

March 20, 1998

MEMORANDUM

TO: Senior Continuing Education Administrators
North Carolina Community College System

FROM: Elizabeth Lambert Johns, Vice President
Academic and Student Services

SUBJECT: Report of Continuing Education Courses Offered in a Correctional Setting
Reporting Deadline: April 3, 1998

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Note: Please return Response Verification Form (Attachment 1), even if your college does not offer any classes in Department of Correction facilities, federal prisons, local jails or Division of Youth Services training facilities. All responses are due to Tracy McPherson, Coordinator of Criminal Justice and Correction Education, by April 3, 1998.

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This request is part of an on-going System Office evaluation of courses offered in the correctional setting. In addition, your responses will be part of a report to the State Board of Community Colleges and the Legislature concerning our System's progress toward offering appropriate educational offerings in the captive/prison setting.

This request for information has three parts (summarized below). Please note for the purposes of this report that "correctional setting/facility" is defined as Department of Correction facility, federal prison, local jail/detention center, or Division of Youth Services juvenile training school. All applicable continuing education courses (Occupational Extension, Basic Skills, or Other) should be included in your college's response.

--Part 1: Course-Completion Data (1995-96 and 1996-97) (See attachment 2.)

Using software modifications supplied by the System Office to your System Administrator, please generate reports showing course completion rates for all continuing education courses offered in a correctional setting during Summer 1995-Spring 1996 and Summer 1996-Spring 1997. [Reports may be run by System Administrators or other appropriate college personnel using software modifications in Release 14.3 (service call SCP.1558).] See attachment 2 for details.

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--Part 2: Summary of Courses Currently Offered (See attachment 3.)

Using the attached form, please submit a list (by facility) of all continuing education courses the college is offering in a correctional/prison setting this year (July 1, 1997 - June 30, 1998). Please duplicate the form if you serve more than one facility.

--Part 3: Submission of Current Course Outlines

Please attach current course outlines for each course listed in Part 2 (above). Include, on each outline, your college's name and the name of the prison in which the course is offered. (If the same course is offered in more than one correctional facility, please attach a course outline for location.) With each course outline, also document the Master Course List (MCL) title and number, local title (if different from MCL title), total number of hours of instruction, and method(s) of evaluation of student progress.

The college's Senior Continuing Education Administrator (SCEA) will be our point of contact on this project, unless notified otherwise by the SCEA. The SCEA or designee should ensure that applicable reports are run and that the appropriate forms are filled out, signed by the President, and returned to Tracy McPherson, Coordinator of Criminal Justice and Correction Education, at the System Office by April 3, 1998.

Thank you in advance for your help and for the quality instruction you offer in our State's correctional facilities. If you have additional questions about this project, please feel free to contact Ms. McPherson at (919) 733-7051 ext. 436.

/ttmc

Attachments

c: Presidents (no attachments)
Basic Skills Directors (no attachments)
System Administrators (no attachments)
Chuck Barham
Janyth Fredrickson
Elizabeth Jones
Peggy Graham
Randy Whitfield
Tracy McPherson

CC-98-090