

North Carolina Community College System

Audit Findings for College of The Albemarle Spring Semester 2008–Spring Semester 2009 Semester

An audit was conducted at the College of The Albemarle by the System Office Audit Services staff on the maintenance of records and the reporting of student membership hours as well as certain college procedures for Spring Semester 2008 through Spring Semester 2009. The audit was conducted to review selected class reports for this period. If disagreement exists, the college may appeal the audit findings to the State Board of Community Colleges. This appeal must be submitted in writing within thirty days of receipt of the final audit report. The Board's Policy Committee will hear the appeal and make its recommendation to the Board.

The scope of the audit included a pre-audit review of selected records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the period covered by the audit. Based on the pre-audit review, certain class reports were identified for further study. The following audit tests were conducted regarding the ICRs: (1) a statistically valid sample of attendance records and supporting documentation for student membership hour reporting was reviewed; (2) student registration and student receipt information were reviewed for selected programs; (3) college personnel were interviewed regarding student reporting; (4) certain college reporting procedures and practices were reviewed to assure compliance with the N.C. Administrative Code; (5) selected program classification reviews and class visits were conducted; and (6) the college's accountability and credibility plan was reviewed.

Class visits are conducted on a random basis during the period of review but may be conducted at other times if necessary. If concerns are noted which result from these visits, the college will be notified. Program reviews/class visits conducted for the current fiscal year to date are listed in Attachment Number Two.

Based on the site review two exceptions and one concern are noted and are discussed on the pages that follow.

Exception One

During a review of curriculum course offerings, a number of errors were noted which resulted in 4,866 student membership hours incorrectly reported for budget/FTE. The errors are summarized below.

- 23 NCAC 02D .0323(e) *Reporting of Student Hours in Membership for Curriculum Classes*, states, in pertinent part, “Classes Identified as Curriculum Non-Traditional Delivery. (1) Definition. Due to the methodology by which instruction is delivered, non-traditional delivery classes are not consistent with the definitions of regularly scheduled or non-regularly scheduled classes described in this Rule. Non-traditional delivery classes are defined as those classes which are offered through media such as internet, telecourses, videocassette and other electronic media excluding classes offered via the N.C. Information Highway. (2) For those classes identified as non-traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or submission of an examination, is the basis for the determination of class membership at the 10 percent point of the class. Student membership hours earned in non-traditional delivery classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of hours assigned to the class in official college documents. For these classes, the number of hours assigned shall be consistent with the credit hours assigned according to 23 NCAC 01A .0101, as well as the curriculum standard.”

State Board of Community Colleges-Procedure to Restrict Changes to Annual Audit Sample Records Attachment Pol. 5 (SBCC 5/15/09) states in pertinent part, "Once the college president receives the engagement letter announcing the annual audit and the list of required information and class records to be reviewed, no changes shall be made to any documentation or calculation of Full-Time Equivalent (FTE) hours pertaining to the class records identified in the sample."

<u>Semester/Term</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours Excepted</u>
Fall 2008	BUS 110 N	Introduction to Business	1,392
Fall 2008	BUS 115 N	Business Law I	240
Fall 2008	MAT 161 HY1	College Algebra	1,392
Fall 2008	MUS 110 N	Music Appreciation	384
Spring 2009	BUS 110 N	Introduction to Business	432
Spring 2009	BUS 137 N	Principles of Management	96

The N.C. Administrative Code requires documentation verifying attendance by the student on or before the ten percent point of the class in order to report hours for budget/FTE. After careful review and consideration of additional attendance documentation for these internet

courses provided by the college in response to the Preliminary Audit Report (Revised 6/25/10), there was not acceptable documented evidence to verify the students attended on or by the ten percent point of the class; therefore, the hours did not meet the requirements of the Administrative Code and were inappropriately reported for budget/FTE.

Apart from the additional documentation submitted, based upon our initial responses and as included in the preliminary report, original documentation should not be altered once a record is identified as part of the audit sample; instead, secondary documentation should be presented to respond to any inquiries.

