

## Christine Matson

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**From:** Christine Sison [christine.sison@guamcc.edu]  
**Sent:** Tuesday, February 28, 2017 7:14 AM  
**To:** Christine Matson  
**Subject:** Re: Continuing Education Standard II

Hi Chris,

Sorry, I've been crazy busy with meetings and pressing deadlines. That's why I requested to work away from office. I have a meeting this morning again and CPFs I have to run with a tight deadline for other on-coming and unexpected projects before noon. I will reply to your other inquiries especially with regards to the CE parts as soon as I get into the library.

I do have responses to your questions. CE offers continuing education unit (CEUs) and credited courses for professional certification. The courses guides are reviewed and approved by the appropriate authorities including the Assistant Director of Continuing Education and Workforce Development (CEWD), of Academic Vice President, and Registrar. The Deans when appropriate do review and sign course permission forms if CTE programs and especially if full-time instructors are involved before running a CEWD course. Course guides must be approved before offering any course at GCC. Continuing Education has a Standard Operating Procedures to run its operations but also follows policies related to course approvals and registration.

On Mon, Feb 27, 2017 at 7:08 PM, Christine Matson <[christine.matson@guamcc.edu](mailto:christine.matson@guamcc.edu)> wrote:

Hi Chris,

This is what I have for Continuing Education. Would you be able to give me some information about the course review process for continuing education?

**Continuing Education offers traditional courses and online courses. Its courses go through a course review process. Continuing Education is student and community centered. Continuing education has policies that determine satisfactory progress.**

Thank you,

Christine

Christine Matson

Assistant Professor

Librarian

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