

11-1-1973

UA3/4/1 President's Office Correspondence/ Subject File - Continuing Education

WKU President's Office

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WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

Office of the Dean
Bowling Green Community College
and Continuing Education

November 1, 1973

MEMORANDUM TO: All Department Heads and Academic Directors

SUBJECT: Continuing education credit, courses and programs

Over the last year we have had a number of changes in the University relative to continuing education. Since much of this came in somewhat piecemeal fashion, I think some sharing of information may help to clarify the situation and answer a number of questions. Through this memorandum I want to share with you a number of items of information and at the same time to enlist your support and initiative in exploring potential courses and programs in the area of continuing education.

As you are no doubt aware, the Board of Regents approved the use of the continuing education unit as a measure of credit last year. This means departments may now develop special continuing education type courses and award c.e.u. rather than regular degree credit for these courses. One c.e.u. is awarded for each ten clock hours of instruction. A three c.e.u. course is treated the same as a 3 semester hour course for faculty load purposes. Continuing education unit courses may be taught either inload or overload. The c.e.u. provides an opportunity to offer a variety of courses to a clientele different from that served by degree programs. Departments are encouraged to explore the possibilities this avenue opens for expanded service to the community.

Continuing education unit courses are approved by the Continuing Education Unit Committee chaired by Dr. Wallace Nave, Director of the Office of Continuing Education. Anyone having questions concerning these courses and their development should contact Dr. Nave.

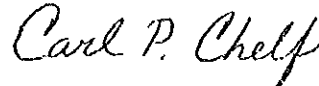
I would also like to call to your attention the Weekend College concept. Under this approach a three semester hour course could be offered on the weekend. A course could be set up to meet for one and one-half to two hours on Friday evening and three to four hours on Saturday morning for eight

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weeks. Courses could be scheduled to meet every weekend for eight weeks or every-other weekend for sixteen weeks. Courses for people who are employed full-time five days a week could be offered this way. You are encouraged to share this idea with your faculty and to explore possibilities of courses which might be offered in this manner.

Your ideas and suggestions relative to programs and courses in the area of continuing education will be appreciated. Should you have questions, feel free to contact me.

Best regards,



Carl P. Chelf, Dean
Bowling Green Community College
and Continuing Education

hmf