



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

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 shall review annually, typically in December, a summary of any significant changes or additions relevant to the plan.

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

June 13, 2023

June 13, 2023

N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision