Ivy Tech Community College of Indiana

POLICY TITLE
Awarding Credit in Workforce Alignment Course Offerings

POLICY NUMBER
8.1

PRIMARY RESPONSIBILITY
Workforce Alignment Operations

CREATION / REVISION / EFFECTIVE DATES
Revised Fall 2011/Effective Fall 2011; revised October 2017/effective immediately

PURPOSE
The mission of Ivy Tech Workforce Alignment requires multidisciplinary academic offerings to be delivered on behalf of client companies and students. To meet this mission of Workforce Alignment and ensure programmatic integrity, standards must be met when offering courses from various divisional course inventories.

ORGANIZATIONAL SCOPE OR AUDIENCE
Workforce Alignment faculty, staff and students

DEFINITIONS

POLICY
Workforce Alignment will sustain and enhance the academic standards of the College when offering courses for client companies and students. Maintenance of the integrity of the college credit is critical to enable student mobility within the College and the collegiate community. All Workforce Alignment credit offerings will meet standards as described in the following procedures.

PROCEDURE
Classifications
Courses from the following:
1. Ivy Tech Course Catalog
2. Special Topics Courses
3. IND Courses

Operational Standards
1. Ivy Tech Course Catalog (degree, technical certificate, and agency-driven curricula)
   The College maintains a statewide common course inventory for use when establishing offerings for degree and agency-prescribed curricula. This inventory
includes those agency-driven program courses which are common to many of the campuses.

Standards are as follows:

- Course objectives as defined in the course description will be followed in their entirety. This will enable successful articulation to the next higher-level course in a program of study.
- Course contact hours will be strictly adhered to.
- Faculty credentials, as established for each School of the College offering these courses, will be strictly adhered to.
- Assessment of student readiness will be undertaken consistent with the course descriptions. Workforce Alignment must participate in, and document assessment for, all course offerings in this category. This can be a simple test of prerequisite knowledge, or in the case of general education, the assessment must be the Accuplacer.
- Assessment of learning outcomes must be performed according to the course syllabus. Ivy Tech will not award credit for any course in which learning outcomes are not measured.

2. Special Topics Courses

Courses in this category are developed and inserted into the College system on a campus basis. The courses are developed either to augment an academic division or program offering, or by the Workforce Alignment as a customized program of study. In order to set criteria for awarding credit for these activities, this policy makes no distinction between regular academic and Workforce Alignment offerings. These courses will be managed by use of appropriate program identifiers and 27X, 28X, or 29X course number extensions. If Workforce Alignment offers a special topics course in the 27X, 28X, or 29X category, it must be done in cooperation with the appropriate program and according to standards listed below.

When appropriate, these special topics courses are assimilated into the course inventory.

Standards are as follows:

- 27X, 28X, and 29X Courses (Special Topics)
- Course content and subject matter are of sufficient rigor to warrant the awarding of College credit, as established by College academic officers. Course outlines and syllabi are to be established for each course and archived in the Campus Academic Officer’s office. Courses which are appropriate for assimilation into the course inventory will be moved into that status based on college-wide action.
- Faculty credential standards are applied to the instructional staff that are appropriate for the school in which the course is based. (e.g. If the course is based in the School of Business, faculty credential standards for that school will be the measure for the special topics offerings.)
Assessment of student readiness will be undertaken and methods documented for all offerings in this category by Workforce Alignment. This can be a simple evaluation of prerequisite knowledge.

Assessment of learning outcomes must be performed according to the course syllabus. Ivy Tech will not award credit for any course in which learning outcomes are not measured.

3. IND Courses

Workforce Alignment will use the IND course prefix exclusively for customized credit activities. The use of this category of course offerings will be maintained to enable the College to meet its “occupational” mission. When appropriate, these IND courses may be assimilated into the course inventory as a part of an existing degree or agency-driven program. Courses using the IND identifier will not duplicate course names currently in use in the Ivy Tech Course Catalog.

Standards are as follows:

- Course objectives and subject matter are of sufficient rigor to warrant the awarding of college credit. Course outlines and syllabi will be established for each course and archived in the Workforce Alignment office.
- Faculty credentials are applied to the instructional staff as are appropriate for the project being undertaken. Experience in training of incumbent workers in the subject area as well as academic credentials will be considered for appropriateness. The Executive Director of Workforce Alignment Operations has the option of reviewing IND instructor credentials with the Campus Academic Officer. Credentials will be archived in the Workforce Alignment for future reference.
- Assessment of student readiness will be undertaken for all offerings in this category. This can be a simple evaluation of prerequisite knowledge. Documentation of the assessment process will be archived in the Workforce Alignment.
- Assessment of learning outcomes must be performed according to the course syllabus. Ivy Tech will not award credit for any course in which learning outcomes are not measured.

REFERENCES
Ivy Tech Course Catalog - http://www.ivytech.edu/academics/courses-curriculum.html

RESOURCE PERSON
Executive Directors of Workforce Alignment