

# **The University of Southern Mississippi**

## **Noncredit Program Approval Policies and Procedures**

### **Complete the following information on the Noncredit Program Application Form:**

1. Title of Program
2. Type of Program
3. Service Rendered – Completely Administered or Set-up Only (see definitions)
4. University College/Administrative Unit
  - A. Department
5. Organization/Agency (if applicable)
6. Point of Contact
  - A. Name
  - B. E-mail
  - C. Mailing Address
7. Program dates
8. Program location
9. Anticipated attendance, gross income, expenditures, and net income

### **Submit the following information/documentation with the completed Noncredit Program Application Form for appropriate approvals:**

1. Program description
2. Program objective
3. Intended audience
4. Presenter credentials\*\*
5. Learning objectives\*\*
6. Assessment Plan\* (cognitive and/or affective evaluation samples, if required by SACS, must be attached)
7. Itemized budget

*\*Results will be provided as part of annual report*

*\*\*For CEU programs only*

### **Approval Requirements (Two (2) approvals are required.)**

- Department Chair/Director or Designate from relevant area\*\*\*
- Dean or Designate from relevant area\*\*\*
- Vice President/Provost or Designate from relevant area\*\*\*

*\*\*\*Relevant area refers to Academic Affairs, Student Affairs, Business and Finance, Research and Economic Development, Gulf Coast, and/or the Office of Professional Development and Educational Outreach.*

### **Noncredit Programs Defined**

Noncredit programs are those offered without academic credit. There are some noncredit programs that are a part of the normal operations of a department, which are excluded from this definition. These may include but are not limited to the following:

- Thesis/dissertation defenses
- Student, staff and faculty organizations
- Departmental, administrative, and committee/task force meetings
- Internal in-service programs
- Gatherings and socials
- Entertainment
- Athletics
- Sporting events

Directors, Department Heads, Chairs, Deans, or other Administrative Heads – and not the OPDEO – will make the determination if evaluations of the above mentioned programs should be maintained internally within that department or forwarded to the Office of Accreditation, Planning, and Articulation.

### **Noncredit Program Types, Services Rendered, and Applicable Fees**

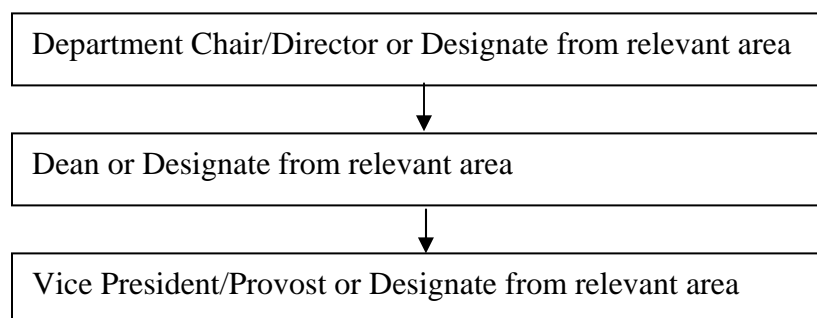
- A. Sponsored Programs:** These university-sponsored programs/events are initiated, organized, and implemented by faculty, staff, departments, and organizations and may be offered for Continuing Education Units (CEUs), noncredit, or joint noncredit/credit. These programs/events utilize the resources of the university and may be on or off campus, including those that are grant supported. Types of programs may include but are not limited to the following categories: banquets, camps, competitions, conferences, conventions, exhibitions, field and promotional samplings, meetings, seminars, special events, or workshops.
1. Non fee-based programs (primarily departmental offerings, i.e., in-service, guest lecturers, where registration fees for participants are not levied)
    - i. Processing fee will be waived.
  2. Fee-based programs (primarily departmental offerings, i.e., seminars, workshops, conferences, camps where participant registration fees are charged)
    - i. Registration fees and/or assessed fees per participant
    - ii. Room rental charges (in most cases room rental charges will be assessed at a reduced rate)
    - iii. Equipment rental charges (equipment rental charges will be waived)
    - iv. Processing fee (\$150 processing fee will apply)

The rationale for the University to serve as a sponsor for noncredit programs is based on programs/events/activities that adhere to the Vision, Mission, Commitments, and Program Requirements of The University of Southern Mississippi.

