

## Austin Community College Compliance Certification Response (5<sup>th</sup> Year Interim Report)

Austin Community College employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. As a one college multi-campus institution, ACC administers all programs centrally across all campuses and teaching locations, including the Round Rock Higher Education Center.

All programs are approved by the Texas Higher Education Coordinating Board and comply with its standards and guidelines. Workforce programs comply with the *Workforce Education Course Manual* ([WECM\[1\]](#)) standards and *Guidelines for Instructional Programs in Workforce Education* ([GIPWE\[2\]](#)).

The WECM is a web-based inventory of current workforce education courses available for use by Texas public two-year colleges. In Section D, Part 1, the WECM states,

### ***“1. Guidelines for All Course Types***

*WECM courses are created and maintained by teams of instructional specialists with expertise in the relevant subject areas. The specialists are selected from colleges around the state. The allotted range of contact hours and/or credit hours represents the instructional specialist teams’ professional judgment about the appropriate amount of time needed to cover the minimum course outcomes.*

*When a WECM course is already available to cover specific content, the college must use the range of credit and contact hours as well as the minimum learning outcomes specified in the WECM course listing.”*

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Academic programs comply with the *Lower Division Academic Course Guide Manual* ([ACGM\[3\]](#)). The ACGM is the official list of general academic transfer courses that have been approved for state funding, and may be offered by public community and technical colleges in Texas.

In the ACGM, *“beneath the course list appears a line listing the 10-digit approval number for the course, the matching content descriptor, and information about maximum semester credit hours (SCH) per student, maximum SCH per course, and maximum contact hours per course.”*

Additionally, the college’s [Curriculum and Programs Committee\[4\]](#) approves all course and program offerings, including those offered at the Round Rock Higher Education Center. The approval process includes an assessment of the appropriateness of program and course credit.