



## **Angelo State University Operating Policy and Procedure**

### **OP 04.02: Extended Studies Activities**

**DATE:** February 29, 2012

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to define the role of the Office of Extended Studies in providing university public and professional outreach service through conferences, institutes, short courses, seminars, workshops, and other special activities (set forth in the *Principles of Accreditation: Foundations for Quality Enhancement* of the Southern Association of Colleges and Schools, Commission on Colleges, 2010).

**REVIEW:** This OP will be reviewed in February of even-numbered years by the Director of Extended Studies with recommendations for revision presented to the provost and vice president for academic affairs by March 1.

### **POLICY/PROCEDURE**

#### **1. Definition**

The University's Office of Extended Studies provides lifelong professional, vocational personal and workforce development educational opportunities to the citizens of West Texas. Additionally, the Extended Studies Office manages and operates the University Testing Center, providing a wide range of testing services to University faculty and students and West Texas residents.

#### **2. Program Development**

Departments interested in presenting a continuing education activity may contract with the Office of Extended Studies for additional services. Services include arrangements for conference scheduling, facilities, registration, budgeting, exhibit space, printed information services, parking and security.

#### **3. Program Accounting**

The Office of Extended Studies provides all accounting services for continuing education activities. Since the office is self-supporting, the cost for accounting services is paid from the activity's income. Policies have been developed for compensation of University employees who instruct a continuing education activity when the activity is outside of the normal 8:00 a.m. to 5:00 p.m. working day and is in addition to the normal work load of the employee.

[Revised: Minor revision - February 29, 2012]

#### **4. Continuing Education Units**

Procedures have been developed to record and award Continuing Education Unit (CEU) credit for participation in a planned continuing education activity.