



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

DATE: March 7, 2001
TO: Planners
FROM: So-Young C. Yim, Coordinator of Research Projects
SUBJECT: Verification of Institutional Data for Critical Success Factors

Each year the North Carolina Community College System is required to report data on Critical Success Factors and Measures to the State Board of Community Colleges and to the General Assembly. Both system-level and college-level data are presented in the report. The data are used to determine the progress of the system and colleges in attaining system-level goals and to decide, where appropriate, the performance of colleges relative to performance standards established by the system.

In order to ensure that the data reported are accurate, a copy of the institutional data tables has been attached for your review and verification. At this point, we are still missing data on some measures; however, to allow colleges enough time to verify the data, we are sending to you those measures for which we do have data. As the remaining data become available, they will be sent to you for review.

Please review the attached data tables and send any corrections, **along with documentation to support the corrections**, to me at the System Office, **no later than March 23**. In reviewing the data, you must use the same definitions that are used by the System Office in the collection and analysis of the data. If you have any questions regarding the data, please contact me.

A thorough description of each measure can be found in the 2000 Critical Success Factors report.

Thank you for your cooperation in verifying the data.

Enclosures

cc: Presidents
Keith Brown, Associate Vice President
Dr. Brenda Rogers, Vice President

CC01-054