

The Community College of Baltimore County

Continuing Education and Economic Development Articulation Procedures (CEED)

Implementation Date: Spring 2008

The purpose of this document is to formally outline the procedures to follow in the development and updating of CEED articulation agreements (CEED/Outside Organizations and CEED/Credit). It is the goal of CCBC to encourage our students, both credit and non-credit, to register for courses that fit their goals and interests. Therefore, competition for students is highly discouraged. Additionally, the CEED to Credit articulated credits are limited to 30 credits per student.

Submission of Courses for Consideration

- A. All members of the CCBC Community are encouraged to submit courses for which articulation between CEED and Credit seems viable to the appropriate Program Coordinator or Department Chair of the College.
- B. When a CCBC Program Coordinator or Department Chair (otherwise noted as the Program Articulation Representative) intends to pursue an articulation agreement, the CCBC Articulation Assistant, CEED Program Articulation Representative, and (if applicable) Academic Program Articulation Representative should be notified.
- C. The Articulation Assistant will provide examples of previous agreements and contact information, and assist with the development of course maps.
- D. In some non-credit programs, especially those leading to licensure or certification, a block of credits may be given upon completion of a series of courses over a year or as many as five. This has been done with several apprenticeship programs. Instead of attempting one-to-one correspondence between non-credit and credit courses, this global approach may also be applied to other groups of courses or entire non-credit programs.
- E. The CCBC Program Articulation Representative will develop an “Articulation Map” for each articulation (attachment #1) with a list of course transfer equivalencies and/or substitutions that equate a CCBC series of courses to other organizations, CEED classes to Credit classes, or vice-versa. A syllabus and CC10(s) must also accompany each articulated course/program (attachment #2). This list and other course materials will be reviewed by the Articulation Assistant, Department Deans, and Dean of Instruction and Assessment.

- F. The total turn-around time for a CEED/credit articulation agreement to be developed and approved will be ten (10) to fifteen (15) days for a non-contract course or series of courses and a maximum of ten (10) days when a contract is involved. In some cases, where the CEED contract is contingent on the articulation agreement being finalized, the agreement will need to be walked through the system for approvals and signatures. The CEED administrator proposing the agreement will be responsible for oversight of the signature/approval process.

Negotiation and Review

- A. Review of the course materials and the list of equivalencies will take place between the CCBC Program Articulation Representative and appropriate faculty or administrator(s). All course information that is exchanged must be in writing (email will suffice).
- B. Any changes to the original list of courses must be approved by the Executive Dean of Continuing Education and Economic Development and by the appropriate administrator(s) in the partner organization or department.
- C. When comparing CEED and Credit classes for articulation, the focus should NOT be on hours met (or minutes met), but on outcomes achieved. However, the articulation can only take place when minimum course hours (minutes) are met for accreditation purposes. CEED courses are approved by MHEC for a range of 75% to 100% of the maximum hours indicated on the CC10 form. Therefore, care must be taken to offer a non-credit course so that it approximates the length of the credit course with which it is being articulated.
- D. All parties involved should be aware that there are possible Perkins grant funding ramifications of blended CEED/Credit courses. This should be taken into consideration before final approved articulations are signed.

Review and Final Document

- A. The final written agreement will be reviewed by the Department Chair, the Executive Dean of Continuing Education and Workforce Development, and Academic Dean.
- B. The Program Articulation Representative will submit the agreement electronically to the Articulation Assistant.
- C. The agreement will then be reviewed by the Dean of Instruction for Curriculum and Assessment.
- D. Two copies will be prepared and signed by the Vice President of Instruction. The signed agreements will be sent to the equal representative at the partner organization, or to the Executive Dean of Continuing Education and Economic Development.

E. The partner organization or Executive Dean of Continuing Education and Economic Development will then return an original, signed copy to the Articulation Assistant.

F. The Articulation Assistant will post the new articulation agreement on the CCBC website for publication, and house the signed agreement in the office of the Vice President of Instruction.

Update and Re-signing of Articulation Agreements

A. Articulation agreements will be reviewed and updated every three years.

B. The Articulation Assistant will send an email to the Program Articulation Representative, Department Chair, and Academic Dean when it is time to update the articulation. The Program Articulation Representative is responsible for contacting the partner organization or department for review and changes.

C. Final documentation of the annual review should be sent to the Articulation Assistant. The revised document should be attached to the original agreement.

D. The updated articulation will then be reviewed by the Dean of Instruction for Curriculum and Assessment.

E. Two copies will be made and signed by the Vice President of Instruction, and sent to the equal representative at the partner organization or Executive Dean of Continuing Education and Economic Development for signature.

F. The partner organization or Executive Dean of Continuing Education and Economic Development will then return an original signed copy to the Articulation Assistant.

G. The Articulation Assistant will post the updated articulation on the CCBC website for publication, and house the renewed document in the office of the Vice President of Instruction.

Documents

Records of the signed paper copies and electronic files will be kept in the office of the Vice President of Instruction.

Shared Courses

Regarding the switching of credit to non-credit, or non-credit enrollment within a shared course, please see the “Shared Course Policy”. This document will highlight the regulations of registration issues, refunding issues, and all other matters related to shared courses.

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**Some articulation agreements are created as a result of a contract arrangement with an organization and signing of the contract may be contingent upon the articulation being finalized. This process may be time sensitive and cooperation from all parties will be needed.*