- B. Affiliated Programs:** Programs/events/activities that are affiliated with the university, but sponsored by a non-university entity where The University of Southern Mississippi facilitates and/or provides services that benefit the program, may include Continuing Education Units (CEUs). Types of programs/events/activities may include but are not limited to the following categories: banquets, camps, competitions, conferences, conventions, exhibitions, meetings, field and promotional samplings, seminars, special events, vendors, or workshops.
1. Non fee-based programs (off-campus client provides program offering where participant registration fees are not charged)
    - i. Room rental charges (off-campus client pays a room rental charge)
    - ii. Equipment rental charges (off-campus client pays equipment rental charges)
    - iii. Processing fee will be waived.
  2. Fee-based programs (off-campus client provides program offering where participant registration fees are charged)
    - i. Registration fees and/or assessed fees per participant
    - ii. Room rental charges (off-campus client pays a room rental charge)
    - iii. Equipment rental charges (off-campus client pays equipment rental charge)
    - iv. Processing fee (\$150 processing fee will apply)

## The University of Southern Mississippi Noncredit Program Application Directions

1. Determine the general idea for the program, the type of program, and the intended audience.
2. Design/select assessment/evaluation tool.
3. Access the Office of Professional Development and Educational Outreach (OPDEO) Website and print the PDF version of the Noncredit Program Application Form or complete the online version and print the form to send for approvals. You also may call OPDEO at 601.266.4210 to request that a form and guidelines be sent to you. Review OPDEO Policies and Procedures (also available on the website).
4. Complete the Noncredit Program Application form as follows:
  - a. Give title of program.
  - b. Indicate type of program.
  - c. Indicate whether the program is to be set-up only or completely administered (see definitions).
  - d. Complete the section concerning contact information.
  - e. Include the beginning and ending dates of the program, number of days, contact hours (see definitions), and actual meeting dates.
  - f. Indicate the location where the program is to be held.
  - g. Indicate anticipated attendance, gross revenue, expenditures and net income (see definitions).
5. Send the Noncredit Program Application Form and the required documentation to the appropriate approval authority. **Two approvals are required.**

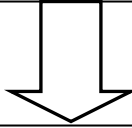


6. Maintain a copy of the approved application in departmental files.
7. Conduct the program.
8. Administer the assessment/evaluation tool.
9. Collect completed assessment/evaluation forms.
10. After the program (*no later than 45 days after conclusion of the program*)
  - a. Compile (summarize) assessment/evaluation forms
  - b. Analyze and interpret data from assessment/evaluation compilation.
  - c. Complete the Noncredit Program Assessment Reporting Form, (PDF or online) attach a copy of the assessment summary if sending PDF version, include an Interdepartmental Invoice for the processing fee (if applicable), and send to the Office of Professional Development and Educational Outreach, Box 5136.
  - d. Send a copy of the Noncredit Program Assessment Reporting Form, a copy of the assessment summary, and a copy of the closing financial report to the college Dean/Vice President and the Controller's office.

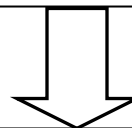
**The University of Southern Mississippi**  
**Noncredit Program Approval and Reporting Procedure**

*(Noncredit Program Policies and Procedures, forms, and instructions may be viewed at [www.usm.edu/ncpc](http://www.usm.edu/ncpc).)*

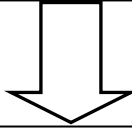
**STEP 1** - Determine general idea for the program, the type of program, and the intended audience.



