

**MEMORANDUM**

**TO:** Helen Chen, Senior Vice Provost, Office of Instructional Programs  
Mark Bernhard, Vice Provost for Continuing and Lifelong Education (NCSCaLE)  
Frank Buckless, Stephen P. Zelnak Jr. Dean, Poole College of Management  
Charles Clift, Assistant Vice Provost and University Registrar,  
Enrollment Management and Services  
Fashaad Crawford, Vice Provost for Assessment and Accreditation  
Dan Gerger, Director, Continuing and Professional Education (NCSCaLE)  
Pierre Gremaud, Associate Dean, Graduate School  
Deveshwar Hariharan, President, Graduate Student Association  
Peter Harries, Dean, Graduate School  
Li Marcus, Director, Undergraduate Courses, Curricula, and Academic Standards (DASA)  
Pamela McCauley, Associate Dean for Academic Programs, Diversity, Equity  
And Inclusion, Wilson College of Textiles  
Donna Petherbridge, Vice Provost for Digital Education and Learning Technology  
Applications (DELTA)  
Tim Petty, Associate Vice Provost, Online and Distance Education (DELTA)  
Greg Raschke, Senior Vice Provost and Director of Libraries  
Timothy Reid, Student Body Vice President  
Bret Smith, Senior Associate Dean, University College (DASA)  
David R. Tapy, University Faculty Scholar Professor, Department of Applied Ecology

**FROM:** Warwick A. Arden  
Executive Vice Chancellor and Provost



**SUBJECT:** Non-Degree Credentials Task Force

**DATE:** April 4, 2023

Pursuing non-degree credentials, such as certificates, licenses, certifications, and digital badges, offer individuals a flexible and accessible way to acquire new skills and knowledge. Additionally, non-degree credentials can enable us to respond in a timely manner to learners' needs and industry demands by providing targeted and specialized learning opportunities that supplement traditional degree programs. At NC State, many entities offer a range of non-degree credentials, which reflect the university's commitment to providing diverse and accessible pathways for learners to achieve their educational and professional goals. However, this presents challenges as it is crucial to ensure that the quality of these credentials is maintained, and learners are clear of the range of offerings.

Your work on this task force is critical in maximizing the potential of NC State in providing high-quality learning opportunities to learners. I am charging this task force with the following due by November 17, 2023:

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1. Develop comprehensive definitions and terms related to non-degree credentialing for NC State that align with the university's commitment to excellence and innovation in education to articulate the quality and rigor of each type of non-degree credential NC State offers.
2. Develop recommendations for establishing policies, guidelines, and procedures for creating and issuing non-degree credentials at NC State.
3. Develop recommendations for integrating non-degree credentials into existing academic and administrative processes, including prior learning assessment, credit transfer and stackability.
4. Identify and recommend a digital platform for managing non-degree credentials creation, distribution, and verification.
5. Identify potential funding sources and recommend funding models for developing and implementing non-degree credentials.
6. Develop a timeline and action plan for implementing non-degree credentials, including recommendations for pilot programs and a phased rollout.

I expect you will need to meet biweekly during the summer and fall semesters to complete your work. Helen should submit status updates during the deliberation periods. I also welcome scheduling meetings with me if needed prior to the due date to review assumptions, approaches and recommendations. Thank you for your willingness to serve on this task force and special thanks to Dr. Helen Chen for agreeing to chair.