



January 13, 1999

RESPONSE DEADLINE: JANUARY 30, 1999

MEMORANDUM

To: Chief Academic Officers
Deans of Continuing Education
System Administrators

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

Subject: Report of Curriculum Courses Offered in a Correctional Setting
Reporting Deadline Change: January 30, 1999.

The date for reporting curriculum courses offered in the prison setting has been changed from December 15, 1998 to January 30, 1999. This request is part of an on-going System Office evaluation of courses offered in the correctional setting. In addition, your responses will be a 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 two parts. Please note for the purposes of this report that "correctional setting/facility" is defined as Department of Correction Facility, private prison, Federal prison, local jail/detention center, or Division of Youth Services juvenile training school. All applicable curriculum and continuing education courses, including developmental, should be included in your college's response. If your college does not teach courses in the prison setting there is no need to respond.

First Report: Course-Completion Data 1997-1998

Using software updated and supplied by the System Office to your System Administrator, please generate reports showing course completion rates for all curriculum courses offered in the correctional setting for Fall, Spring, and Summer of the 1997-1998 academic year.

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Second Report: Summary of Programs/Developmental Courses Currently Offered

Using the enclosed forms, please submit a list (by facility) of all curriculum programs (not individual course titles) the college is offering or planning to offer in a correctional/prison setting for the academic year **(Fall 1998-Summer 1999, Fall 1999-Summer 2000)**. Please duplicate the enclosed forms for more than one facility, or if the college offers more than five programs at any one facility.

The college's Chief Academic Officer (CAO), unless otherwise notified by your CAO, will be our point of contact on this project. The CAO or designee should ensure that applicable reports are run and that the appropriate forms are filled out, signed by the president and returned to Mike Pittman, Associate Director for Program Services, at the System Office by January 30, 1999.

Thank you for your efforts in this endeavor. If you have any questions, please call Mike Pittman, Associate Director for Program Services, at (919) 733-7051, extension 403.

MP/jlb

Enclosures

c: Presidents
Mike Pittman
Elizabeth Jones

CC99-019
Paper Copy

Please type or print legibly

College Name: _____ Prison Name: _____ Matrix: _____

CURRICULUM PROGRAM SUMMARY AND SCHEDULE FOR FALL 1998-SUMMER 1999

Academic Calendar: _____

ATTACH COPY OF COURSE SCHEDULE, IF AVAILABLE (check here if schedule is attached: _____)

Program Code - denote all levels offered	Title	SHCs	Day (D)/ Night (N) Class?	Developmental Courses Offered?	Time (in months) required to complete entire program as is offered at this unit	ADMISSIONS REQUIREMENTS (Specify if GED/H.S. Diploma is necessary; note any other admissions requirements. Note specific admission test names and applicable cut scores)		Are the admissions requirements the same as on campus?
						GED/ HSD?	Other Admissions Requirements/ Testing	

Please type or print legibly

College Name: _____ Prison Name: _____ Matrix: _____

CURRICULUM PROGRAM SUMMARY AND SCHEDULE FOR FALL 1999-SUMMER 2000

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