



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

September 5, 2000

**Memorandum**

To: HRD Coordinators/Directors  
From: Barbara A. Boyce  
Subject: Program Monitoring and Evaluation Visits

Over the next four years, all Human Resources Development (HRD) Programs will receive a monitoring and evaluation visit from the State HRD Office. The schedule is attached. The visit will consist of the following:

- A preliminary meeting with the HRD Coordinator/Director and their Supervisor.
- A review and discussion of the college's current HRD Program Plan.
- A review of a random sampling of required HRD paperwork.
- If time permits, a meeting with HRD staff and/or a visit to an HRD class.

After each visit, a formal report will be written and sent back to the college. Please note that the intent of these visits is for colleges to showcase what they do right and not such much for this office to try and find out what is done wrong.

Within the next two weeks, I will be contacting those colleges who will receive a visit during the first round. If you have any questions, please give me a call.

Attachment

CC: Presidents  
HRD Program Supervisors

CC00-210  
Paper Copy

## Human Resources Development Program Monitoring Schedule

### First Round (FY 2000-2001)

Blue Ridge  
Catawba Valley  
Central Carolina  
Craven  
Gaston College  
Haywood  
Johnston  
Martin  
Rowan-Cabarrus  
Southwestern

### Second Round (FY 2001-2002)

Asheville-Buncombe  
Beaufort County  
Cape Fear  
Cleveland  
Forsyth  
Guilford  
McDowell  
Mitchell  
Montgomery  
Pamlico  
Randolph  
Sandhills  
South Piedmont  
Southeastern  
Western Piedmont  
Wilson

### Third Round (FY 2002-2003)

Brunswick  
College of the Albemarle  
Central Piedmont  
Coastal Carolina  
Durham  
Fayetteville  
Isothermal  
Lenoir  
Mayland  
Nash  
Pitt  
Stanly  
Surry  
Tri-County  
Wake  
Wayne

### Fourth Round (FY 2003-2004)

Alamance  
Bladen  
Caldwell  
Carteret  
Davidson County  
Edgecombe  
Halifax  
James Sprunt  
Piedmont  
Richmond  
Roanoke-Chowan  
Robeson  
Rockingham  
Sampson  
Vance Granville  
Wilkes