



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

**MEMORANDUM**

DATE: February 17, 2006

TO: Planners

FROM: J. Keith Brown  
Associate VP, Planning, Accountability, Research & Evaluation

SUBJECT: Verification of Performance Measure Data: Program Enrollment

Attached you will find an Excel spreadsheet listing, by college, all programs with a 3-year average annual enrollment of less than 10. The spreadsheet lists the name of the program, the annual unduplicated headcount for each of the three years being examined (2002-03, 2003-04, 2004-05), and the calculated 3-year average annual enrollment (the sum of the three years divided by 3). The enrollment data were generated from the curriculum registration files submitted by each college and are the official data.

Please review the programs listed for your college. If any of the programs listed have limited enrollment due to such factors as being collaborative programs with other colleges and your enrollment being restricted to less than 10 annually, accreditation restrictions, etc., or if the program has been terminated by the college and students still enrolled are part of a “teach-out” (indicate when the program was terminated and if this was done by official action of the State Board of Community Colleges or by local action), or if there are any other extenuating circumstances as to why a program should not be included, please fill in the column on the spreadsheet titled “*Reason for Omitting from Performance Measure*” and return the spreadsheet to Keith Brown **by March 14**. After March 14, all remaining program data will be considered final and will be published as part of the Performance and Accountability Measures report. **You must report programs to be omitted, even if you have reported these programs in the past.**

If you have any questions regarding this request, please contact me.

Attachment  
c: Presidents

CC06-037  
Email Only