- G.S. 115D-5(c1), states, in pertinent part, “Community colleges shall report full-time equivalent (FTE) student hours for correction education programs on the basis of contact hours rather than student membership hours. No community college shall operate a multi-entry/multi-exit class or program in a prison facility, except for a literacy class or program.”

23 NCAC 02D .0323(c)(3-4) Reporting of Student Hours in Membership for Curriculum Classes, Non-Regularly Scheduled Classes, states: “(3) Definition of a Student Contact Hour. For non-regularly scheduled classes, student contact hour is defined as actual time of student attendance in a class or lab. 60 minutes shall constitute an hour. A college shall not report more hours per student than the number of class hours scheduled in the approved curriculum program of study compliance document. (4) Calculation of Student Contact Hours for Non-Regularly Scheduled Classes. For these classes, actual time of class attendance for each student determined to be in membership shall be reported. Student contact hours for these classes are the sum of all the hours of actual student attendance in a class in a given semester, and shall not exceed the hours in the approved curriculum program of study compliance document. (see 23 NCAC 02E .0204(4)).”

<u>Semester/Term</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours Excepted</u>
Fall 2008	CIS P111 P	Basic PC Literacy	15

Hours were inappropriately reported for budget/FTE when contact hours were miscalculated for this class offered in a prison facility.

- 23 NCAC 02D .0323(c)(5) Reporting of Student Hours in Membership for Curriculum Classes, Non-Regularly Scheduled Classes, states: “(5) Maintenance of Records of Student Contact Hours. Accurate attendance records shall be maintained for each class of the nature described in this Rule through the entire semester. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all audits (see the Public Records Retention & Disposition Schedule for

Institutions in the Community College System). Student contact hours shall be summarized in the Institution's Class Report and certified by the president or designee.”

<u>Semester/Term</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours Excepted</u>
Spring 2009	MAT P101 P	Applied Mathematics	915

There was no instructor signature on the attendance roster for the class noted above.

Recommendation: An audit exception is taken to 4,866 curriculum student membership hours reported for budget/FTE for curriculum classes which did not meet reporting criteria outlined in the N.C. General Statutes and Title 23 of the N.C. Administrative Code. Staff should take the necessary steps to familiarize themselves with the aforementioned references to ensure the appropriate number of student membership hours are reported for budget/FTE.

Staff should review all records reported for student membership hours for budget/FTE since Spring Semester 2009 and make any necessary adjustments.

The classes cited are listed below:

CURRICULUM

<u>Course Number</u>	<u>Semester</u>	<u>Original Hours Reported</u>	<u>Corrected Hours</u>	<u>Hours Excepted</u>
BUS 110 N	Fall 2008	1,392	0	1,392
BUS 115 N	Fall 2008	1,344	1,104	240
MAT 161 HY1	Fall 2008	1,392	0	1,392
MUS 110 N	Fall 2008	1,248	864	384
BUS 110 N	Spring 2009	1,440	1,008	432
BUS 137 N	Spring 2009	1,392	1,296	96
CIS P111 P	Fall 2008	498	483	15
MAT P101 P	Spring 2009	915	0	915
Total Hours Excepted:				4,866

Exception Two

During a review of continuing education course offerings, a number of errors were noted which resulted in 7,050.75 student membership hours incorrectly reported for budget/FTE. The summary of the errors follow.

- 23 NCAC 02D .0324(a)(3) *Reporting of Student Hours in Membership for Continuing Education Classes*, states, in pertinent part, “Regularly Scheduled Classes. Student Membership Hour. A student membership hour is one hour of scheduled class or laboratory for which the student is enrolled. A college shall provide a minimum of 50 minutes of instruction for each scheduled class hour. A college shall not report more hours per student than the number of class hours scheduled in official college documents.”

<u>Semester/Term</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours Excepted</u>
Spring 2008	CAS 3020 803 *	Operating Systems	27
Spring 2008	EMS 3044 005	Emergency Medical	308
Spring 2008	HRD 3001 002	Human Resources	144
Fall 2008	HRD 3001 801	Human Resources	70
Fall 2008	WLD 3113 802	Welding, MIG	18

More hours were reported per student than the number of hours scheduled in official college documents.

