



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

May 7, 2001

MEMORANDUM

TO: President
Chief Academic Officer

FROM: H. Martin Lancaster

SUBJECT: Special Curriculum Request Approval

I am pleased to inform you that the State Board of Community Colleges approved the Business Administration/Electronic Commerce (A2512I) and Information Systems/Network Administration and Support (A2526D) curriculum programs for community colleges not currently offering these programs. These approvals will be contingent upon each college submitting the attached information to Dr. Delores A. Parker, Vice President of Academic and Student Services.

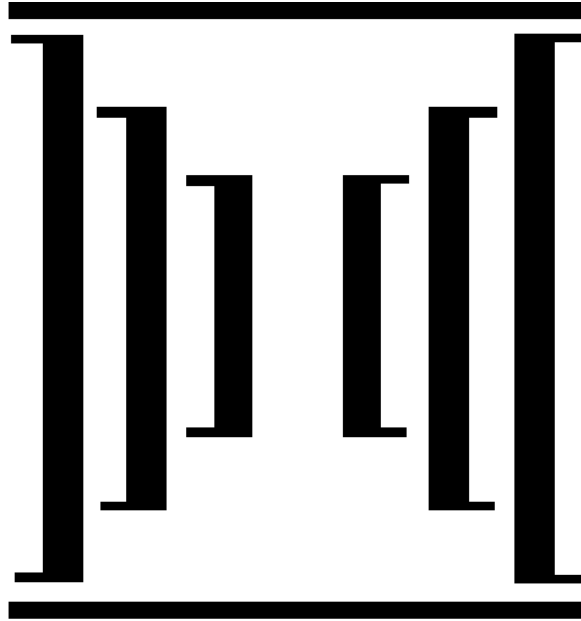
Please submit your information when you have locally substantiated your need and identified resources to implement either of these programs.

HML/MP/ah
Enclosures

c: Delores A. Parker
Elizabeth Isler
Mike Pittman

CC01-086
E-Mail

*North Carolina Community College
System*



Special
Curriculum Program Application
Procedures
for Selected Curriculums

Approved by the State Board of Community Colleges

May 18, 2001

North Carolina Community College System

**Special
Curriculum Program Application
Procedures
for Selected Curriculums**

May 18, 2001

The mission of the North Carolina Community College System, as stated in Title 23 2B.0100 of the *North Carolina Administrative Code* (NCAC), is to provide adults in North Carolina with learning opportunities consistent with identified student and community needs. Colleges in the System plan, develop, and implement curriculum programs consistent with their local mission to provide learning experiences for adults and ultimately enhance the workforce of North Carolina.

The State Board of Community Colleges is authorized in Title 23 NCAC 2E.0200 to approve programs consistent with the System's mission and to outline procedures for colleges to follow when applying for program approval. The State Board has delegated to the President of the North Carolina Community College the authority to approve new curriculum programs for the selected titles that are listed in Attachment I.

Colleges seeking curriculum program approval for these curriculums should submit an application using the attached procedures. Colleges are encouraged to contact the appropriate program coordinator at the System Office in the completion of this application.

Three copies of the application with original signatures on each copy should be submitted to:

Vice President for Academic and Student Services
North Carolina Community Colleges System Office
5016 Mail Service Center
Raleigh, North Carolina 27699-5016

North Carolina Community College System
CURRICULUM PROGRAM APPLICATION

Each credential granting college must complete this application

College _____ **Date** _____

Program Code _____
(Not applicable for programs new to the System)

Program Title _____

Concentration Title _____
(If applicable)

Credential *(Indicate the highest credential to be awarded)*
_____ **AAS** _____ **Diploma** _____ **Certificate**

Proposed Semester and Year of Implementation _____

Contact Person for the Application _____

Phone (____) _____ **Extension** _____ **E-mail** _____

Institutional Certification

This curriculum program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.

(Community College Name)

has assessed the need for this program and the resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the resources available to the college.

Signature, President _____ *Date*

Signature, Board of Trustees Chair _____ *Date*

NCCCS Office Use Only

Date Received _____ Date Logged in _____

Date to Coordinator _____ Coordinator _____

North Carolina Community College System

Special Curriculum Program Application Procedures For Selected Curriculums

May 18, 2001

I. Curriculum Design

A. Submit the following items:

1. A copy of the currently approved Curriculum Standard
2. The college's proposed Program of Study; and
3. The college's proposed Curriculum Model

The Program of Study and the Curriculum Model should be designed using the appropriate courses listed in the Common Course Library (CCL). Refer to Section 9 of the **Curriculum Procedures Reference Manual** for guidelines in completing a Program of Study. If the application contains courses new to the CCL, please refer to Section 15 of the **Curriculum Procedures Reference Manual, New Course approvals, page 15-2** for each course. The Curriculum Model should list all courses in the Program of Study sequenced by semester and include the course prefix, number, title, contact and credit hours.

ATTACHMENT I

**Selected Curriculum Titles
the
System President Can Approve**

1. A2512I Business Administration / Electronic Commerce
2. A2526D Information Systems / Network Administration and Support
3. A25290 Internet Technologies (pending State Board approval at its May 18, 2001 meeting)