



State University of New York

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FOR ACADEMIC PROGRAMS

Memorandum to Presidents

Date: February 27, 1976

Vol. 76 No. 2

From: Office of the Associate Chancellor for
Community Colleges

Subject: Approval of Non-Credit Courses for State Support

At its meeting on January 28, 1976, the State University Board of Trustees adopted the enclosed amendment to the Code of Standards and Procedures, amending Part 603 to add new Section 603.8.

In reviewing this amendment, you will note that it provides definitions for the three categories of courses which will be supported: namely, remedial, vocational preparation, and community service. Section 603.8 also provides that the procedures for certifying eligibility shall be developed and issued. Following are the procedures:

1. Each campus should conduct a review of non-credit courses to be offered and determine those which appear to be eligible for State aid, according to the definitions in Section 603.8.
2. A list of such courses, in two copies, should be submitted to the Office for Community Colleges, containing the title of each course and the published course description. Lists should be submitted prior to the registration but not more often than monthly, if possible.
3. The Office for Community Colleges and the Office of Academic Programs will review the descriptions and certify the courses for State aid. One copy will be returned to the campus within thirty days.

4. If a course is declared ineligible for aid, the Campus President may request the Associate Chancellor for Community Colleges to submit the disputed course to a mutually agreeable review panel, whose decision will be final.

Courses which are not supported under Section 603.8 must be self-supporting. Courses shall be considered self-supporting when the revenues received shall be adequate to cover the direct costs of the programs to include faculty salaries and fringe benefits, the costs of supplies and materials consumed in the program, the costs of equipment used only for the programs, and other expenses directly incurred by the programs.

We hope and believe that these guidelines and procedures will eliminate most of the problems we have had with the funding of these programs in the past.



Cornelius V. Robbins

Enclosure

This memorandum addressed to:

Presidents, Community Colleges

Copies for information only sent to:

Presidents, State-operated Campuses
Deans, Statutory Colleges
President Rose
Mr. Barlow

INTERNAL DISTRIBUTION

Memorandum No. 76-2

Date: February 27, 1976

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State University of New York
99 Washington Avenue
Albany, New York 12210

Office of the Chancellor

M E M O R A N D U M

January 28, 1976

To: The Board of Trustees
From: Ernest L. Boyer *ELB*
Subject: Amendments to the Code of Standards and Procedures for the Administration and Operation of Community Colleges Operating Within the Program of the State University of New York (State aid for non-credit courses)

I recommend that the Board of Trustees adopt the following resolution:

Resolved that Subchapter D of Chapter V of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York, said Subchapter D constituting the Code of Standards and Procedures for the Administration and Operation of Community Colleges, as last amended on November 26, 1975 by Resolution 75-314 be and hereby is, further amended as set forth below; and, be it further

Resolved that Part 603 of Title 8 is hereby amended by adding thereto a new section, to be section 603.8 to read as follows:

603.8 State aid for non-credit remedial, vocational preparation, community service and continuing education programs.

(a) Non-credit remedial, vocational preparation, community service and continuing education programs operated by community colleges can be included for State aid if the sponsoring community contributes its share of operating costs and each program meets at least one of the following criteria:

(1) *Remedial Instruction.* Instruction concerned with diagnosing, correcting or improving such basic skills as oral and written communications, reading, analytical

concepts and general study habits and patterns to overcome in part or in whole any particular marked deficiency which interferes with a student's ability to pursue an educational objective effectively.

(2) *Vocational Preparation.* Courses designed to provide education, training or retraining in one or more semi-skilled, skilled, technical or other occupational categories to prepare the student for entrance into a particular chosen vocation, upgrading of present employment opportunity or achievement of other career goals.

(3) *Community Service.* An educational program activity or service designed to assist in the solution of community problems, or aid in the development and maintenance of desirable social conditions in a locality.

(b) The following courses are specifically not eligible for State aid: avocational and recreational, social group and contract courses.

(c) The local operating budget shall indicate whether such non-credit courses are offered. Additional procedures for annual review of all non-credit courses to determine eligibility for State aid shall be in accord with guidelines developed and issued by the Chancellor or his designee.

; and, be it further

Resolved that this amendment shall become effective for those courses offered after September 1, 1976.

Background

For some period of time, the Department of Audit and Control has criticized a number of community colleges over the allocation of state funds for certain non-credit courses. Past budgets have contained authorization for support for occupational, remedial, continuing education and community-service non-credit courses, but denied support to those courses which are avocational, recreational, or social group in nature. Auditors disagreeing with category assignment of specific courses have criticized community colleges or disallowed state aid, but have lacked guidelines for such action.

The State University Central Administration has now reached an agreement with the Division of the Budget and the Department of Audit and Control on a written definition of these terms, and they have further agreed that if the Chancellor will have central staff review and certify courses as eligible for state aid, they will audit against that certification. This will provide a solution to our concerns in administering this element of state aid.

This amendment to the Code of Standards and Procedures provides a definition for approved courses and authorization to the Chancellor to set up an appropriate system to carry out this process of review and certification.