- 23 NCAC 02D .0324(a)(2) *Reporting of Student Hours in Membership for Continuing Education Classes*, states, in pertinent part, “Definition of Student Membership. A student is considered to be in class membership when the student meets all of the following criteria: (A) Enrolled as evidenced by payment of the applicable registration fees, or obtained a waiver as defined in Paragraph (a) of Rule .0203 of this Subchapter; (B) Attended one or more classes held prior to or on the 10 percent point in the class; and (C) Has not withdrawn or dropped the class prior to or on the 10 percent point of the class.”

<u>Semester/Term</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours Excepted</u>
Spring 2008	CAS 3020 803 *	Operating Systems	24
Spring 2008	EMS 3200 101	Special Topics (Geriatrics)	16
Fall 2008	EDU 3022 803	Effective Teacher	36
Fall 2008	EMS 3044 001	Emergency Medical	261

Student membership hours were incorrectly reported for budget/FTE for students who did not attend the class prior to or on the ten percent point of the class. *This class also has a separate issue under bullet one: total hours for this class are a negative 51(-51) hours.

- *N.C.G.S. 115D-5(c1)*, states, “Community colleges shall report full-time equivalent (FTE) student hours for correction education programs on the basis of contact hours rather than

student membership hours. No community college shall operate a multi-entry/multi-exit class or program in a prison facility, except for a literacy class or program...”

23 NCAC 02E .0403(a) *Instruction to Captive or Co-opted Groups*, states, “A college shall obtain State Board approval prior to providing instruction to students who are classified captive or co-opted. Captive or co-opted groups of students are defined as inmates in a correctional facility...”

23 NCAC 02D .0324(b)(4) *Reporting of Student Hours in Membership for Continuing Education Classes*, states, in pertinent part, Non-Regularly Scheduled Classes. Calculation of Student Contact Hours for Non-Regularly Scheduled Classes. For these classes, actual time of class attendance for each student determined to be in membership shall be reported. Sixty minutes shall constitute an hour. Student contact hours for these classes are the sum of all the hours of actual student attendance in a class in a given semester.”

For continuing education classes, please note that the guidelines in the Code for reporting instruction to captive or co-opted groups are consistent with the policies governing both the definition of class membership for regularly scheduled classes - [(G.S. 115D-5(c1) and 23 NCAC 2D .0324(a)(2)] and the reporting of student contact hours in non-regularly scheduled classes - [(G.S. 115D-5(c1) and 23 NCAC 02D .0324(b)(3-5)]. Membership for non multi-entry/multi-exit classes is defined in 23 NCAC 02D .0324 *Reporting of Student Hours in Membership for Continuing Education Classes* (a) Regularly-Scheduled Classes; however contact hours are defined in (b). Student contact hours are reported as defined in (b) Non-Regularly Scheduled Classes (3-5).

Therefore courses offered in a captive or co-opted setting must have a starting and ending date as well as a 10 percent point in regard to student membership, but must be reported as contact hours per the aforementioned references.

<u>Semester/Term</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours Excepted</u>
Spring 2008	GRD P3000 001	Digital Embroidery Design	627.25

For this class offered in a prison facility, student membership hours were incorrectly reported for budget/FTE for students who did not attend prior to or on the ten percent point of the class.

- 23 NCAC 02D .0203(a)(4) *Fees For Extension Programs*, states, in pertinent part, “Registration fees for Non-Curriculum Extension Instruction. A registration fee shall be charged for each extension class of 21 weeks or less. A registration fee shall be charged each 16 weeks for extension classes lasting longer than 21 weeks.”

<u>Semester/Term</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours Excepted</u>
Spring 2008	EMS 3044 006	Emer. Med. Tech. Basic	2,016
Spring 2008	EMS 3045 003	Emer. Med. Intermediate	1,428

Classes were scheduled longer than 21 weeks; however, in each class a registration fee was charged for only one 16-week period. Hours reflected have been reduced from those included in the preliminary report based upon the additional documentation provided with the college’s response. The hours now reflected allow the reporting of hours for students who would have re-registered and met a second census date after the initial 16 weeks of the course.

