



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 20, 2005

MEMORANDUM

TO: Chief Academic Officers

FROM: Darryl McGraw, Associate Vice President
Instructional Development & Technology

SUBJECT: Information Technology Curriculum Improvement Project (IT-CIP)

The Information Technology Curriculum Improvement Project (IT CIP) has proven to be a massive project with far-reaching effects. There are six curricula being updated, and “side-effects” of these proposals extend into many program areas. Therefore, there is a great deal of cross-referencing, checking, and preparation being performed by the staff and CIP participants.

Next steps for the IT CIP Project include an update of the course information and curriculum standards. The System Office will then send out proposed course revisions to all community colleges for a vote. The votes will be tallied, and courses will then be presented to the Curriculum Review Committee (CRC) for action. If the course requests are approved by the CRC, affected curriculum standards will be sent to the colleges for a vote. These standards will then be taken to the State Board for final action.

Because of the nature of this immense project, it is difficult to notify you of *definite* dates for the completion of each step. However, at this time we are *projecting* a CRC meeting date of June 13, 2005, and *anticipate* the approved courses and standards being available for implementation in Spring 2006, with final implementation required by Fall 2007. The Projected Timeline is attached. The System Office will continue to update the colleges on the progress of the project.

The System Office would like to extend our appreciation to all of the IT CIP participants for their dedication to the project. We would also like to thank you for your patience as we progress through the analysis and review of the proposals submitted by the IT CIP participants.

DAP/jf

Attachment

c	Presidents	Carolyn Snell
	H. Martin Lancaster	Jennifer Frazelle
	Delores A. Parker	Cathy Franklin-Griffin
	Ken Wallace	Edith Lang

CC05-016
E-mail

PROJECTED TIMELINE

IT CIP Next Steps:

01/14/05

IT CIP Director sends requests and rationale in CCL format to Program Coordinators	1/31/05
Staff meeting, to update, give next steps and discuss timeline	2/07/05
Program Coordinators prepare spreadsheets for assigned area using basically former format	2/14/05
Program Coordinators send questions to IT CIP Director	2/21/05
Staff meets with IT CIP Director to finalize documents, determine effective term, and review rationale	3/07/05
IT CIP Director sends final course documents to CAO at Craven to review, sign off, and send to Program Coordinators	3/14/05
Program staff identifies prerequisites and corequisites in other courses	3/14/05
IT CIP Coordinators prepare letter to accompany vote	3/14/05
IT CIP Coordinators prepare voting form for each area/course (one spreadsheet per curriculum)	3/14/05
Program staff send notification to CRC members regarding meeting date	3/17/05
IT CIP Coordinators send vote in <i>hardcopy</i> package to CAOs, copy of letter to Presidents (Only President can sign off)	3/21/05
Program Coordinators begin preparing spreadsheet in CRC format	On-going
Deadline for colleges to return votes to System Office	4/25/05
Program Coordinators compile voting results and format information into a CRC spreadsheet	5/02/05
Program staff send CRC package to members (spreadsheet and courses, do not include individual course analysis sheets since spreadsheet already contains requested revision, vote, pro/con and accompanying course list shows rationale and any description change)	5/09/05
Program staff analyzes need and possibility of securing a temporary position to assist in course/standard entry	5/20/05

Projected CRC meeting	6/13/05
Program staff sends standards to colleges for a vote	6/15/05
Deadline for colleges to return vote on standards to System Office	7/08/05
Program Staff enters revised/new courses into IIPS, Colleague and Word (possibly hire temp to assist)	7/13/05
Programs Staff Agenda Review for August Board items	7/18/05
Program Staff enters revised standards (ones not requiring Board action) into IIPS, Colleague and Word	7/20/05
IT CIP Coordinators send revised standards to Board for future action/action	August 2005 For Future Action September 2005 For Action

Anticipated implementation starting Spring 2006; with final implementation Fall 2007