

## Development of a Noncredit Program Issues to Consider

This is a collection of information about the need, benefits, regulations, and models for a college noncredit program.

<b>Benefits</b>	<b>Challenges</b>
Free	Students may be charged material fees
Focus on skills attainment, not units	Students may be more likely to drop
Repeatable (no limitations on repeatability)	Students may need financial aid, thus units
Does not impact financial aid	
Is not affected by 30-unit Basic Skills limit	
Flexible course hours	
Hours are based on course learning outcomes. As few or as many as designed	
Can determine a range of minimum/maximum hours, (e.g. 6-10 hours)	
Elementary and secondary prep for pre-college courses	
Outreach tool for adult students who are uncertain about “college”	
Bridge to career pathways and entryway into college programs	
Apportionment for non-credit courses that meet CDCP criteria (see below) is the same as for credit courses	

### **Community Need**

Stanislaus County continues to have one of the highest unemployment rates and lowest education attainment rates in the nation (Modesto is 6<sup>th</sup> lowest in the U.S. in educational attainment – source: Wallethub). One-third of MJC students are over the age of 25. The number of Stanislaus County residents between ages 15 and 19 is projected to contract by 3% by 2020; by 7% for those between 20 and 24.

<b>Measure</b>	<b>Stanislaus County Statistics</b>	<b>State of California</b>
<b>Educational Attainment</b>	16% have a 4-year college degree 49% have some college 77% have a high school diploma	31% have a 4-year college degree 59% have some college 81% have a high school diploma
<b>Unemployment</b>	6.5% (September 2017)	5.1% (September 2017)
<b>Living wage</b>	\$11.03 -- one adult \$24.03 -- one adult/one child Other rates vary	\$13.21 – one adult \$27.45 – one adult
<b>Income</b>	Median income: \$49,573; 18% of the population live below poverty level	Median income: \$61,489; 16% live below poverty level

## **Potential Entry-Level Jobs**

The Center of Excellence can do a comprehensive environmental scan to identify industry needs and potential opportunities in Stanislaus County. Entry-level opportunities may include:

HR for small businesses	(Global Trends in HR, Santa Barbara City College)
Web Development	(Front End Web Developer, San Diego Continuing Education)
Small Business start-up	(Business, Computers & IT, San Diego Continuing Education)
CTE Math Skills	(Vocational Foundation Skills: Math; San Francisco City)
Current Microsoft Office editions	(Basic Office Software Skills, Santa Barbara City College)
Computer maintenance	(Computer Hardware Fundamentals, Santa Barbara City Col.)
Child Care (entrepreneurial)	(Child Development, San Diego Continuing Education)
Resume development	(21 <sup>st</sup> Century Employment, Glendale Community College)
Interview prep	

## **Title 5 Requirements**

### **Minimum Qualifications**

For noncredit basic skills (math, English, interdisciplinary, ESL) vocational, health and safety, home economics, or parent education courses, a bachelor's degree in the subject area or related area. (See Title 5, 53412); [Minimum Qualifications for Instructors of Noncredit Courses](#)

Minutes, resolutions and resources from the [ASCCC Noncredit Committee](#)

### **10 Categories eligible for non-credit**

**Career Development and College Prep (CDCP) – Enhanced Funding.** Reimbursed at same rate as credit courses. MUST be at least a 2-course certificate.

- ESL
- Elementary and secondary basic skills (including supervised tutoring)
- Short-term vocational - MUST have labor market information (LMI) that supports certificate directly related to employment. (Includes apprenticeship. May also collect funding for SI, if through an approved apprenticeship program)
- Workforce prep (also eligible for AEBG funding)

**Adult Education Block Grant Eligible (AEBG)** (in addition to the four categories in CDCP)

- Immigrant education – citizenship
- Adults with substantial disabilities

**Other Eligible areas** (courses in these areas may be eligible for CDCP funding levels, if combined into a multi-course certificate, supported by LMI, and includes an entrepreneurial element that can lead to a job or small business)

- Health and Safety
- Parenting (including court-ordered parenting education)
- Home Economics
- Courses for older adults

## Notes from Academic Senate Curriculum Institute 2016

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### **Attendance Issues:**

- All non-credit is based on positive attendance
- Does not have to be open entry/open exit – may require specific start/stop dates

### **Cost:**

- No cost for units, but may have associated material costs (list on COR)
- *May* submit a substantive change and transcript grades which will enable financial aid from Dept of Ed. (Substantive change is not required unless access to financial aid is desired. This option may be important if material fees are included)

### **Curriculum:**

- Do not list number of *faculty* contact hours on COR --- list number of *student* contact hours
- COR can include a range of hours (min/max student contact hours, e.g., 12 to 15 hours)
- Not necessary to identify lecture and/or lab
- Must have SLOs and measures to document learning (P/NP/SP or grade)
  - Possible to transcript non-credit certificates
- Must assign certificates as either:
  - Certificate of Competency (usually basic skills/college prep)
  - Certificate of Completion (usually vocational/workforce prep)
- Cannot fund dance or recreational PE non-credit courses
- Development criteria is the same as for credit programs (appropriateness to mission, need, curriculum standards, adequate resources, compliance)