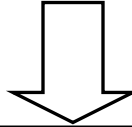
**STEP 3** - Complete the Noncredit Program Application Form. Send the application and required documentation to the appropriate approval authority.



**STEP 4** - Once approval is obtained, maintain approved application in departmental files. Conduct the program and administer the assessment tool.



**STEP 5** - Complete the Noncredit Program Assessment Report Form, attach a copy of the assessment summary, include an Interdepartmental Invoice for the processing fee (if applicable), and send to the Office of Professional Development and Educational Outreach, Box 5136.



**STEP 6** - Send a copy of the Noncredit Program Assessment Report Form, a copy of the assessment summary, and a copy of the closing financial report to the college Dean/Vice President and the Controller's office.

## Directions for Reporting Assessments Online

1. Access the Office of Professional Development and Educational Outreach web page at [www.usm.edu/profdev\\_edoutreach](http://www.usm.edu/profdev_edoutreach).
2. Click on the *Faculty/Staff Noncredit Program Assessment Reporting* link.
3. First time users, register
4. Enter e-mail address.
5. Create login
6. Login
7. Choose *New Application*
8. Complete all fields (College and/or Administrative Unit are required) **NOTE: Do not enter data with apostrophes or slashes (except for dates). Enter number of days as whole numbers. Dates should be entered as follows: 00/00/0000.**
9. Submit the application. (If data is missing, a prompt will appear at the top of the application indicating required information.)
10. *Save Application*
11. Choose *Print Application* (The application will not be saved to our database if you do not print the application form).
12. Click on *Print Form*
13. *Logout*
14. Send the application with required documentation for departmental approvals.
15. Maintain approved application in departmental files.
16. After program has concluded and assessments have been summarized, return to the OPDEO web site and log into the *Faculty/Staff Noncredit Program Assessment Reporting* link again.
17. Enter e-mail
18. Click on *login*. A list of your pending programs will appear.
19. Click on *Complete* (if the program canceled, click on *Delete*)
20. Enter the assessment information, including enrollment, gross income, expenditures, net income, number of days, contact hours, average score, score range, means of evaluation, and use of results.
21. *Save*
22. *Logout*

**The University of Southern Mississippi  
Noncredit Program Application Form**

(Complete and submit this application for approval **before** the program is held.)

Date \_\_\_\_\_

**TITLE OF PROGRAM** \_\_\_\_\_

**TYPE OF PROGRAM** (choose all that apply – see definitions):

Workshop  Seminar  Conference  Travel  CEU (Continuing Education Unit)  Other \_\_\_\_\_

**SERVICE RENDERED:**  Completely Administered  Set-up only

**UNIVERSITY COLLEGE/ADMINISTRATIVE UNIT** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

**ORGANIZATION/AGENCY** (if applicable) \_\_\_\_\_

**POINT OF CONTACT:** Name \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

**PROGRAM DATES:** Beginning \_\_\_\_\_ Ending \_\_\_\_\_ # of Days \_\_\_\_\_ Contact Hours \_\_\_\_\_

Actual meeting dates \_\_\_\_\_

**PROGRAM LOCATION:** \_\_\_\_\_ **ANTICIPATED ATTENDANCE** \_\_\_\_\_  
Facility City/State

**ANTICIPATED Gross Revenue \$** \_\_\_\_\_ **Expenditures \$** \_\_\_\_\_ **Net Income \$** \_\_\_\_\_

(If the program is expected to generate revenue, a \$150 processing fee is mandated {see Noncredit Programs Policies and Procedures at [www.usm.edu/ncpc](http://www.usm.edu/ncpc)}. Payment of this fee {if applicable} must be included with the Noncredit Program Assessment Reporting Form and submitted to OPDEO, no later than 45 days after the conclusion of the program.)

**Submit the following documentation with this form for approvals:**

Program Description Intended Audience Presenter Credentials\*\* Itemized Budget  
Program Objective Assessment Plan\* Learning Objectives\*\*

\*Assessment plan to include cognitive and/or affective evaluation samples, if required by the Southern Association of Colleges and Schools (SACS).