- G.S. 115D-5(b), states, in pertinent part, “...the State Board of Community Colleges may provide by general and uniform regulations for waiver of tuition and registration fees ...for training courses for volunteer firemen, local fire department personnel, volunteer rescue and lifesaving department personnel, local rescue and lifesaving department personnel...”

23 NCAC 02D .0203(a)(5) *Fees for Extension Programs*, states, in pertinent part, “Registration Fee Waivers: (A) Special Extension Training Programs. No registration fees shall be charged students enrolling for special extension training programs that directly relate to job performance set forth in G.S. 115D-5(b).”

23 NCAC 02D .0324(a)(2)(A) *Reporting of Student Hours in Membership for Continuing Education Classes*, Regularly Scheduled Classes, Definition of Student Membership, as quoted on page 6 is also applicable to this finding.

<u>Semester/Term</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours Excepted</u>
Spring 2008	EMS 3095 001	Emer. Med. First Responder	144

Three teachers were inappropriately fee waived for the Emergency Medical First Responder class.

- 23 NCAC 02C .0305(c) *Education Services for Minors*, states, in pertinent part, “A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any curriculum course one hundred level and above or any continuing education course, except adult basic skills, concurrently under the following conditions:

- (1) Upon recommendation of the chief administrative school officer and approval of the president of the college;
- (2) Upon approval of the student's program by the chief administrative school officer and the president of the college; and
- (3) Upon certification by the Chief Administrative School Officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.”

23 NCAC 02D .0325(a) *Limitation in Reporting Student Membership Hours*, states, in pertinent part, “Student hours shall not be reported for budget/FTE which result from:...(4) Enrollment of high school students not in compliance with 23 NCAC 2C .0301 and 2C .0305.”

<u>Semester/Term</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours Excepted</u>
Spring 2008	FIP 5506 701	RT General Inspection	9

Students less than 18 years of age were enrolled in the class noted and hours reported for budget/FTE when there was no verification of conditions met for concurrent enrollment.

- 23 NCAC 02D .0324(c)(1) *Reporting of Student Hours in Membership for Continuing Education Classes*, states, in pertinent part, “Classes Identified as Extension Non-Traditional Delivery. Definition. Due to the methodology by which instruction is delivered, non-traditional delivery classes are not consistent with the definitions of regularly scheduled or non-regularly scheduled classes described in this Rule. Non-traditional delivery classes are defined as those classes which are offered through media such as internet, telecourses, videocassette, and other electronic media excluding classes offered via the N.C. Information Highway.” And “ (2) For those classes identified as non-traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or a submission of examination is the basis for the determination of class membership at the 10 percent point of the class. Student membership hours in such classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of instructional hours delivered which are determined as follows: (A) Determine the number of hours of instruction delivered via non-traditional delivery; and (B) Add the number of hours of class meetings.”

23 NCAC 02D .0324(b)(4) *Reporting of Student Hours in Membership for Continuing Education Classes, Non-Regularly Scheduled Classes, Calculation of Student Contact Hours for Non-Regularly Scheduled Classes*, as quoted on Page 7 is also applicable to the following finding.

<u>Semester/Term</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours Excepted</u>
Fall 2008	EMS 3077 801	EMT Paramedic	412.5
Fall 2008	EMS 3077 001	EMT Paramedic	1,176

The noted internet classes met the definition of non-traditional delivery method classes, but were reported as non-regularly scheduled classes utilizing contact hours. Documentation of actual time in class attendance was not available to support the contact hours reported for the students.

- G.S. 115D-5(c), states, in pertinent part, “No course of instruction shall be offered by any community college at State expense or partial State expense to any captive or co-opted group of students, as defined by the State Board of Community Colleges, without approval of the State Board of Community Colleges...”

<u>Semester/Term</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Hours Excepted</u>
Fall 2008	CAS P3020 015	Operating Systems	334

The class was offered to students in a captive/co-opted setting without approval of the State Board of Community Colleges.

Recommendation: An audit exception is taken to 7,050.75 continuing education student membership hours reported for budget/FTE for continuing education classes which did not meet reporting criteria outlined in the N.C. General Statutes and Title 23 of the N.C. Administrative Code. Staff should take the necessary steps to familiarize themselves with the aforementioned references to ensure the appropriate number of student membership hours are reported for budget/FTE.

