COLLEGE OF
Engineering, Architecture
&Technology

Engineering Extension Quality Assurance and Program Evaluation	Policies and Procedures CEAT-EE-011 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 outlines the framework for ensuring program quality and effectiveness, evaluating learning outcomes, and implementing continuous improvement processes through comprehensive and systematic evaluation at the unit and program level.

Definitions

2.01 Quality Assurance: A systematic process of monitoring, evaluating, and improving the design, delivery, and outcomes of CE/T programs.

2.02 Program Evaluation: The collection and analysis of information related to learner satisfaction, instructional effectiveness, and achievement of learning outcomes.

2.03 Continuous Improvement: An ongoing effort to enhance program quality based on evaluation results and stakeholder feedback.

Procedure

3.01 CEAT EE is committed to delivering high-quality CE/T programs that meet the needs of adult learners, align with IACET standards, and support the CEAT mission statement.

3.02 Each CE/T program will include clearly defined and measurable learning outcomes.

a. Achievement of learning outcomes will be evaluated using appropriate assessment methods.

3.03 CLGT and PD unit effectiveness will be reviewed at least annually. Evaluation will focus on how each unit's overall effectiveness related to how they:

a. Are contributing to the fulfillment of the CEAT EE mission (see CEAT-O-001 CEAT EE Mission and Organization).

b. Can demonstrate their contributions toward the CEAT mission.

3.04 All CE/T programs will be evaluated through learning satisfaction surveys, instructor feedback, and assessment of learning outcomes.

a. Evaluations will include review of course content for quality, currency, applicability, and effectiveness.

b. Evaluation results will be documented.

c. Evaluation results will be shared with instructors, instructional design and development staff, program evaluators and administrators.

d. Evaluation tools will be standardized and administered consistently across programs.

e. Evaluation results will be reviewed to inform areas for improvement, corrective actions, and preventative actions, including but not limited to updates to instructional content and program delivery.

f. CE/T program evaluations will be reviewed at least annually, and outcomes will be documented.

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 CEAT Associate Dean for Engineering Extension.

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