



Kulehon Kumunidat Gudhan
Accredited by the
Western Association of
Schools and Colleges

Academic Affairs Division

R. Ray D. Somera, Ph.D.
Vice President

March 24, 2014

MEMORANDUM

TO: College Community

FROM: Dr. R. Ray D. Somera
Vice President for Academic Affairs

SUBJECT: Awarding of CEUs

The Office of Continuing Education and Workforce Development (CE/WD) is now in the process of applying for accreditation with the International Association of Continuing Education and Training (IACET) in order to professionalize its standing as a CEU-granting unit of the college. As a result, a new process of awarding CEUs has been developed by the CE Office in preparation for an accreditation visit later in the academic year.

Effective immediately, all students taking classes or workshops coursed through CE must file a CEU application form if they opt to earn CEUs. This will allow CE to have a written, permanent record or evidence of CEUs granted by the college. A template has been created for this purpose. CE will coordinate this new requirement with individual concerned departments.

This will also be in keeping with ACCJC's recommendation to formalize the assessment of all CE courses and training, similar to the process we employ with credit-bearing courses. The new process of awarding CEUs will help us facilitate this linkage between assessment and evidence.

Please be guided accordingly.