

SOUTHWESTERN COMMUNITY COLLEGE	INSTRUCTIONAL ACCOUNTABILITY AND CREDIBILITY INTERNAL-AUDIT/INTEGRITY PLAN FOR EXTENSION-WORKFORCE CONTINUING EDUCATION	Policy 5.02.03
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I. BACKGROUND

Southwestern Community College's originates a comprehensive offering of Extension Workforce Continuing Education (WCE) consists of courses and programs from a three county service area (Macon, Jackson and Swain) and the Qualla Boundary.

WCE programs are organized and delivered:

- Public Safety Training Division which includes Emergency Medical Science, Fire and Rescue, Law Enforcement, and other public safety related programs.
- Workforce Innovations Division which includes Occupational Training, Industry Training, Community Service/Personal Enrichment, Professional Licensure and Certification, and the Small Business Center.
- Educational Opportunities Department which includes Developmental Education, Adult Basic Education, High School Equivalency, English Language/Civics Education, Job and Career Preparation (HRD), and other college and workforce preparation programs.

All sites are supervised by the Deans of Public Safety Training and Workforce Innovations and Extension Education DirectorsWCE Programs and instructional sites are supervised by appropriate Deans and Directors. The senior extension educationWCE administrator is the Executive Vice President for Instruction and Student Services.

The State Board of Community College Code directs colleges to monitor the quality and viability of all its Workforce Continuing Education programs and services as well as develop and implement Accountability and Integrity Plans.

The College's Board of Trustees shall is responsible for reviewing and approving/review the periodic Accountability and Credibility-Integrity Internal Audit Plans and receiving annual updates of the progress toward the goals and objectives of such plans. annually and all changes to the Plan.

II. PROCEDURESImplementation of an Accountability and Integrity Plan

_____A. The Extension Education Directors (or designee) will visit at least fifty percent (50%) percent of the off-campus classes under their supervision. Twenty five percent (25%) of their on-campus classes require visitation. Visitations must be documented.

_____B. The Extension Education Directors will visit at least fifty percent (50%) of the internet/distance education classes. The Executive Vice President for Instruction and Student Services will visit at least ten percent (10%) of internet/distance education classes. The Executive Vice President may delegate this visitation requirement to appropriate deans or upper-level administrators/supervisors with approval from the President.

_____C. Self-supporting classes, community services classes and classes that meet twelve (12) or fewer hours are excluded from the visitation requirement.

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~~D. The Executive Vice President for Instruction and Student Services shall visit ten percent (10%) of the off-campus extension education classes each term. Visits will be made without pre-notification. The Executive Vice President may delegate this visitation requirement to appropriate deans or upper-level administrators/ supervisors designees with approval from the President.~~

~~E.A. The WCE Accountability and Integrity Plan shall be developed and presented for approval of the Board of Trustees every three years, or as required by the North Carolina Community College System (NCCCS).~~

~~B. The WCE Accountability and Integrity Plan shall follow a framework developed by the NCCCS and consistent with State Board of Community Colleges Code governing Program Review and Program Accountability.~~

~~C. Any changes to an approved plan must be approved by the Board of Trustees and reported to the NCCCS.~~

~~D. The Board of Trustees will be provided with an annual update on the institution's progress toward the goals and objectives of the plan.~~

III. Internal Controls for Accountability and Integrity

~~A. The College's Extension Education Workforce Innovations office shall maintain an up-to-date master schedule of all current WCE courses, including meeting dates, times and locations for all extension education classes. Directions to all off-campus classes must be on file in the Workforce Innovations office.~~

~~B. The WCE Registrar shall provide periodic course schedules throughout each semester to WCE Deans, Directors, and the Executive Vice President for Instruction and Student Services.~~

~~C. WCE Deans and/or their designees shall select courses for visitation from periodic course schedules consistent with procedures outlined in the Accountability and Integrity Plan.~~

~~D. WCE Deans and/or their designees shall document all course visits in semester reports maintained by the WCE Registrar.~~

~~A-E. The Executive Vice President shall review semester visitation reports and verify compliance with the procedures outlined in the Accountability and Integrity Plan.~~

~~F. The NC Community College System Office Program Auditors will have access to all class visitation reports.~~

~~B-G. The Executive Vice President for Instruction and Student Services shall be responsible for approving the establishment/offering of all extension~~

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~~education~~WCE classes consistent with the Community College System's mission and role.

~~GH.~~ ~~The Extension Education Directors will be responsible for reviewing all extension education instructor contracts to determine whether a course has been completed, whether students are registered in accordance with the contract and all documentation has been completed to clear payment to the instructor.~~WCE instructional contracts and payroll requests are generated and approved consistent with SCC Business Office guidelines.

~~HJ.~~ Appropriate forms signed by enrollees must be utilized for all ~~extension education~~WCE classes.

~~IJ.~~ For one (1) unannounced pay period annually, the Business Office will verify all ~~extension education~~WCE instructors' paychecks.

~~J.~~ ~~A summary of class visits and any internal audit exceptions shall be submitted to the College President for distribution to the Board of Trustees on a bi-annual basis.~~

~~L.~~ ~~The NC Community College System Office Program Auditors will have access to visit all on-line internet classes.~~

K.M. Student Membership Verification

1. In situations where the class meets physically with the instructor or other college staff, student signatures on appropriate forms are required for student membership verification. ~~If the form must be signed by a teacher (most likely Compensatory Education), appropriate measures shall be taken to assure that the students are enrolled properly.~~
2. In situations where the class does not meet physically (such as internet or other distance education courses), one of the following two criteria is required for student membership verification:
 - a. Evidence of payment of the applicable registration fee by the student. This evidence must link a specific student's payment to the specific class paid for.
 - b. In cases where no registration fee is paid (i.e., the student is 65 or over, etc.) electronic certification by the student, such as an electronic signature on an on-line registration form, will be required for student membership verification in the course. ~~Additionally, FTE for Distance Education courses is computed based on ten percent (10%) of content rather than the ten percent (10%) date.~~

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L.N. For all classes, there must be evidence of the following:

1. Dates on the contract must match the class dates identified on the roster;
2. A memo to cover changes in schedule or corrections on section detail in computer files;
3. Students on rosters match names on the class receipt form and computer;
4. Entry date of the student matches the admission date of the student on the computer;
5. Entry date of each student is the same as the entry date in upper left corner on class receipt form;
6. Each student has a grade or indication of course completion or non-completion;
7. Membership hour class has E on date of entry of student and absences indicated;
8. Contact hour class has E on the first day of enrollment and hours and the rest of the time is shown by the number of hours attended inserted in the proper box;
9. The ten percent (10%) point of the class is indicated on the roster and the same date is entered on the contract on the computer;
10. The number of class meetings indicated on the roster agree with the number calculated from the contract; and
11. The roster is signed by the instructor.

Adopted: February 2014

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