



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

February 6, 2004

**MEMORANDUM**

**TO:** Planners

**FROM:** Soyoung C. Yim, Coordinator of Research Projects

**SUBJECT:** Verification of Institutional Data for 2004 Critical Success Factors

1. Licensing Exam Passing Rates
2. Curriculum Student Retention and Graduation
3. Progress of Basic Skills Students

Each year the North Carolina Community College System is required to report data on performance measures to the State Board of Community Colleges and 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 the performance of colleges in accordance with the performance standards established by the system.

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 5**. 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. Please note that the reporting periods for EMT, Nursing, and PTA license exams are calendar year (1/1/03-12/31/03). The PTA board recently informed us that they changed their reporting period from fiscal year to calendar year. The rest of the exams use fiscal year (7/1/02-6/30/03) periods for their reporting.

If you have any questions regarding the data, please contact me at [yims@ncccs.cc.nc.us](mailto:yims@ncccs.cc.nc.us). (A thorough description of each measure can be found in the 2003 Critical Success Factors report at the System Office web site.)

Thank you for your cooperation in verifying the data.

Enclosures  
c: Presidents

CC04-026  
Email Only