



Continuing Education CE FACULTY HANDBOOK

CONTACT INFORMATION

Center for Graduate Programs and Continuing Education (GPCE)

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ADMINISTRATION

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MISSION

We set out to serve the university's mission by developing and executing continued education and lifelong learning opportunities for community member and business professionals in collaboration with academic departments/schools and external institutional partners.

VALUES

Our vision is to develop community leaders and business professionals who will make a difference in their communities through thoughtful innovation and collaboration.

FACULTY HANDBOOK

The Center for GPCE and partnering academic departments/school follow the policies, procedures, and bylaws as described in the PLU Faculty Handbook. For more information, please visit <http://www.plu.edu/provost/Faculty%20Handbook/>.

NEW COURSE OR PROGRAM PROPOSALS

To propose a new Continuing Education course or program, please complete the *New Course or Program Proposal Form* located at <http://www.plu.edu/continuing-ed/> and attach corresponding documents. A confirmation email will be sent at the receipt of the proposal. New courses or programs should fill an identified need and target audience. Proposers will be appropriately involved in the planning and evaluation of the approved Continuing Education course or program.

INSTRUCTOR APPLICATION

To apply to be an instructor for a Continuing Education course offering, please complete the Faculty Application located at <http://www.plu.edu/human-resources/documents/>.

TEACHING AGREEMENT

Instructors for Continuing Education will be course or program proposers as well as faculty recruited by academic departments/schools. An instructor must have appropriate accreditation, credentialing and certification to qualify to teach. Contracts for CE programs will be required for each instructor for each course or program taught. The course load is considered outside of the regular weight load for current PLU faculty.

ORIENTATION

Instructors will receive orientation from the academic department/school or the Center for GPCE and both will be available for advisement throughout the term of their contract. Course syllabus, learning objective, and course assessment will be discussed.

COURSE MATERIALS

Course materials should be pre-selected by the instructor and presented at the time of registration as either being included in the course cost or an additional item to purchase. All course materials should be up-to-date, readily available, and facilitate positive learning outcomes.

DELIVERY METHODS

To offer blended or online learning opportunities, a faculty member must be approved by PLUTO. For more information, visit <http://www.plu.edu/pluto/>.

Blended Learning

Blended learning is a course mix of traditional face-to-face instruction and components of online learning.

Face-to-Face

A face-to-face course is one in which participants, instructors, and facilitators meet together at the same date and time and place.

Online Learning

Learning online is offered through the internet and courses may be delivered asynchronously or synchronously.

CREDIT TYPE

Academic Credit

Credit offered by PLU for which the student can receive an official institutional grade and transcript. Credit is eligible for transfer and is determined at a ratio of 15 hours of class instruction to one academic credit.

Clock Hours

A 60-minute span of actual class instruction time.

Contact Hours

A contact hour is a 60-minute span of time, with no less than 50 minutes of actual class instruction.

Continuing Education Unit (CEU)

A CEU is a unit of measure for non-credit activities equal to ten contact hours of participation.

Graduate Level Continuing Education Credit

Continuing Education credit offered by PLU to students who are receiving a grade letter but are not receiving academic credit and may be accepted as elective credit towards graduate programs as determined by the department/school.

Non-Credit

A course or program offered without the opportunity to earn academic credit from the institution. Course or program that is non-credit may be eligible for CEU or contact hours.

CANCELLATION

University policy requires that all continuing education courses establish a minimum enrollment number and must be met within five days of the course or program start date. If enrollment falls below the minimum, the instructor's salary will be reduced by a proportionate amount. The instructor of a class with an enrollment below the minimum will have the option of canceling the class or accepting reduced salary.

GRADES

Grading modes include pass/fail, letter grade, or non-credit and are determined by the course or program and the credit type. The instructor is responsible for administering grades based on attendance, participation, comprehension, or assessment and measurements for grading will be identified by the instructor and

included in the course syllabus. Grades are entered using Banner Web and must be submitted by the grade deadline as determined for the course or program.

ATTENDANCE

The instructor will be responsible for monitoring attendance in clock hour and CEARP courses or programs and provide detailed attendance records to the Center for GPCE at the completion of the session.

COURSE EVALUATION

At the conclusion of a course or program, all students will complete an evaluation intended to measure the achievement of course objectives and provide feedback regarding the instructor. These documents should be submitted to the Center for GPCE who, after review, will return them to the instructor.

QUALITY IMPROVEMENT

In order to improve Continuing Education programs, the instructor along with the appropriate administrative personnel will meet after the course or program to evaluate areas of strength and areas for improvement.

FACULTY RESOURCES

Academic Calendar

<http://www.plu.edu/catalog/2014-2015/academic-calendars/2014-2015.php>

Banner

https://banweb.plu.edu/pls/pap/twbkwbis.P_GenMenu?name=homepage

Faculty Handbook

<http://www.plu.edu/provost/Faculty%20Handbook/home.php>

Human Resources

<http://www.plu.edu/human-resources/>

PLU's Center for Continued Nursing Learning

<http://www.plu.edu/ccnl/>

PLU's Center for Graduate Programs and Continuing Education

<http://www.plu.edu/ce/>

PLU's Partnerships & Professional Development Office

<http://www.plu.edu/education/PPD/home.php>

PLUTO

<http://www.plu.edu/pluto/>

Sakai

<https://sakai.plu.edu/portal>