University System of Georgia
Administrative Committee on Public Service and Continuing Education
March 8, 2011


Nelson Baker opened the meeting at 12:40 at Clayton State University hosted by CE Executive Director Janet Winkler.

Introductions were made.

Approval of Minutes was postponed due to not being available. Minutes will follow via email for approval.

Overview of USG DL Activities/Link Possibilities to CE
Dr. Baker introduced Dr. Diane Burnette, from the Board of Regents to discuss the RAC and Distance Education. RACDE (Distance Education).

Dr. Burnette would like to explore offering CE-specific distance learning certificate programs, as well as, better collaboration to offer a one-stop shop for distance learning through the Georgia on My Line website. Incoming RACPSCE chair, Jane O’Gorman will proceed with this endeavor. Discussion ensued regarding adding CE data for on-line classes to the GA on My Line.

There was also discussion about the State authorization requirements stemming from the Higher Education Authorization Act. The Act is being proposed to ensure licensing for offering online courses to students out-of-state. Nelson Baker will follow-up with a letter to Dr. Linda Noble to remind those at the state level that non-credit classes also need to be acknowledged.

BOR Continuing Education Web Site
Susan Wirt reported on the state of the Continuing Ed BOR site. It is currently in the hands of the Technical Writer. We will upload it “as is” with the opportunity to provide updates at a later date. We will keep the map of all CE’s from the GA Leads website. Then the GA Leads website will be discontinued.

We will be sending an email requesting anecdotal stories showing the impact of CE on our communities. We also will rely heavily on the CEU reporting to tell our story.

BOR site will have the Utilization of the Continuing Education Unit (CEU) within the University System of Georgia. All CE entities should be reporting using the new guidelines. These guidelines are effective as of January 1, 2011.
All RACPSCE meeting minutes will now be uploaded to the BOR site.

A suggestion was made by Jane O’Gorman – Ensure each CE unit uses Search Engine Optimization (SEO) principles to link all CE sites.

**New Website for CEU Reporting**

Nelson Baker reported that CE now has a new online reporting system for CEU’s. The new URL will be “live” in April 2011. You will receive an email indicating when with new log-ins and passwords. At that time, you will be able to enter your current CEU data as well as go back 3 years to enter any data that you were unable to load during that time.

Suggestion was made: Have remote training on CEU reporting via Go To Meeting. To be Determined.

For the future, job descriptions of the RACPSCE: Chair, Vice Chair, Secretary will be written. It is anticipated that the Secretary will ask for CEU reporting.

Nelson gave a demonstration of the new CEU system: data entry; reporting; etc. The field for CEU’s not Earned will be added back to the website. Again, you will be notified when the system is ready for use.

**Elections**

Artis Williamson was nominated and unanimously voted in as the next Secretary of the RACPSCE. George White made the motion; Jane O’Gorman second. Susan Wirt becomes the Vice Chair and Jane O’Gorman becomes chair for 2011-2012. Nelson was graciously thanked for serving 2 terms as chair.

**What’s Hot/Hat’s Not**

Good things happening around the state.

**Wrap Up**

Keep in mind the partnerships that can happen throughout the state so that we all excel! Economic Impact study will be moved forward as Jeff Humphries becomes available.

The meeting was adjourned at 3:10 p.m.