

WGTC 7.2

Non-Credit Instruction

WGTC Economic Development Division non-credit instructional activities may include courses, seminars, and workshops provided to business and industry, organizations, governmental agencies, and the general public. Adult Literacy, developmental studies, and Quick Start programs are not covered by this policy.

WGTC Economic Development Division shall maintain an active non-credit instructional program throughout its respective service area.

The WGTC Economic Development Division pricing structure for the charge to the participant should be calculated on the basis of "cost recovery plus".

WGTC Economic Development Division shall report enrollment or participation in non- credit instructional activities and community service activities in accordance with guidelines promulgated by the Economic Development Division.

WGTC Economic Development Division shall issue a formal agreement for each instructor hired for non-credit instructional activities. The formal agreement shall stipulate requirements of the instructor and other relevant factors. Full-time instructors may be used for non-credit instruction, and an addendum made to their contracts in accordance with guidelines established by TCSG.

WGTC Economic Development Division shall develop an instructor compensation plan to ensure consistency in employment practices. The plan should be flexible enough to provide for conditions for compensation differentiation such as expertise in the field.

A formal curriculum development process for non-credit instruction shall be utilized by WGTC Economic Development Division.

WGTC Economic Development Division shall develop an evaluation process for non- credit instructional programs.

WGTC Economic Development Division may award appropriate credentials to participants of non-credit instructional activities. Continuing Education Units (CEUs) may be awarded in accordance with guidelines established by the International Association for Continuing Education and Training or other appropriately recognized entities.

WGTC Economic Development Division shall issue guidelines concerning the following:

- 1) Non-credit instructional activities
 - a. In accordance with TCSG State Board Policy, WGTC Economic Development Division non-credit instructional activities may include courses, seminars and workshops provided to business and industry, organizations, governmental agencies and the general public. WGTC Economic Development Division maintains an active non-credit instructional program throughout its respective service area.
- 2) Enrollment reporting
 - a. In accordance with TCSG State Board Policy, the WGTC Economic Development Division reports enrollment or participation in non-credit instructional activities and community service activities in accordance with guidelines promulgated by TCSG. Quarterly, the WGTC Economic Development Division submits an Economic Development Operations Report (EDOR) to TCSG.
- 3) Addendum to full-time instructors' contracts
 - a. In accordance with TCSG State Board Policy, the WGTC Economic Development Division issues a formal agreement for each instructor hired for non-credit instructional activities. The formal agreement stipulates requirements of the instructor and other relevant factors. Full-time instructors may be used for non-credit instruction, and an addendum made to their contracts in accordance with guidelines established by TCSG.

WGTC Economic Development Division shall develop the following:

- 1) Consistent fee structure [and Refund Policy]
 - a. In accordance with TCSG State Board Policy, the WGTC Economic Development Division pricing structure for the charge to the participant [client] should be calculated on the basis of "cost recovery plus". WGTC Economic Development Division fees are established independently for each program, course, project, or other service with consideration for direct cost, indirect cost, overhead, profit margin, and what the market will bear.
- 2) Instructor compensation plan
 - a. In accordance with TCSG State Board Policy, WGTC Economic Development Division has developed an instructor compensation plan to ensure consistency in employment practices. The plan is flexible enough to provide for conditions for compensation differentiation such as expertise in the field.

- 3) Curriculum development process
 - a. In accordance with TCSG State Board Policy, a formal curriculum development process for non-credit instruction is utilized by WGTC Economic Development Division.
- 4) Evaluation plan
 - a. In accordance with TCSG State Board Policy, WGTC Economic Development Division has developed an evaluation process for non-credit instructional programs that includes but isn't limited to students' evaluation of instructors, courses, and services.
- 5) Other
 - a. In accordance with TCSG State Board Policy, WGTC Economic Development Division may award appropriate credentials to participants of non-credit instructional activities. Continuing Education Units (CEUs) may be awarded in accordance with guidelines established by the International Association for Continuing Education and Training or other appropriately recognized entities.

Reference: State Board Policy 5.2.1.
<https://tcsգ.atlassian.net/wiki/spaces/policymanual/overview>

WGTC Economic Development Operations Manual
[WGTC Economic Development Operations Manual](#)

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Economic Development & Community Relations	Effective: 3/2009
Division: Economic Development & Community Relations	Reviewed: 9/2021 Revised: 9/2021	