

To: The Senate
FROM: Educational Policy Committee
DATE: May 6, 1983
SUBJECT: Committee Report on Continuing Education, "for information only"

The Educational Policy Committee, having considered the subject of Continuing Education with the full participation of the Continuing Education Advisory Subcommittee, makes the following recommendations:

Policy Recommendations

1. That the Continuing Education Advisory Subcommittee and the Continuing Education staff study the issue of departmental incentive money for Continuing Education offerings with a view toward proposing modifications of the current policy; that the recommendations so developed be submitted to the Senate through the Educational Policy Committee during the Fall Semester 1983.
2. That the Continuing Education Advisory Subcommittee make recommendations to the Senate through the Educational Policy Committee during the Fall Semester 1983 concerning (a) a specific definition of the subcommittee's responsibilities, including (but not limited to) its responsibilities concerning Continuing Education offerings outside the region normally served by IPFW, and its review responsibilities in regard to the relative effort devoted to avocational and professional programs; (b) the composition of the subcommittee. Specifically, consideration should be given to including specialists in areas such as marketing and programming, and to including both members who are regularly involved in Continuing Education offerings and members who have no such involvement.
3. That the Educational Policy Committee develop a policy statement on professional ethics for faculty members involved in Continuing Education offerings for presentation to the Senate during the Fall Semester 1983.

Operational Recommendations

1. That Continuing Education continue and complete its efforts to develop memoranda of understanding for all Continuing Education offerings, specifying the responsibilities of Continuing Education, the instructor, and the sponsoring unit for each offering.
2. That Continuing Education systematically collect and classify internal data on such matters as courses and enrollments, and that it prepare a brief annual report in a format that is consistent from year to year.
3. That policies governing Continuing Education be compiled in a single policy document.

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4. That Continuing Education devise ways to reduce, where possible, the paperwork involved in its offerings.
5. That Continuing Education, with the participation of the Continuing Education Advisory Subcommittee, undertake a self-study and develop a long-range plan.
6. That Continuing Education develop a market data-collection system and conduct continuing local market surveys to provide accurate information on local needs and marketing strategy on a continuing basis, and that marketing specialists on the faculty be recruited for this purpose.
7. That strong efforts be made to find housing on the IPFW campus for Continuing Education.

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