



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 13, 2000

RESPONSE DEADLINE: JANUARY 30, 2000

MEMORANDUM

To: Chief Academic Officers
Deans of Continuing Education
Systems Administrators

From: Delores Parker, Vice President
Academic and Student Services

Subject: Report of Curriculum Programs Offered in a Correctional Setting
Reporting Deadline: January 30, 2000

The date for reporting curriculum programs offered in the prison setting is January 30, 2000. This request is part of an on-going System Office evaluation of programs 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 correctional 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 prisons, Federal prisons, local jail/detention center, or Division of Youth Services juvenile training schools. All applicable curriculum and occupational extension courses, including developmental, should be included in your college's response. If your college does not offer programs in the prison setting there is no need to respond.

First Report: Course-Completion Data 1998-99

Using software updated and supplied by the System Office to your System Administrator, please generate reports showing course completion rates for all curriculum programs offered in the correctional setting for Fall, Spring, and Summer, of the 1998-99 academic year.

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Second Report: Summary of Programs/Developmental Courses Currently Offered

Using the enclosed form, 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 setting for the academic year (**Fall 1999-Summer 2000, Fall 2000-Summer 2001**). 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 designated 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 Sharon Thompson, Program Coordinator, at the System Office by January 30, 2000.

Thank you for your efforts in this endeavor. If you have any questions, please call Sharon Thompson, Program Coordinator, at (919) 733-7051, extension 428.

DP/bb

CC00-018

Enclosure

c: Presidents
Elizabeth Isler
Mike Pittman
Sharon Thompson