



## College of The Albemarle Procedure

Procedure Number: 4.1.2.1

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**Title: Continuing Education Accountability Plan**

**Related Policy: 4.1.2 Academic Programs**

**Division of Responsibility: Learning**

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The Board of Trustees (BOT) shall adopt a Continuing Education Internal Program Accountability Plan ("Plan"). At a minimum, the Plan shall include a class visitation plan in accordance with the State Board of Community Colleges Code and define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes, and establish a framework for defining program quality and improvement procedures.

The BOT shall review the Plan at least once every three years from the date of its adoption. The Plan, including amendments, shall be submitted to the Continuing Education Department at the System Office upon adoption.

The BOT will receive an annual summary of any significant milestones, developments, or activity relevant to the plan. This summary will be provided by the office of the Dean of Workforce Development, Public Services and Career Readiness.

Legal Citation: 1D SBCCC 300.4(a)(1)-(4)

June 13, 2023

December 16, 2024

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**