

**Economic & Workforce Development  
Leadership Committee**

**Organizational Guidelines**

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## **Legislative Mandate**

A legislative mandate from the 1993 Session of the General Assembly in Part 16, Sec. 102(c) required that, "The State Board of Community Colleges shall conduct a review of all occupational extension courses, including their content, length, definition and common course title. It shall ensure that these courses be classified appropriately as occupational extension and are not actually community services courses."

As a result of this special provision, the former Continuing Education Peer Review Team was renamed and reorganized as the Economic and Workforce Development Leadership Committee (EWDLC). The following are the responsibilities, policies, and procedures of the EWDLC.

## **Membership Responsibilities**

- 1) Oversee the maintenance and revision of the North Carolina Community College System Continuing Education Master Course List and make recommendations to the State Board of Community Colleges on any additions or modifications to the Master Course List.
- 2) Review policies and procedures related to continuing education course offerings and requirements.
- 3) Advise the System Office on policies and procedures related to programs within the Economic and Workforce Development division.
- 4) Provide orientation to new community college staff responsible for economic and workforce development programs.
- 5) Members are expected to attend/participate in 75% of meetings scheduled in any given year.

## **Committee Membership**

- 1) Membership of the EWDLC will be composed of 17 members:
  - Nine (9) senior continuing education administrators representing the western, central and eastern regions
  - Three (3) at-large senior continuing education administrators
  - One (1) representative from the NC Community College Presidents Association
  - One (1) representative of the NC Community College Adult Educators Association
  - Three (3) NCCCS representatives by virtue of position--- Vice President of Economic and Workforce Development, Associate Vice President of Economic and Workforce Development, and Director of Continuing Education.
- 2) Community College representatives will be appointed by the President of the NCCCS. The President of the Presidents Association will appoint the representative for the association and the President of the NC Community College Educators Association will appoint the representative of that organization.
- 3) Members will serve terms as established for each position. Terms will be staggered so that three (3) new members will be appointed by January 1 of each year.

- 4) If a team member is unable to fulfill his/her obligation/term, the NCCCS President will appoint a new member to serve the remainder of the term.
- 5) The EWDLC will select a Chair and Vice-Chair at the January meeting who will serve for a one year term.

The duties of the Chair/Vice Chair are as follows:

- 1) Preside over the EWDLC meeting.
- 2) Work with the system office representatives to set up meetings, agendas, and prepare information to be distributed, etc.
- 3) Assist the System Office representatives keep the colleges informed about changes in the Master Course List.
- 4) Represent the EWDLC at meetings, functions, or committees as needed.
- 5) The Vice-Chair will assume these responsibilities in the event the Chair cannot fulfill his/her obligations/term.

#### **EWDLC Monthly Meetings**

- 1) The EWDLC will meet monthly to consider requests for new or modified continuing education courses and to discuss issues related to course offerings and requirements.
- 2) Meetings will be held on-site at the System Office, by telephone conference calls or through other electronic/distance methods. The committee will approve their annual meeting schedule at their January meeting.
- 3) Minutes of EWDLC meetings will be recorded and distributed by the system staff representative and serve as the official record of EWDLC actions and recommendations.
- 4) Eighty percent of the membership must support a recommendation for it to become an EWDLC action.