

Memo

To: All Presidents
From: Steve Scott
CC: Chief Academic Officer, Chief Financial Officer, Chief Continuing Education Officer
Date: 10/8/99
Re: Procedures to Address Audit Issues Resulting from Hurricane Floyd Schedule Changes

The purpose of this memorandum is to further clarify scheduling issues resulting from Hurricane Floyd from a program audit perspective. The Program Audit Services section recognizes the necessity to alter curriculum and occupational extension course schedules due to the number of class days missed by those community colleges impacted by Hurricane Floyd. For audit purposes, these colleges should follow the procedures outlined below:

Each impacted college should develop a revised class schedule consistent with its adverse weather policy, making every effort to meet class hour requirements. A copy of the new class schedule and the plan for making up hours that could not be rescheduled should be available for review during the program audit. When records for this semester are pulled for review during the annual program audit, the plan and revised schedule will provide the basis against which these classes will be audited. As long as the plan is followed, colleges that give make-up assignments in lieu of rescheduling some missed classes will not be held responsible for providing actual class time for those hours.

In instances where all missed class time cannot be rescheduled, part-time hourly instructors may make up instructional time by giving assignments and making themselves available to students at scheduled times outside of class time. To avoid audit concerns for part-time hourly instructors, you should document how each instructor made up the instructional time (i.e. office hours, study groups, etc.) and attach the documentation to instructor contracts. This documentation may be in the form of a memo from the instructor indicating how the additional instructional time was scheduled. For part-time hourly instructors, hours paid should be consistent with the class hours reported.

Literacy programs and other instruction based on contact hours will continue to be reported on actual student contact hours.

We recognize the hardships that some colleges have had to face as a result of hurricane Floyd, and it is certainly not our intention to place any unnecessary burden on these colleges for reporting and auditing purposes. If college staff have any questions concerning documentation of curriculum and occupational extension records for auditing purposes, please have them contact their local program auditor or Shea Henson, Director of Program Audit Services.

C: Dr. G. Herman Porter
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