

## Procedure 3.2801

### Continuing Education Class Visitations Procedure

The College will publish, maintain, and utilize a course visitation procedure for the division of continuing education. All class visitations will be recorded on the approved Class Visitations Form.

The instructor's supervisor, or a designated representative as approved by the Vice President of Continuing Education, will annually conduct and document unannounced visits to:

1. Courses taught by a new instructor employed less than 12 months.
2. Courses taught by an instructor receiving poor instructor and course evaluation results.
3. Internet/Hybrid courses with 25 or more contact hours. Visitation will be conducted electronically using the college's learning management system.
4. Classes occurring off-campus and at regional sites.
5. A random sampling of continuing education courses each term.

Written documentation will be kept on file by the Continuing Education Records Specialist concerning all class visitations.

### References

**Legal References:** 1B SBCCC 400.98 Program Review, 1D SBCCC 300.4 Program Management, [http://www.nccommunitycolleges.edu/sites/default/files/state-board/audit/aud\\_1\\_program\\_audit\\_study\\_committee\\_report\\_2014\\_09\\_29\\_draft.pdf](http://www.nccommunitycolleges.edu/sites/default/files/state-board/audit/aud_1_program_audit_study_committee_report_2014_09_29_draft.pdf)

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** Continuing Education Class Visitations Policy

### History

**Senior Staff Review/Approval Dates:** 08/5/17

Procedure

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*

