MEMORANDUM

To: Units that provide non-credit instruction  
From: Systemwide Academic Council (SAC)  
Date: Current date May 10, 2008  
Subject: Non-credit metric

Definitions:

UA System Technical Definition -- One non-credit instructional productivity unit (NCU) is equivalent to delivery of 10 non-credit student contact hours. For example, delivering a 10 hour non-credit course to 150 students equates to 150 NCU. This measure considers all noncredit courses, including continuing education courses.

Non-Credit courses are numbered 001-049, regardless of their level of instruction. They are not applicable to any degree or certificate requirements (even by petition). They have no regular tuition or fees, but may have other special fees.

Based on the CCRC* definition of terms:

Noncredit education refers to courses or activities carrying no academic credit applicable toward a degree, diploma, certificate, or other formal academic award at the institution or within the postsecondary educational system. Some noncredit workforce education may result in industry-recognized certificates. Noncredit education may include workforce instruction, contract training, customized training, developmental education, recreational courses, ABE, and ESL.

Note: UA institutions award credit for certain ESL and Developmental courses, as listed in their respective catalogs, and this document does not have any bearing on those courses.

Continuing Education Units: “One Continuing Education Unit (CEU) is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. The primary purpose of the CEU is to provide a permanent record of the educational accomplishments of an individual who has completed one or more significant non-credit educational experiences.” IACET.org**

Implementation Definitions and Procedures:

1. All activities counted in the non-credit metric are required to have an educational purpose and content component.
2. The activity must have a qualified instructor who has significant experience in the relevant field and/or appropriate education or training.

* CCRC – Community College Research Center’s January 2008 report  
The Landscape of Noncredit Workforce Education: State Policies and Community College Practices – Teachers College – Columbia University  
http://ccrc.tc.columbia.edu/Publication.asp?UID=572

** IACET – International Association of Continuing Education and Training  
http://www.iacet.org/
3. All records/documentation of the learning event must remain on file and accessible per MAU records retention policy.

4. Non-credit courses require the review and approval of faculty or qualified staff and the director or dean of the offering unit. The review and approval process must follow written procedures and criteria established by the offering unit and approved by the responsible Provost. The unit can be a community campus, a school or college, or other MAU-specific units such as the Marine Advisory Program, or Cooperative Extension Service. Approval processes must be consistent with both the requirements of this memo and any MAU-established approval processes for the MAU in which the unit resides. The purpose of the approval process is to verify the educational purpose and content component, to establish that the activity is ‘university sanctioned’, and to ensure that the activity is recorded in Banner.

   Each unit director/dean approving these activities is responsible for setting up or following an established process to ensure that they are consistently entered into Banner, and that entries include all required information (contact hours, enrollment) to calculate the NCUs.

5. Activities offered that award CEU's must have:
   1) quantifiable contact time/hours. The IACET** definition for calculating CEUs will be used—“One CEU is awarded for each ten clock hours (sixty-minutes=one clock hour) of instruction hours involved in the program. Instructional hours do not include time involved in coffee breaks, meals, social activities or business and committee meetings.”
   2) fee or cost attached, if any.
   3) course outline or agenda that specifically addresses the instructional goals and student outcomes* intended.
   4) consistency with the mission and goals of the institution, including high quality instruction by qualified instructors.1
   5) registration
   6) university sanction of the activity

6. Other non-credit activities (that do not award CEUs) must have:
   1) at least 2 contact hours (which may be spread over several sessions)
   2) event announcement with date/times/speaker/topic that specifically addresses the instructional goals and student outcomes* intended. (As above, an outline or agenda would also qualify.)
   3) educational component
   4) registration
   5) university sanction of the activity

   Charging a fee is optional in this category.

   Pre-registration is not necessarily required. In some cases, registration may occur via a within-event signup process.

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7. A noncredit transcript will be available to students on request, which will list CEU courses completed at any campus. Inclusion of other noncredit courses or activities on this transcript will be at the option of the MAU, and may be limited to those non-credit courses for which pre-registration is required, or be limited in other ways as the MAU determines. Whether a particular activity is transcripted, or not, should be clearly indicated on promotional materials.

8. Units may continue to use established designators, or they may choose to change them to allow easier tracking of the categories of noncredit instruction delivered. There will be no effort to establish consistency of designators across the system. However, within each MAU, there will be consistent use of designators. Each designator used must be approved by the registrar or designee, to avoid the same designator being used for different activities.

   Discussion so far indicates that the following general categories of non-credit instruction are offered:
   o Continuing Education (CEU category)
   o Vocational-Technical
   o Community Interest
   o Alaska Native Language/Culture/Subsistence Skills (a category of Community Interest that some campuses may want to track separately).
   o GED preparation
   o K-12 activities, other than 4-H
   o K-12 activities, 4-H

**Recording Noncredit Activity in Banner:**

The Provosts will charge the registrar at their institution to confer with other UA registrars and agree upon standard guidelines for entering noncredit activity into Banner. These guidelines will be distributed to all by UA Institutional Research. The standards will address the following issues plus any others that the registrars identify.

   o how to enter noncredit activity that does not have a registration fee or contract fee associated with it (applies to ‘N’ noncredit, not CEU)
   o how to enter noncredit activity that uses a sign-in sheet to collect names of participants (usually resistant to provide SSN and/or DOB)
   o are participants counted at the time they register/sign-in or counted at the end of the event? (applies to ‘N’ noncredit, not CEU)
   o use of “grade” codes other than Pass/Fail need to be clarified (such as NB)
   o need a standard process for entering variable contact hours, such as participation in a conference earning CEUs