COLLEGE OF
Engineering, Architecture
&Technology

Engineering Extension Program Administration	Policies and Procedures CEAT-EE-009 Effective Date: 11/21/25

Scope

1.01 This procedure applies to all CEAT Engineering Extension (EE) continuing education and training (CE/T) programs provided by the Center for Local Government Technology (CLGT) and Professional Development (PD) units. It governs the administration of these programs to ensure the delivery of high-quality learning experiences in an environment that supports the achievement of learning outcomes.

1.02 The structure, reporting relationships, and authority of the CEAT EE and the CLGT and PD units are established in Policy CEAT-O-001 CEAT Engineering Extension Mission and Organization.

Definitions

2.01 Program Administration: The oversight and management of CE/T programs, including planning, implementation, and evaluation.

2.02 Learning Event: A learning event is a group of experiences or activities designed to enhance learners' understanding of content or their ability to perform skills that satisfy a set of learning outcomes. Learning events can be delivered via media such as classroom instruction, distance learning instruction, blended learning instruction, conferences, and satellite transmissions. *Source: IACET Standard Key Terms*

2.03 Instructor: An instructor is any individual who is involved in the facilitation or delivery of information that results in an increase in learner knowledge and/or skills. NOTE: In cases where the learning experiences or events are being offered solely through electronic media, the instructor is considered to be the instructional designer or the electronic media itself. *Source: IACET Standard Key Terms*

2.04 Support Services Personnel: Support service staff can be any or all of the following: instructional design and development staff, program evaluators and administrators, event planners, instructors and any personnel that contribute to the creation, delivery and maintenance of the learning event. *Source: IACET Standard Key Terms*

Procedure

3.01 As established in Policy CEAT-O-001 CEAT Engineering Extension Mission and Organization, the Associate Dean for Engineering Extension (ADEE) is responsible for CE/T programs administered within EE.

a. CLGT and PD are each administered by a Director, who reports to the ADEE.

b. All CEAT EE personnel involved in CE/T program planning, delivery, and evaluation will be qualified for their roles and empowered to make decisions that support learner outcomes and program quality.

c. CEAT EE, with input as applicable from the respective CLGT and PD units, will oversee all aspects of CE/T programs, including curriculum design, instructor selection, learning assessment, and recordkeeping.

d. Work performed by any contractors or other third parties will be conducted under formal written agreements consistent with OSU policies and IACET standards.

3.02 CE/T programs will have adequate resources, including but not limited to instructors, support services personnel, facilities, technology, and instructional materials. Resources will be sufficient to support the effective delivery of CE/T programs.

a. Classroom and online learning environments will support the achievement of learning objectives and encourage learner interaction.

   i. Learners will have access to relevant resources (e.g. syllabus, textbooks, reference materials).

   ii. Learners will have access to their instructors (e.g. office hours).

   iii. In-person classes will provide adequate classroom set-up (e.g., lighting, ventilation, sight lines, sound, seating, disability accommodations).

   iv. Online programs will provide adequate learning environments (e.g., technology tools, navigation, system requirements, virtual course structure).

b. Instructors, support services personnel, and learners will have access to administrative and technical support services prior to, during, and after each learning event.

   i. Examples of support services for learners include, but are not limited to, access to qualified instructors; supplemental learning materials or resources; technical support for accessing online platforms, course materials, and digital tools; help desk or IT support; timely responses to questions regarding registration and assignments; secure access to learning records and transcripts; access to approved disability accommodations.

   ii. Examples of support services for instructors and support services personnel include, but are not limited to, access to OSU policies and procedures; opportunities to participate in regular training and professional development activities; access to instructional design resources; technical support for using learning management systems, virtual platforms, and digital tools; assistance with scheduling and registration; support for managing program logistics, materials, and evaluations; opportunities to collaborate and communicate to share best practices and challenges; clear communication channels with administrators and instructional support teams.

c. CEAT EE will implement quality improvement processes that include regular evaluation of programs, instructors, and learner satisfaction.

3.03 Learners will receive information regarding each CE/T program.

a. Registration processes, scheduling procedures, and communications methods to learners will be effective.

   i. Instructors and/or support services personnel will be available to support, advise, and respond to questions regarding learning events.

   ii. Program information, including learning objectives and requirements for obtaining IACET CEUs, will be provided prior to each learning event.

      1. Program information may include, but is not limited to, program expectations, descriptions, and logistics; prerequisites if applicable; learning outcomes; CEU requirements; assessment information; system/technical equipment requirements; and relevant policies and procedures.

b. A certificate of completion and/or training transcript will be provided following successful completion of each event. Certificates can be provided in printed or electronic form (e.g., digital badge).

Noncompliance

4.01 Failure to comply with this procedure may result in corrective action. Suspected or confirmed instances of non-compliance should be reported to the Directors of CLGT and PD. If necessary, compliance issues should be escalated to the Associate Dean for Engineering Extension.

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