Staff should review all records reported for student membership hours for budget/FTE since Fall Semester 2008 and make any necessary adjustments.

The classes cited are listed below:

CONTINUING EDUCATION

<u>Section Number</u>	<u>Course Number</u>	<u>Semester</u>	<u>Original Hours Reported</u>	<u>Corrected Hours</u>	<u>Hours Excepted</u>
803	CAS 3020*	Spring 2008	240	213	27
005	EMS 3044	Spring 2008	4,452	4,144	308
002	HRD 3001	Spring 2008	576	432	144
801	HRD 3001	Fall 2008	480	410	70
802	WLD 3113	Fall 2008	180	162	18
803	CAS 3020*	Spring 2008	240	216	24
101	EMS 3200	Spring 2008	320	304	16
803	EDU 3022	Fall 2008	1,116	1,080	36
001	EMS 3044	Fall 2008	3,219	2,958	261
001	GRD P3000	Spring 2008	2,703	2,075.75	627.25
006	EMS 3044	Spring 2008	5,220	3,204	2,016
003	EMS 3045	Spring 2008	4,350	2922	1,428
01	EMS 3095	Spring 2008	528	384	144
701	FIP 5506	Spring 2008	81	72	9
801	EMS 3077	Fall 2008	600	187.5	412.5
001	EMS 3077	Fall 2008	1,176	0	1,176
015	CAS P3020	Fall 2008	334	0	<u>334</u>

*CAS 3020 803 (Spring 2008) –two separate issues. -51 hours.

Total Hours Excepted: 7,050.75

In addition, there were two areas of concern that merit the college’s attention and are discussed below:

Concern – Curriculum

In a review of the Cooperative Education Program, it was noted that for workbooks provided, various documentation required when reporting co-op hours for budget/FTE was either not present or completed incorrectly.

Curriculum Procedures Reference Manual, Chapter 20, Cooperative Education, states:

C. CO-OP APPLICATION AND AGREEMENTS

It is the responsibility of the college to ensure that students meet requirements to enroll in co-op (i.e., GPA, minimum credits) as well as meet the requirements of the employer.

Students must complete a Co-op Application (...) to participate in the co-op program. This application must include all information that confirms eligibility, including curriculum area, number of credits earned, GPA, etc. The eligibility information must be confirmed by the co-op director (or other designated college representative). Questions on the application must not invade the privacy of the student or discriminate in any manner. In lieu of a transcript, a document, certified by the Chief Academic Officer or Co-op Director, must be attached stating that a student has the correct number of hours and the minimum GPA.

When students have qualified for a co-op work experience, they are referred to an employer for an interview. When an employer selects a student as an employee, the Co-op Agreement (...) must be completed.

An effective co-op program depends on a good working relationship among all parties in the program-student, employer, and college. This relationship is most effective when each party fully understands its respective role, has agreed to all of the conditions of the cooperative education partnership, and complies with the terms of the Co-op Agreement. The Agreement should be such that all parties can uphold the conditions and allow for reasonable changes as well as unforeseen situations that may arise.

A copy of the most current **Job Description** must be attached to the co-op agreement.

Upon the execution of the Agreement, the employer, the college, and the student, will develop Measurable Learning Objectives (MLOs). The MLOs are agreed upon experiences the student will obtain while working (...).

D. MEASURABLE LEARNING OBJECTIVES (MLOs)

During the orientation between the employer and the student, there must be agreement on Measurable Learning Objectives (MLOs) for the work period. The MLOs must be directly related to the student's classroom studies and enhance the student's creative, problem-solving, and technical skills, as well as personal improvement. The MLOs must be developed by the first two (2) weeks of employment. ...MLO worksheets must be signed by the student, the employer, and the faculty coordinator (or co-op director).

