Continuing Education and Professional Development Courses and Workshops Approval Process

Woodring College of Education Continuing Education and Professional Development courses and workshops for teachers and human services professionals are managed by Extended Education (EE). While EE has the responsibility for contracting, scheduling, registration, and marketing activities, Woodring College has responsibility for course and workshop approvals as required by University curriculum review policies and procedures.

Approval Process:

1. Initial inquiries, clock hour proposals and vitas, and proposal syllabi for new Continuing Education and Professional Development courses and workshops are sent to the Assistant Dean of WCE Outreach Programs (AD). Proposals sent to the EE Professional Studies Program Manager will be redirected to the AD.
2. The AD reviews the proposal and identifies an academic department with which the proposal is most closely associated, e.g., a workshop on classroom management may be closely related to a course within the Special Education Department. The AD identifies the most appropriate alignment across departments, topics, current trends, and subject matter. The AD discusses proposals with authors and department chairs as appropriate. Authors send revised proposals to the AD.
3. The AD reviews final drafts and forwards them to department chairs for review and approval.
4. The AD sends approved courses and workshops to the WCE Associate Dean for review. The Associate Dean consults with the AD as necessary who advises authors as appropriate. Drawing on a broad and deep curricular context, the Associate Dean provides a final check on proposals.
5. Following departmental approval and a review by the Associate Dean, the AD contacts the Program Manager and the course/workshop author to initiate the contracting, scheduling, registration, and marketing processes through EE.
6. The AD notifies committee staff support to ensure approved courses and workshops are scheduled as TCCC informational items. The AD and/or Associate Dean may speak to informational items at TCCC. New Continuing Education and Professional Development courses and workshops through EE are entered into the official TCCC minutes as informational items.
7. Faculty interested in offering summer Continuing Education and Professional Development courses and workshops should submit proposals by January 15. Successful courses and workshops tend to be intensive, week-long offerings, take place in the month of July, and are tied to professional development goals in the school district. Courses typically meet four times or more, and workshops meet three times or less. School district representatives and other professionals may submit credit and clock hour proposals for fall, winter, and spring quarters at any time during the academic year for review and approval.