

# Continuing Education Accountability Plan

The College Board of Trustees shall adopt a Continuing Education Internal Program Accountability Plan ("Plan"). At a minimum, the Plan shall include a class visitation plan in accordance with the State Board of Community Colleges Code and define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes, and establish a framework for defining program quality and improvement procedures.

The Board shall review the Plan at least once every three years from the date of its adoption. The Plan, including amendments, shall be submitted to the Continuing Education Department at the System Office upon adoption.

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**Policy Number:** 04.01.02.01

**Legal Citation:**

1D SBCCC 300.4(a)(1)-(4)

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