\*\*Include for CEU programs only.

**APPROVALS**

(Two approvals are required – route in consecutive order.)

Department Chair/Director or Designate from relevant area\*\*\* \_\_\_\_\_  
Signature Date

Dean or Designate from relevant area\*\*\* \_\_\_\_\_  
Signature Date

Vice President/Provost or Designate from relevant area\*\*\* \_\_\_\_\_  
Signature Date

\*\*\*Relevant area refers to Academic Affairs, Student Affairs, Business and Finance, Research and Economic Development, Gulf Coast, and/or the Office of Professional Development and Educational Outreach.

**Maintain APPROVED application in departmental files. Complete the Noncredit Program Assessment Reporting Form and forward to the Office of Professional Development and Educational Outreach, Box 5136, along with the processing fee (if applicable), no later than 45 days after the conclusion of the program.**



# The University of Southern Mississippi

## Noncredit Program Application Definitions

**ASSESSMENT PLAN:** Evaluation method administered to determine how well the program met program/learning objectives.

**ASSESSMENT SUMMARY:** A brief synopsis of evaluation results.

**AVERAGE SCORE:** Some noncredit programs are scored using a Likert scale of 1-5, with one meaning, in the participant's opinion, the program did not meet expectations at all, and five meaning the program met and exceeded expectations. (*A noncredit program is in no way restricted to using this type of evaluation.*)

**COMPLETELY ADMINISTERED:** If the program/event is completely administered, it is conducted from the initial planning stage to conclusion and may include, but is not limited to, securing the meeting facility, food service, brochure printing, bulk mail, registration, payment of expenses, and payment of instructor/speaker honoraria.

**CONTACT HOURS:** The number of instructional hours spent in a formal learning environment (does not include breaks, lunch, testing, introductions, or entertainment).

**ITEMIZED BUDGET:** The (preliminary) itemized budget will contain the anticipated gross revenue (based on enrollment), expected expenditures, and expected net income.

**GROSS REVENUE:** Total revenue before expenditures are applied.

**NET INCOME:** Total gross revenue less expenditures.

**LEARNING OBJECTIVES:** Learning objectives are the specific goals participants should achieve while attending the program (i.e., CEU programs).

**MEANS OF EVALUATION:** The specific evaluation tool used to determine assessment results (i.e., participant evaluation).

**NONCREDIT PROGRAM:** Noncredit programs are those offered without academic credit. There are some noncredit programs that are a part of the normal operations of a department, which are excluded from this definition. These may include, but are not limited to, thesis/dissertation defenses; student, staff, and faculty organization meetings; departmental, administrative, and committee/task force meetings; internal in-service programs; gatherings and socials; or entertainment, athletics, and sporting events. Directors, department heads, chairs, deans, or other administrative heads – and not the OPDEO – will make the determination if evaluations of the above mentioned meetings should be maintained internally within the department or forwarded to the Office of Accreditation, Planning, or Articulation.

**PRESENTER CREDENTIALS:** This usually includes the instructor's/speaker's vita or resume, indicating that individual's expertise in the field about which he/she is speaking.

**PROGRAM OBJECTIVE:** The program objective is the purpose for the meeting, workshop, or conference.

**PROCESSING FEE:** This fee, in the amount of \$150 per program, is intended to defray the cost of collecting and reporting noncredit program assessment data. The Office of Professional Development and Educational Outreach has been designated as the University entity responsible for the data collection and reporting. Programs for which no revenue is generated are not subject to this fee levy.

**SET-UP ONLY:** “Set-up only” indicates minimal involvement of the Southern Miss host/facilitator (i.e., securing a room for a meeting).

**USE OF RESULTS:** Action plan formulated by assessment results (findings) to improve future program offerings or to achieve objectives/goals.