

Non-credit Professional Development Program Review Process

5-4-23

Introduction

Continuing and professional education is one important way the university connects with the community. Working in partnership with UO schools and colleges, selected vendors, and national credentialing associations, these programs serve the public by enabling learning outside of the traditional university setting.

This is a proposed review process for non-credit continuing and professional education programs that are offered through SSEM's Continuing and Professional Education (CPE) division or other units. For context, CPE offers programs and services in four broad areas:

1. Lifelong Learning – primarily an enrichment program for older adults that offers noncredit classes rooted in the arts and letters.
2. Professional Development – noncredit programs designed to help individuals advance their careers or switch careers
3. Credit Program Support – registration and payment services for academic programs that serve unique audiences not otherwise affiliated with UO in traditional ways (e.g., degree-seeking). Courses and programs supported here would have gone through the faculty academic review process. Conference Services (for Professional Associations) – operational support for conferences typically run by professional associations.

Goals of Review

The review process described here is focused on non-credit programs offered to non-matriculated participants and not already covered by traditional review processes in academic units. This process has the following goals:

- Resolve content (and/or audience) overlap between proposed non-credit program and existing or potential programs in academic units.
- Ensure program is of sufficient quality to be marketed and delivered as a UO program.
- Provide oversight of outside vendors involved in the design or delivery of the program
- Provide timely feedback to proposing unit

Review Process

The following review process is conducted in the context of non-credit programs to meet the goals described above. These programs typically have different goals and are targeted at different audiences than traditional academic programs.

1. **Proposal Step 1** – Proposal submitted to OTP. OTP consults with relevant units to gauge overlap with existing or potential academic programs. In consultation with faculty and leadership in relevant academic units and proposing unit, OTP will determine if program can move forward to Step 2. Proposal should include:

- a. Program title
 - b. Brief description of program
 - c. Program learning outcomes
 - d. Outline of modules or topics
 - e. Target audience
 - f. Delivery mode (e.g., in-person, asynchronous online, etc.)
 - g. Time to complete (weeks and hours per week)
 - h. Information about vendor if relevant
 - i. Vendor name
 - ii. Nature of agreement with vendor
 - iii. Vendor quality control processes
 - 1. minimum qualifications for instructors
 - 2. process for vetting instructors
 - 3. Method for assessing student satisfaction with program, including sample results from previous similar programs or programs from same vendor.
 - i. If no outside vendor, provide UO unit quality control processes. At a minimum the unit managing the program should have a clear process for students to make complaints or concerns known to the unit.
 - j. Cost to participants
 - k. Desired start date
2. **Proposal Step 2** – If proposal is moving forward it goes to Academic Council for advisory review and feedback.
- a. Academic Council reviews proposal and provides feedback to OTP, particularly noting any concerns about curriculum or instructor qualifications.
 - b. OTP considers feedback and advises proposing unit accordingly.
3. **Ongoing review** – At any point, members of the Senate or its committees, academic units, or Office of the Provost staff may initiate a review of existing programs should concerns or questions arise. Any such review would begin with a description of the concerns or question sent to the Office of the Provost, who will then initiate the review. These reviews will include consultation with the concerned party, the unit in charge of the program in question and the Academic Council and follow the general steps above.
4. **Curriculum Report** - Approved proposals will be noted in the next Curriculum Report voted on by the University Senate at the end of each term.
5. **Senate Approval** – Approved proposals will be voted upon by the UO Senate at the end of each term.