



College of The Albemarle Procedure

Procedure Number: 3-5.1P

Pages: 1 of 3

Title: Continuing Education Internal Audit

Related Policy and Procedures:

Division of Responsibility: Division of Learning

February, 2003; April, 2006; April, 2012;

October, 2017

January, 2021

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision

It is the policy of College of The Albemarle to utilize internal auditing and reporting processes to ensure accountability and credibility as well as to maintain high quality offerings.

Administrative Responsibilities

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

PROCEDURES

A. Procedural Responsibilities

Courses, programs and training sessions offered through Workforce Development, Public Services and Career Readiness shall utilize internal auditing and reporting processes to ensure accountability and credibility as well as to maintain high quality in these offerings.

A master schedule shall be maintained in each location of the Workforce Development, Public Services and Career Readiness offices (Elizabeth City, Dare, Currituck, and Edenton-Chowan), and the COA Website. The master schedule shall include the name of course, instructor, beginning and ending dates, total number of instructional hours, days, time, location, and registration fee. Workforce Development, Public Services and Career Readiness staff at each campus location shall be responsible for registering students, collecting fees, and submitting registration forms and fees to the business office for processing.

B. Institutional Approval Process for Conducting Continuing Education Courses.

Each semester a written list of courses to be scheduled/offered shall be submitted by training coordinators, instructors, and/or Workforce Development, Public Services and Career Readiness staff for review and approval prior to advertising classes, printing schedules and/or conducting classes.



College of The Albemarle Procedure

Procedure Number: 3-5.1P

Pages: 2 of 3

The appropriate Campus or Academic Dean shall approve of all continuing education courses offered. Approval shall consist of a course contract properly signed and dated prior to the course's beginning. In situations where this is not possible to sign contracts prior to the course start, course setup forms shall be initialed.

A course outline shall be developed by the instructor for each new course to be scheduled. A course outline shall be kept on file (in the Workforce Development, Public Services and Career Readiness office) for each course that is conducted.

C. Student Membership Verification

In the first class session, instructors shall ensure that each student has completed a registration form, paid a registration fee (unless exempted) and has written the appropriate data on the class attendance form (roster) and has signed in with his/her signature.

In a situation where the class does not meet face to face, student membership verification shall be evidenced by a student's payment for the class.

If recurring, fee-waived students meet in a face-to-face concurring class, then a one-day sign-in sheet shall be required in lieu of registration forms. Sign-in sheets shall include: class information (date, time, instructor and location); printed name of students, signature space, and last four digits of social security number, agency and title. The instructor shall sign and date each sign-in sheet

D. Class Verification and Compliance

The instructor's supervisor, or a designated representative as approved in writing by the Campus or Academic Dean shall make at least one visit each semester to fifty (50) percent of all off-campus occupational extension classes meeting 12 or more hours. Documentation for these visits shall be verified with the CE Internal Audit Evaluation Form.

Visitations shall be conducted on twenty-five percent of on-campus classes offered. Self-supporting and community service classes are exempt from on-site visits. Documentation will be maintained for such visits.



College of The Albemarle Procedure

Procedure Number: 3-5.1P

Pages: 3 of 3

The Campus or Academic Dean will visit a ten (10) percent sample of randomly selected off-campus occupational extension and occupational extension distance education classes each semester with no prior notification of these visits, and shall maintain written documentation of such visits. The Campus or Academic Dean may delegate this visitation requirement to an appropriate upper level director or supervisor provided the delegation is approved in writing by the college President and included in the approved internal compliance plan.

Online courses shall be visited electronically. The Distance Education Coordinator shall give access to all continuing education online courses to the Vice President, Learning and to the Campus or Academic Deans and supervisors who have the responsibility for visiting online classes; and to the state auditor.

Prior to the beginning of an online class, the Campus or Academic Dean or his/her designee shall approve a plan (schedule), submitted by the course instructor, for monitoring class participation and for providing feedback to students.

Each visit shall include, at a minimum, a review of the course roster, class participation/attendance (examples include threaded discussions, submission of assignments, chat room participation, etc.), instructor interaction with the students, and student assessments and feedback. Course completion rates shall also be tracked. The Distance Education Coordinator may also visit the web site to provide constructive feedback to further enhance the learning experience for the students. Feedback shall be provided to the instructor regarding the fulfillment of the course plan.

Hybrid, Video Courses, and Correspondence Courses shall be observed according to the plan developed by the course instructor. Prior to the beginning of a class, the Campus or Academic Dean or his/her designee shall approve a plan, for monitoring class participation and for providing feedback to students. The instructor shall keep records of the receipt of assignments and student contact information as a record of student attendance. These records shall be compared to the official class roster. Feedback shall be provided to the instructor regarding the fulfillment of the course plan.

E. Reporting Compliance Procedures

Internal audit policy reports shall be submitted to the Vice President of Learning and the Campus or Academic Deans at the end of each semester (3 times a year).

The status and results of these semester reports and official North Carolina Community College System audit report shall be presented to the COA President and the Board of Trustees on an annual basis.