### **Apportionment:**

- Non-credit apportionment for tutoring/SI for supplemental credit courses in support of parent credit courses or for non-credit courses in any of the 10 eligible areas
- ESL and Basic Skills credit courses (only) can have non-credit tutoring/SI

### **Other considerations:**

- Possible to offer non-credit in DE. Not many doing that (Glendale, Mt. Sac)
- May link non-credit courses to multiple measures assessment
- Students should have access to counseling and SSSP services

### **Contractual Implications:**

- Load
- Homework/prep
- Some CCCs operate their non-credit programs as overload only, based on an hourly rate

## Models

<i>College</i>	<i>Examples of Programs</i>	<i>Other Notes</i>
<a href="#"><u>San Diego Continuing Education</u></a>	More than 50 certificate programs, including: <ul style="list-style-type: none"> <li>▪ Business, Computers &amp; IT</li> <li>▪ Culinary &amp; Bakeshop Academy</li> <li>▪ Electronics and Soldering</li> <li>▪ Healthcare Careers</li> <li>▪ HVAC</li> <li>▪ Automotive</li> <li>▪ Child Development</li> <li>▪ Front End Web Developer I and II</li> <li>▪ GED Prep</li> <li>▪ Parent Education</li> <li>▪ ESL</li> </ul>	Large program with full organizational structure, dedicated building with 22 classrooms
<a href="#"><u>Santa Barbara City College Noncredit Educational Programs (Career Skills Institute)</u></a>	<b>Certificates include 3 – 8 classes, some as few as 4 contact hours for each class</b> <ul style="list-style-type: none"> <li>▪ Basic Internet Skills (2 classes)</li> <li>▪ Basic Imaging (4 classes – 4 hours each)</li> <li>▪ Basic Office Software Skills (6 classes)</li> <li>▪ Beginning Mac Software Skills (3 classes)</li> <li>▪ Blogging for Business (2 classes)</li> <li>▪ Computer Hardware Fundamentals (3 classes)</li> <li>▪ Customer Relations (3 classes)</li> <li>▪ Digital Printing</li> <li>▪ High Performance Teams</li> <li>▪ Global Trends in HR</li> <li>▪ Management Tool Box</li> <li>▪ Powerful Presentations</li> <li>▪ Research Specialist (2 classes)</li> <li>▪ Workplace Essentials</li> </ul>	Badge program  Website is easy to navigate with good information  Strong model
<a href="#"><u>Glendale Community College Noncredit</u></a>	<ul style="list-style-type: none"> <li>▪ Keyboarding</li> <li>▪ Introduction to Computers</li> <li>▪ Medical Front Office</li> <li>▪ Microsoft Office courses</li> <li>▪ Business Writing</li> <li>▪ Business Math and Calculators</li> <li>▪ Beginning Account Clerk</li> <li>▪ 21<sup>st</sup> Century Employment Strategies</li> </ul>	Noncredit Student Success and Support Advisory Committee  Campus tours and support to transition students to credit classes

<i>College</i>	<i>Examples of Programs</i>	<i>Other Notes</i>
<a href="#"><u>Mt. San Antonio College Continuing Education</u></a>	More than 55 Certificate Programs, including: <ul style="list-style-type: none"> <li>▪ CNA</li> <li>▪ Acute Care Nurse Assistant</li> <li>▪ Certified Home Health Aide</li> <li>▪ Business Management</li> <li>▪ Electronics</li> <li>▪ Manufacturing Technology</li> <li>▪ Makeup Artistry (fee-based)</li> <li>▪ Water Technology (fee-based)</li> <li>▪ Medical Insurance billing (fee-based)</li> </ul>	Afternoon, evening and weekend classes Offered in multiple locations Pass/no pass  Non-Credit and Fee-based programs are combined under Continuing Education
<a href="#"><u>Santa Ana College School of Continuing Education</u></a>	<ul style="list-style-type: none"> <li>▪ General Office Certificate (6 classes)</li> <li>▪ Executive Secretary Certificate (5 classes)</li> <li>▪ Customer Service Certificate (6 classes)</li> <li>▪ Computer Maintenance/Repair (3 classes)</li> <li>▪ Employability Skills (7 classes)</li> </ul>	Good marketing Linked to industry certificates
<a href="#"><u>San Francisco City College Transitional Studies Department</u></a>	<ul style="list-style-type: none"> <li>▪ GED</li> <li>▪ High School Equivalency</li> <li>▪ Vocational Foundation Skills: Reading/Writing</li> <li>▪ Vocational Foundation Skills: Mathematics</li> <li>▪ Job Readiness, Study Skills, Test Taking</li> <li>▪ Math Skills Development 1 &amp; 2</li> <li>▪ Academic Reading and Writing</li> <li>▪ The Americas in Film</li> <li>▪ Social Justice</li> <li>▪ Introduction to Public Speaking</li> <li>▪ Grammar and Writing</li> </ul>	26 faculty 10 support staff  Classes are divided into three levels  Most are structured with 90 contact hours

## Resources

ASCCC Curriculum Institute 2016: [Basics of Noncredit Starting Noncredit Programs](#)

Association of Community and Continuing Education (ACCE) [www.acceonline.org](http://www.acceonline.org)