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The State of Texas mandates that continuing education be included as a part of the mission of community colleges within the state [1].

*§ 130.0011. PUBLIC JUNIOR COLLEGE, ROLE AND MISSION. Texas public junior colleges shall be two-year institutions primarily serving their local taxing districts and service areas in Texas and offering vocational, technical, and academic courses for certification or associate degrees. Continuing education, remedial and compensatory education consistent with open-admission policies, and programs of counseling and guidance shall be provided. Each institution shall insist on excellence in all academic areas--instruction, research, and public service. Faculty research, using the facilities provided for and consistent with the primary function of each institution, is encouraged. Funding for research should be from private sources, competitively acquired sources, local taxes, and other local revenue.*

*Added by Acts 1987, 70th Leg., ch. 823, § 2.01, eff. June 20, 1987.*

The continuing education unit goals are aligned with the college's mission as mandated by state law.

Documentation of these goals is found within the Program Review document. Continuing Education (CE) instructors at Austin Community College provide evaluation opportunities at the conclusion of each class. Those evaluations are compiled into a report that is reviewed by the leadership team in staff meetings.

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In addition each department within CE reviews the data related to their courses and when a problem is indicated, the coordinator will meet with the instructor and develop plans for improvement. Program review is conducted every three years. The current review document can be found on-line [2].

The Process Review Committee meets at least quarterly to ensure that policies and procedures are in place and up to date for the continuing education operation. The policy and procedures manual can be found on-line [3].

The website for ACC's Continuing Education department is: [www.austincc.edu/ce](http://www.austincc.edu/ce) [4]. At this location one will find program and course offerings to meet a variety of needs and interests within the community that ACC, CE serves. Each of the departments within Continuing Education offers classes specific to an identified area.

The Health Professions Institute offers continuing education for health care professionals as well as basic skills training for entry level health care workers. The area local hospitals look to ACC CE for training for their entry level employees in the Clinical Technician skills [5].

The High Technology Institute recently had a Video Gaming Program approved by the Texas Higher Education Coordinating Board. This new program has four tracks that a student can choose in the video gaming industry. This new program

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Substantive Change Prospectus  
South Austin Campus

meets the need for skilled video game developers and artists to work in a specific industry in Austin [\[6\]](#).

Community Programs offers personal enrichment classes for adults and some selected children's programs. Some of the most popular personal enrichment classes include art glass and pottery [\[7\]](#).

The Teacher Certification program area offers alternative certification to teach in Texas schools for those who currently have a degree in an academic subject. The focus for this program is Math, Science, Bilingual, and ESL Certification [\[8\]](#).

Customized Training offers tailor-made training for business and industry. The staff in customized training also works with area businesses to develop partnerships that support grant development especially through the Workforce Skills Development Fund [\[9\]](#).

Continuing Education reports activities to the Board of Trustees yearly. This report informs the Board of Trustees about the activities and students served in the prior year. In addition, Continuing Education staff review each of the departments thoroughly on a yearly basis. A comprehensive program review for all of Continuing Education is completed every three years with a three year plan included. This review is updated quarterly and is shared with the entire CE staff

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South Austin Campus

and with administration. This program review report may be found on the Dean's webpage [\[10\]](#).