The minimum number of MLOs that must be completed and evaluated are:

- a. 160 contact hours (1 SHC)- 1 MLO
- b. 320 contact hours (2 SHC)- 2 MLOs
- c. 480 contact hours (3 SHC)- 3 MLOs

A student may already be employed and would like to earn academic credit while working for that same employer. This should be permitted only in limited situations where there are assurances the student's co-op experience will complement the classroom experience, and that the co-op experience will be different from those the student/employee has already experienced. The college should follow all procedures for establishing an existing job as a co-op experience so that position meets all requirements for an effective, co-op learning experience. In this instance the college must:

1. Verify with the employer that the student's work level will increase as his/her skill level increases, and
2. Verify that the requirements of the curriculum are appropriate to the work activity.

These requirements continue as the co-op student takes co-op classes; the MLOs for each experience should be varied and should increase the student's skill level. The Measurable Learning Objectives Worksheet (...) must be completed and signed by the student, the employer, and the faculty coordinator (or co-op director).

Recommendation: Staff should review the aforementioned reference to ensure compliance with policies and procedures which govern the N.C. Community Colleges in regard to Cooperative Education Programs. Staff should take the necessary steps to ensure the appropriate number of student membership hours were reported for budget/FTE since Spring Semester 2009, making adjustments as necessary.

The cooperation of the president and staff during the course of the audit was appreciated.

SUBMITTED BY: Elizabeth C. Self
Amanda K. Tolar

AUDIT DATES: May 6-26, 2010

ATTACHMENT NUMBER ONE

**College of The Albemarle
FTE Calculation Worksheet/Financial Adjustment
FY 2008 – 2009**

CURRICULUM: A total of 4,866 curriculum hours were cited that require a financial adjustment:

Hours	/ 512 =	Curriculum FTE	Curriculum Value	Total Curriculum Reversion	
4,866	/ 512 =	9.50	\$4,917.35		\$46,714.83

The college should submit Form 104 to the System Office for **\$46,715.00** to resolve the exception.

CONTINUING EDUCATION: A total of 7,050.75 Continuing Education hours were cited that require a financial adjustment:

Hours	/ 688 =	Continuing Education FTE	Continuing Education Value	Total Continuing Education Reversion	
7,050.75	/ 688 =	10.25	\$4,255.64		\$43,620.32

The college should submit Form 104 to the System Office for **\$43,620.00** to resolve the exception

TOTAL FTE REVERSION TO BE SUBMITTED ON FORM 104

Curriculum Reversion	\$46,715.00
Continuing Education Reversion	43,620.00
Literacy (Basic Skills) Reversion	.00
TOTAL REVERSION	\$90,335.00

ATTACHMENT NUMBER TWO

**College of The Albemarle
SUMMARY OF CLASS VISITS FOR FY 2009-2010**

CURRICULUM

<u>Course Prefix and Number</u>	<u>Instructor</u>	<u>Location</u>	<u>Date of Visit</u>	<u>Students Enrolled</u>	<u>Attendance at Time of Visit</u>
COM 231	P. Sisk	Main Campus	5/5/10	15	11
MAT 070	W. Marquity	Edenton-Chowan Campus	5/5/10	23	2
RED 090	L. White Williams	Main Campus	5/5/10	23	<u>8</u>
Total CURRICULUM Class Visits/Program Reviews to Date:					3

CONTINUING EDUCATION

<u>Course Prefix and Number</u>	<u>Instructor</u>	<u>Location</u>	<u>Date of Visit</u>	<u>Students Enrolled</u>	<u>Attendance at Time of Visit</u>
BSP P2000	J. Froehlick	Dare Cty. Detention	5/6/10	24	- *1
BSP 2000	L. Bowman	Main Campus	5/5/10	-	3
BSP P2000	J. G. Duncan	PCI	5/6/10	24	11
CAS 3020	D. Jacobs	Main Campus	5/5/10	15	10
CAS 3060	C. Power	Ed2go	5/25/10	2	1
CJC 5020	V. Lee	PCI	5/6/10	-	- *2
EGY 3002	M. Bowden	Main Campus	5/24/10	7	3
HOS 3058	A. Suchy	Roanoke Island Campus	5/6/10	22	22
MLS 3012	Holly Trimble	Ed2go	5/25/10	1	1
NUR 3240	B. Paine	Edenton-Chowan Campus	5/5/10	9	<u>9</u>
Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:					10

*1 – Class time changed – staff aware.

*2 – Class date changed – staff aware.