

January 16, 1998

MEMORANDUM

TO: Chief Academic Officers

FROM: Elizabeth I. Jones, Director
Program Services

SUBJECT: Curriculum Application Procedures for Instruction to Captive/Co-opted Groups
(Response Requested by January 28, 1998)

Chief Academic Officers who attended the October 1997 meeting of the North Carolina Community College Instructional Administrator's Association received a Resource Notebook as a reference for preparing curriculum applications for new and existing curriculums, curriculum applications for concentrations, and curriculum applications for captive/ co-opted groups. Those unable to attend received the notebooks in a subsequent mailing.

Section E of the notebook contains a draft of the Curriculum Application Procedures for Instruction to Captive/Co-opted Groups. A slightly revised draft of that proposal is attached for your review and comment. (The revised draft merely makes the process applicable to all captive/co-opted groups and not just to Department of Correction (DOC) inmates.)

If a majority of the colleges agree with this draft, we will present it on February 20, 1998, to the Program Committee of the State Board with a request for approval. Please indicate whether you agree with this revised curriculum application process for instruction to captive/co-opted groups by completing and returning the attached fax response form by Wednesday, January 28, 1998.

Since our largest captive/co-opted student group are inmates in Department of Correction facilities, this revised application process was designed with significant input from the Educational Services Section of the Division of Prisons. The new form is an effort to formalize a joint NCCCS-DOC planning process which has been successful for several years on an informal basis. If approved, it will replace forms DCC 9-14 (July 1981 Revised) and DCC 9-33 (July 1988) currently used for requesting approval of curriculum programs for offering to captive or co-opted groups.

If you have questions, please contact me or Tracy McPherson, Coordinator of Criminal Justice and Correction Education, at (919) 733-7051.

EIJ/tmc
Attachment

c: Presidents
Elizabeth L. Johns

CC-98-017
Paper Copy