

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 903.01: Economic and Workforce Development / Continuing Education Accountability Plan

Asheville Buncombe Technical Community College (A-B Tech) publishes, maintains, and uses an Accountability Plan in accordance with the State Board of Community College Code (SBCCC) 1D-300.4(a) – Continuing Education Program Management. In order to comply with the requirements of the North Carolina State Board of Community Colleges and to ensure that all Continuing Education classes are valid, credible, and accurately reported, A-B Tech will achieve the goals and objectives as outlined in this Accountability Plan.

## Introduction: Accountability Planning for Economic and Workforce Development / Continuing Education

Accountability within the NC Community College Workforce Continuing Education areas encompasses a broad range of concepts including governance, institutional values, programs, industry sectors, and community partners. NC Community Colleges are mandated through the State Board of Community College Code (1B SBCCC 400.98, ID SBCCC 300.4) to review the programs provided to ensure occupational training is **relevant** to the workforce, **responsive** to training needs, and **responsible** for use of state resources. In addition to SBCCC requirements, colleges are responsible to a number of external agencies to document programs and process including state and national credentialing agencies, local government, grant providers, and others.

The Accountability Plan has been adopted based on a state-wide accountability model in which all NC community colleges provided input and representation. This local plan will be monitored and reviewed by an internal continuing education team and reviewed for approval every three (3) years by the Board of Trustees. *This plan replaces the division’s former internal audit plan.* The document supports accountability as it takes into account internal control processes and best business practices while demonstrating compliance measures for state budget reporting. The accountability framework provided in this plan encompasses three primary areas:

1. Governance Priorities
2. Academic Integrity/Program Accountability
3. Market Forces

Importantly, the plan reflects the College’s ongoing effort to:

1. Review programs for relevance, rigor, and quality.
2. Develop goals for growth and sustainability.
3. Ensure state budget compliance.
4. Respond to demands to align programs with a broad array of governing requirements and industry needs.

For each area, goals and objectives are outlined that support the mission of both the NC Community College System and A-B Tech Community College to foster student success through the delivery of high-quality workforce training programs.

## Accountability Plan Goals and Objectives

**Governance Priorities**

Goal 1: Demonstrate accountability and credibility of operational functions. The responsibility of ensuring division operations are efficient in terms of resources and effective in terms of meeting requirements.

Objective 1: Identify and establish authority for roles and functions responsible for operations, program development, documentation procedures, and fiscal management.

Goal 2: Demonstrate operational accountability for data reported to the state for funding. The responsibility of meeting NC General Statues and NC State Board of Community College Code relevant to hours reported for state budget resources.

Objective 1: Respond effectively to issues, both material and non-material, identified in biennial review of records.

Objective 2: Conduct class visits for continuing education courses as outlined in the Class Visitation Procedure.

Goal 3: Demonstrate accountability to performance aligned with state and federal agencies. The responsibility of meeting performance benchmarks as defined by state or federal agencies.

Objective 1: Develop written processes for course standards aligned with System Office best practices.

**Academic Interests**

Goal 1: Students will meet specific course criteria to attain relevant licenses/credentials or demonstrate course completion requirements. Responsibility to align and demonstrate student learning outcomes as defined in college documents to actual student learning culminating in demonstration of competency and/or attainment of licensure or credential.

Objective 1: Students will successfully demonstrate skills required within the course syllabus.

Objective 2: Students will successfully attain industry credentials/licensure.

Goal 2: Instructional programs will demonstrate relevance, rigor, viability, and student success. Responsibility to provide quality training that is relevant to student learning and workforce needs.

Objective 1: Align program outcomes to student workforce success.

Goal 3: Faculty qualifications will support program relevancy and student success. Responsibility to ensure that faculty are appropriately qualified (experience, credentials, licensure, etc.) to deliver relevant, quality training.

Objective 1: Faculty will hold appropriate qualifications for credential programs.

**Market Forces**

Goal 1: Demonstrate development or enhancement of connections with workforce and economic development entities to leverage resources and strengths. Responsibility to ensure that education/workforce partners collaborate to identify strategic solutions for current and future workforce needs.

Objective 1: Workforce Boards, Economic Development groups and industry partners’ participation on college advisory and ad hoc panels.

Objective 2: Collaborate with Workforce Boards and Economic Development groups in planning and development of training programs supporting industry sectors identified in labor market data and industry growth.

Goal 2: Demonstrate proactive and reactive response to industry training needs. Responsibility to develop workforce training programs based on industry standards and documented business needs.

Objective 1: Develop training programs in response to specific businesses or industry sector needs.

Goal 3: Demonstrate development of a quality NC workforce prepared to succeed in employment. Responsibility to develop workforce employability programs to support development of NC talent pool.

Objective 1: Develop training programs improving employability of workforce.

Objective 2: Collaborate with industry partners to define employability requirements.

Owner: Vice President, Economic and Workforce Development / Continuing Education

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