



### 1.13 Continuing Education Visitation Policy

#### Policy Statement:

To ensure the accountability and credibility of Continuing Education, Economic and Workforce Development, programs will maintain an Internal Audit Plan for verification that (1) courses are meeting as scheduled, (2) students are appropriately enrolled, (3) appropriate personnel are paid for instructional services rendered, and (4) quality instruction is maintained. The Internal Audit Plan serves as a guide to Brunswick Community College personnel responsible for various audit checks. This Plan will be maintained in full compliance with the requirements of the State Board of Community Colleges. The President, and/or designee will report to the Brunswick Community College Board of Trustees as to the progress and status of this plan.

#### Procedures:

##### 1. CLASS VISITATION

The instructor's supervisor, or a designated representative as approved in writing by the Vice President of Continuing Education, Economic and Workforce Development, will visit *25 percent* of off-campus and *10 percent* of on-campus Occupational Extension and Literacy classes at least once during each semester. In addition, any class that meets on or off campus for more than 95-hours will be visited at least once by the instructor's supervisor, or a designated representative approved in writing by the Vice President. This will include courses that are delivered at a work based learning location, clinical site, or online platform, either synchronous or asynchronous. Exclusions from this visitation requirement include the following 1) course sections which meet 16-hours or less; 2) self-supporting courses, 3) community service courses; 4) customized training; 5) small business center offerings.

The Vice President, or a designated Dean, will visit 5% of off-campus Occupational Extension and Literacy classes and 5% of classes that meet more than 95 hours during the duration of the class with no prior notification of these visits. An off-campus class is defined as "any class not held in college-owned or leased property or held in a center, which is not under the supervision of a resident supervisor, or director who is on-site during the entire period the instruction is taking place.

Registration periods should not be considered as one of the unannounced class visits. All visitations will be documented and submitted to the internal auditor within 72 hours of the visit.

##### 2. STUDENT MEMBERSHIP VERIFICATION

In situations where the class meets physically with the instructor, a student signature on an appropriate form (class receipt form or class registration form, etc.) is required for student membership verification. When an enrolling student is unable to write his/her signature, the student makes his/her "mark" on an appropriate form. The process is witnessed by an instructor. This verification applies to Literacy and Occupational Extension classes. Directors will demonstrate consistency through the utilization of student verification forms within adult basic education, English language acquisition, and equivalency courses.

In situations in which the class does not meet physically (such as distance education) one of the following two criteria is required for student membership verification during class delivery:

- i. Evidence of payment of the applicable registration fee by the student. This evidence must link a specific student's payment to the specific class paid for. In case where no registration fee is paid documentation of the student's approved fee waiver is required.
- ii. Electronic certification by the student, such as an emailed or faxed registration form or an electronic signature or an email, will be required for student membership verification in the course.

### 3. INSTRUCTOR VERIFICATION

College procedures associated with the payment of all full-time and part-time personnel outline a mutual responsibility of the Continuing Education, Economic and Workforce Development and the Office of Budget and Finance to ensure that instructional services have been rendered and that the proper individuals are being paid. Verification of accurate instructor payment is ensured as follows:

- i. An instructor is positively identified upon initial employment by submitting a photocopy of the Social Security card/green card, a photo copy of current driver's license, the Federal I-9 form (with supporting documentation), and state and federal tax forms to the Human Resources.
- ii. A part-time instructor contract signed by the Vice President for Continuing Education, Economic and Workforce Development or designee.
- iii. The appropriate Continuing Education, Economic and Workforce Development director verifies the timesheet/invoice amount and end of the course paperwork for each instructor for each course. Business Office personnel disperses the instructor's pay. The verifications are maintained in the Business Office until released from audit.

### 4. INSTITUTIONAL APPROVAL PROCESS

The Vice President for Continuing Education, Economic and Workforce Development or designated Dean is responsible for approving the establishment/offering of all continuing education classes consistent with the mission and role of the community college system. The Vice President for Continuing Education, Economic and Workforce Development also ensures that a planning and evaluation process is in place that meets the criteria for accreditation by the Southern Association of Colleges and Schools (SACSCOC).

### 5. INSTITUTIONAL RESPONSIBILITY FOR ACCURACY

The President of Brunswick Community College has overall responsibility for institutional administration and has taken appropriate measures to ensure that this Internal Audit Plan is maintained and that the institution complies with its approved procedures. To that end, the President has personally reviewed and approved this plan and maintains appropriate supervision of the Continuing Education, Economic and Workforce Development division to ensure its implementation.

- i. At least twice a year, internal audit results as outlined in this Plan, will be submitted to the President in writing by the Vice President of Continuing Education, Economic & Workforce Development.
- ii. The President will report annually to the Board of Trustees the following: results of formal audits conducted by compliance personnel through the N.C. Community College System; updates and revisions to this Plan; internal audit findings outlined in this Plan.

*Approved by the Brunswick Community College Board of Trustees*

*March 16, 2017*

*and Revisions to Procedures approved by Cabinet on April 29, 2019*



