COMMITTEE

PURPOSE: To establish policy for the collaboration of the Division of Workforce and Economic Development and Academic Schools, establish a Workforce Review Committee, provide for the review of Division of Workforce and Economic Development (DWED) courses and programs, and to evaluate the relationship of DWED courses and programs to credit courses and programs offered by academic departments.

POLICY:

I The mission of the DWED is to assist business & industry, educational institutions and local government in the design, development and implementation of customized programs, curricula, assessment & training services, economic development and workforce training. The division provides services to students, adult learners, employers and employees seeking educational opportunities, new skills or career advancement. The division encourages and creates opportunities for non-credit students to move into credit programs. The DWED also provides increased access to undergraduate and continuing education and thereby contributes to the lifelong learning opportunity of students and community members, and to the continued health and economy of the communities served by the College.

As an educational unit of the College, DWED is subject to the regulations of the College, NSHE and the State of Nevada.

A. Workforce Review Committee

It is important for schools and departments in Academic Affairs and DWED to work together and to incorporate strategies that will foster communication and collaboration.

1. A CSN Workforce Review Committee (WRC) is established and responsible to:

- a) advise DWED on courses and programs, contract education, related services, and program support.
- b) review DWED courses and programs to ensure there is no duplication of academic courses and/or programs.
- c) serve as a liaison between academic departments and the DWED, and evaluate concerns of duplication submitted by academic departments
- d) recommend program support with credit-based courses offered by academic departments as needed

- e) Promote collaboration between the academic schools and division and advise the deans on program initiatives and the need for required support and processes as required for proper implementation.
- f) Discuss and analyze industry initiatives and trends that may lead to credit/non credit programs and courses.
- g) Review opportunities for Career Pathways to degree programs that align with college, business and community needs.
- h) Link faculty expertise with emerging business needs.
- i) Develop a common understanding of workforce terminology

2. The Workforce Review Committee will be comprised of a faculty representative from each school appointed by the respective dean, a representative from the Faculty Senate, a representative from Student Services, DWED directors, 2-3 workforce specialists appointed by the division directors, and the DWED Dean who will chair the committee.

3. The Workforce Review Committee will meet quarterly, or as needed.

B. Courses and Training Programs

Courses and programs in DWED are varied and may require correlation with departments and schools. The WRC will review all courses and programs offered by the DWED, including but not limited to:

1. Credit Courses that, upon coordination with the academic department, may be used to satisfy requirements for a degree awarded by the College include:

- a) courses listed in the College catalog and offered in special sessions utilizing alternative times, locations, or modes of delivery (Special Sessions);
- b) courses carrying College credit, approved/established by an academic department and approved by the Curriculum Committee, but not listed in the College catalog, which are designed primarily to address the needs of a specified client group or audience(Contract Credit/Special Session);
- c) courses offered to non-matriculated students on a space available basis.

2. Non-credit courses that may not be used to satisfy requirements for a degree awarded by the College include, but are not limited to:

- a) courses which lead to certification of particular skills;

b) courses intended for professional development that award Continuing Education Units;

c) courses which serve the intellectual and avocational interests of members of the community.

3. All credit courses and programs offered by DWED must have prior approval by the chair of the appropriate academic department and the dean of the appropriate academic school. These courses

a) are part of the current curriculum, and can also be courses designated “Special Topics” or experimental (i.e. 198B courses).

b) will be offered by the appropriate academic department; the department may choose not to offer the course and to allow the course to be offered by DWED

c) will be staffed by a member of the academic department; if the department chooses to assign staffing to the DWED, the instructors who teach DWED courses offered for credit must be approved in advance and in writing by the department chair or program director of the appropriate discipline each time a course is taught

d) courses for credit, offered through DWED, will be coordinated with the WRC and approved by the academic department chair or program director.

4. Continuing Education Units (CEU) and other non-degree programs allows CSN to offer a wider array of courses to a larger audience and have these CEUs appear on a CSN record. These are typically professional advancement courses that are credit worthy, but not applicable to a degree or part of the standard CSN curriculum. These courses are developed to meet special needs of particular groups or communities, and the units they confer denotes an investment of time and accomplishment.

a) CEU courses may carry a DWED prefix and be numbered as directed by the Registrar’s office. Such courses would not be listed in the academic catalog.

b) All such courses and instructors may require the review and approval of the corresponding college/department.

c) Documents attesting these awards must clearly specify the nature of the award in order to avoid confusion with award of a degree. A disclaimer statement will be affixed to the award document: *CSN cannot guarantee that any student will pass a certification or licensing exam. Our requisite coursework is designed to assist the students in understanding the material sufficiently to provide a firm foundation for their studies as they prepare for a certification exam or receive a training certificate.*

d) DWED courses offered without degree credit are subject to the approval of the DWED Dean and may require coordination/approval with one or more other academic deans. When planning a course or program without CSN degree credit, DWED will inform the WRC and the deans of the appropriate schools/library, who shall notify the faculty of the appropriate disciplines. The communication shall specify the course or program's: 1) purpose; 2) intended audience; 3) content; 4) instructor qualifications; 5) sites and facilities; and 6) expenses and revenues. These courses must be determined by the WRC to present no conflict with the courses/programs of academic departments.

e) Each time it offers a course without degree credit, DWED will consider: 1) appropriateness of intended sites and facilities; 2) qualifications, teaching interests, and availability of CSN faculty members in the appropriate disciplines; and 3) qualifications, teaching interests, and availability of instructors for the course.

f) DWED will contract directly with instructors of courses offered without degree credit.

II. Review and Evaluation

A. The Dean of DWED will provide a report of courses and programs to the WRC, Academic Council and the Vice President for Academic Affairs annually by the end of the first week of October. The report will include information on: 1) programs offered and their location; 2) enrollment data; 3) new programs and/or initiatives being planned for the next year; 4) programs being deleted from offerings; 5) a summary assessment of DWED attainment of its objectives in support of its mission; and 6) other information as requested.

B. As part of the Academic Program Review process for DWED, an assessment of the courses and programs offered through the Division will be included. The evaluation may consider such questions as: 1) the quality of DWED programs and courses; 2) the adequacy of the curriculum in meeting the needs of students and the community; and 3) the adequacy of the sites and facilities used.

C. Student Evaluations

1. Credit Courses – All credit courses offered by DWED will follow the evaluation procedures required of all CSN credit courses.

2. Non-credit Courses - DWED will obtain evaluations of each course offered without degree credit and will provide copies to the instructor. Evaluations will be retained for three years and will be available for inspection by the Dean of DWED and other College personnel.