



MOST RECENT CHANGES

Version #2:

- 1. Reformatted according to GEN 1.2
- 2. Updated terminology
- 3. Changed date for report to the Workforce Review Committee, Academic Council and the Vice President for Academic Affairs from the “end of the first week of October” to “October 1st.”

I. POLICY PURPOSE

The purpose of this policy is to establish the criteria for the collaboration of the Division of Workforce and Economic Development (DWED) and academic schools, establish a Workforce Review Committee, and provide guidelines for the review and evaluation of DWED courses and programs.

II. POLICY STATEMENT

- A. 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 DWED provides services to students, adult learners, employers and employees seeking educational opportunities, new skills or career advancement. The DWED 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 opportunities of students and community members, and to the continued health and economy of the communities served by the College.
- B. As an educational unit of the College, DWED is subject to the regulations of the College, NSHE and the State of Nevada.
- C. The Workforce Review Committee
 - It is important for academic schools and departments and DWED to collaborate and to incorporate strategies that will foster mutual communication and cooperation.
 - 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-granting courses offered by academic departments as needed.
 - e. Promote collaboration between the academic schools and the DWED 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 WRC will be comprised of a faculty representative from each academic school appointed by the respective dean, a representative from the Faculty Senate appointed by the Faculty Senate Chair, a representative from Student Services appointed by the Vice President of Student Affairs, DWED managers, 2-3 workforce specialists appointed by the DWED managers, and the DWED executive director who will chair the committee.
 - 3. The WRC will meet quarterly, or as needed.
- D. Courses and Training Programs

Courses and programs in DWED are varied and may require correlation with academic departments and schools. When appropriate, the WRC will review 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 that lead to certification of particular skills.
 - b. Courses intended for professional development that award Continuing Education Units (CEUs).
 - c. Courses that serve the intellectual and vocational 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 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. For credit, offered through DWED, will be coordinated with the WRC and approved by the academic department chair or program director.
 - 4. CEUs and other non-degree programs allows CSN to offer a wider array of courses to a larger audience and to 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 denote 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 (CEU course completion certificates) must clearly specify the nature of the award in order to avoid confusion with the award of a degree. The following disclaimer statement will be affixed to the award document: *“CSN cannot guarantee that any student will pass a certification or licensing exam. The 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 executive director 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: 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) the 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.

III. PROCEDURE

Review and Evaluation

- A. The Executive Director of DWED will provide a report of courses and programs to the WRC, Academic Council and the Vice President for Academic Affairs annually by October 1st. 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 Executive Director of DWED and other College personnel.

IV. AUTHORITY AND CROSS REFERENCE LINKS

N/A

V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended by:

/s/ Charles P. Milne, Jr.
Faculty Senate Chair

4/1/13
Date

Reviewed for Legal Sufficiency:

/s/ Richard L. Hinckley
General Counsel

4/1/13
Date

Approved by:

/s/ Michael D. Richards
CSN President

4/2/13
Date

VII. ATTACHMENTS

Provide a list of the attachments to the policy, and then start each item on a new page. These addendums may include glossary, appendices, forms and/or templates, as applicable.

A. History

ATTACHMENT A:

History

Version 2:

04/02/2013: Approved by CSN President Mike Richards

04/01/2013: Reviewed by General Counsel

11/16/2012: Recommended by Senate Executive Committee (C. Milne)

11/02/2012: Revision Submitted by Policy Review Committee (J. Matovina)

- Reformatted according to GEN 1.2
- Updated terminology
- Changed date for report to the Workforce Review Committee, Academic Council and the Vice President for Academic Affairs from the “end of the first week of October” to “October 1st.”

Version 1:

04/30/08 Approved by CSN President Mike Richards

03/28/08 Recommended by CSN Faculty Senate Chair Judith Stewart