

AC 2: Non-credit Curriculum Review

2.1 Policy Statement

Non-credit courses and programs are not offered for college credit. They provide professional and personal enrichment opportunities. Non-credit programs are often shorter and more condensed than credit-bearing certificate programs. They provide focused learning opportunities for individuals who want to acquire specific knowledge, learn new skills, or pursue personal interests free from the constraints of earning college credit. They facilitate the swift development of competencies, serving both professional advancement and personal enrichment purposes. Participants receive certificates of completion and/or digital badges. Some non-credit programs may lead to industry-recognized credentials.

Non-credit offerings may be delivered by academic or administrative faculty at Nevada State outside of their required courseload or by qualified individuals contracted specifically to offer Workforce Development programming.

Workforce Development courses or programs that would carry academic credit are reviewed and approved through the Academic Curriculum Review process.

2.2 Purpose of Review Process

The purpose of the review and approval process for non-credit courses and programs is to ensure that:

1. Programming is aligned with Nevada State's mission and local workforce needs.
2. There is appropriate evidence of market/enrollment demand and financial viability.
3. Appropriate resources are available to support effective delivery and achievement of meaningful program outcomes.
4. The non-credit curriculum incorporates appropriate levels of rigor.
5. Potential impacts on existing programs (including academic credit-bearing programs) are considered.

2.2.1 Review Process and Criteria

To introduce non-credit offerings, the proposer completes the Non-credit Curriculum Proposal Form. The review process includes the steps:

1. The Non-credit Curriculum Review Committee consists of:
 - a. One member appointed by the President's Office.
 - b. One academic faculty member appointed by Academic Faculty Senate.
 - c. One member from Academic Affairs appointed by the Provost.
 - d. The Director of Workforce Development (or designee).

2. The Committee's recommendation is forwarded to the Provost for final review and a decision to approve or deny the proposal.

2.2.2 Timeline

Proposals are submitted online and may be approved by unanimous consensus via email. If unanimous consensus is not reached, a meeting of the Non-credit Curriculum Review Committee will be scheduled within 30 calendar days of submission. Incomplete proposals may be returned for revisions; a review meeting will not be scheduled until the proposal has been completed and resubmitted.

2.3 Assessment and Program Review

For internal monitoring and quality control, non-credit programs will regularly collect assessment data to evaluate the program's effectiveness and identify any needed improvements. The Department of Workforce Development will complete an abbreviated program review of each program every five years, focusing on the factors identified in 2.1 above. The final report will be submitted by the Director of Workforce Development to Academic Affairs for review. The Board of Regents does not require that reports on non-credit-bearing programs be submitted to NSHE.

2.4 Related Information

- Non-credit Curriculum Proposal Form

2.4.1 Revision History

- Approved by Dr. Molly Appel on 3/19/2024; Dr. Sarah Frey on 6/06/2024; and President DeRionne Pollard on 10/8/2024