

**Central Region Instructional Administrators Meeting**  
**Central Carolina Community College –June 24, 2010**

**Curriculum Records Review / Curriculum Requisites Review / Program Termination Review**

- Curriculum Records Review / Curriculum Requisites Review / Program Termination Review  
References: 23 NCAC 02C .0301, Admission to Colleges  
23 NCAC 02D .0301, Operating Budget Requests: Distribution of Funds  
23 NCAC 02D .0323, Reporting of Student Hours in Membership for Curriculum Classes  
23 NCAC 02D .0326, Budget FTE Funding  
23 NCAC 02E .0101, Program Classification  
23 NCAC 02E .0201, Curriculum Program Approvals and Terminations Title 23 NCAC 02D .0325, Limitations in Reporting Student Membership Hours  
23 NCAC 02E .0204 Courses and Standards for Curriculum Programs Operating Procedures for the Enrollment of High School Students in Community College Courses (Revised May 2008)  
Curriculum Procedures Reference Manual: Section 23: Guidelines and Definitions  
CC99-344 College ICR Data (Fiscal Year 1999-2000) Due Date: January 21, 2000  
CC04-092 Collection and Deposit of Institutional Funds  
CC04-109 Clarification of Reporting and Documenting Student Membership Hours for Distance Education Course and Course Orientation  
CC05-037 New and Expanded Distance Learning (DL) Codes  
CC06-186 Registration Fee Waivers for Department of Correction Personnel  
CC06-269 Course Requisites  
CC07-076 Courses Unique to a Concentration  
CC07-193 AMENDMENTS TO THE NC ADMINISTRATIVE CODE, EFFECTIVE AUGUST 1, 2007 (23 NCAC 02E .0204)  
CC07-202 NC Administrative Code 23 NCAC 02E .0204  
CC07-223 Lateral Entry Guidelines  
CC07-279 Multiple Curriculum Program Titles  
CC08-010 Tuition and Fee Waivers Clarification  
CC08-142 Effective Date for the Operating Procedures for the Enrollment of High School Students in Community College Courses

**\*\*\* Curriculum Requisites Review --*Exception of hours next audit year***

**Curriculum Skills Lab Review – 1) Under review; 2) Areas to be reviewed (verification of documentation of contact hours reported; referrals; overlap hours)**

- Curriculum Skills Lab Review – 1) Under review; 2) Areas to be reviewed (verification of

documentation of contact hours reported; referrals; overlap hours)

References: 23 NCAC 02D .0323(d) Reporting of Student Hours in Membership for Curriculum Classes

23 NCAC 02E .0204(1)(b) Courses and Standards for Curriculum Programs

CC00-241 Distance Education Skills Lab Activities

The numbering system for CCL starts at 050: Curriculum Skills Lab should be numbered 001 – 049.

### **Criminal Justice Certification Review**

- **Criminal Justice Certification Review**

A copy of the Pre Delivery approval letter from the Department of Justice, Criminal Justice Standards Division should be placed with the work papers. Review method of tuition payment, i.e., letters of sponsorship and/or registration and specific/ optional fees receipt. Document proof of BLET accreditation for the BLET program to include the date of approval from NCDOJ.

References: N.C.G.S. 115D-5(b) Administration of institutions by State Board of Community Colleges; personnel exempt from State Personnel Act; extension courses; tuition waiver; in-plant training; contracting, etc., or establishment and operation of extension units of the community college system; use of existing public school facilities

23 NCAC 02D .0323(b)(3) Reporting of Student Hours in Membership for Curriculum Classes

23 NCAC 02D .0324(a)(3) Reporting of Student Hours in Membership for Continuing Education Classes

23 NCAC 02D .0202(a)(7)(C) Tuition and Fees for Curriculum Programs

23 NCAC 02C .0301(b), Admissions to Colleges

CC89-31 Waiver of Fees for Firefighting, Law Enforcement and Emergency Services Personnel

CC05-232 Basic Law Enforcement Training (BLET) Update – Curriculum and Continuing Education

S03-003 Basic Law Enforcement Training (BLET) Hours for Training CC08-010 Tuition and Fee Waivers Clarification

CC08-208 Amendment to Chapter 115 B of North Carolina General Statutes: Session Law 2008-135, House Bill 1076

CC86-142 Waiver of Tuition and Fees for the Commission Mandated Basic Law Enforcement Training Program

N.C.G.S. 74C Private Protective Services

N.C.G.S. 74E Company Police Act

N.C.G.S. 115B-1 Tuition Waivers

CC99-216 Reporting Tuition Remission Data

## **Captive/co-opted Approval Review**

- Captive/co-opted Approval Review  
All captive/co-opted curriculum programs must have approval prior to delivery of instruction, to include prisons, mental institutions, community rehabilitation facilities (formerly called sheltered workshops), and nursing homes. Review curriculum programs/classes for SBCC approval and documentation related to course changes. Colleges must have a separate approval for each location.  
References: N.C.G.S. 115D-5(c)  
23 NCAC 02E .0403 Instruction to Captive or Co-Opted Groups  
23 NCAC 02D .0325(a)(8) Limitations in Reporting Student Membership Hours  
23 NCAC 02D .0325(g) Limitations in Reporting Student Membership Hours  
23 NCAC 02E .0204(1)(c) Courses and Standards for Curriculum Programs  
CC94-248 Elimination of Multi-Entry/Multi-Exit Programming in All Prison Classes  
CC94-297 No Multi-Entry/Multi-Exit Classes in Prisons-Further Classification  
CC95-201 Uniform Implementation of Special Provisions  
CC02-200 Approval of Revised Cooperative Agreement on Programming of Correctional Education  
CC06-269 Course Requisites  
CC08-067 Course Approval Process – Captive and Co-opted Groups  
CC08-120 Revised Policy Concerning Curriculum Programs for Captive / Co-opted Groups

## **Cooperative Education Program Review (COE)**

- Cooperative Education Program Review (COE)  
References: 23 NCAC 01A .0101(1)(e) Definitions  
23 NCAC 02D .0323(f)(1) Reporting of Student Hours in Membership for Curriculum Classes  
Curriculum Procedures Manual - Section 20 Cooperative Education (Work Experience)  
NCCCS Cooperative Education Work Experience Handbook

**\*\*\*Exception of hours next audit year**

## **Cooperative Education Program Review (Programs for Minors)—Innovative HS**

- Cooperative Education Program Review (Programs for Minors)  
  
References: N.C.G.S. 115C-238.50 Article 16, Optional Programs, Part 9. ***Cooperative Innovative High School***  
23 NCAC 02D .0323 Reporting of Student Hours in Membership for Curriculum Classes  
23 NCAC 02E .0204 Courses and Standards for Curriculum Programs  
S08-039 Approval of Cooperative Innovative High School Programs and Exemptions

2008 (Part I)  
 CIHSP 09-001 Approval of Cooperative-Innovative High School Programs  
 Amendments to Applications  
 CIHSP 09-001A *Approval of Cooperative-Innovative High School Programs*  
 Amendments to Applications  
 N.C.G.S.115D-20(4) Powers and duties of trustees  
 23 NCAC 02C .0305 Education Services for Minors  
 23 NCAC 02E .0602 (d) Curriculum Instructional Contract Provisions  
 Curriculum Procedures Reference Manual: Section 14 Huskins / Concurrent Enrollment  
 Cooperative Program Procedures and Section 23: Guidelines and Definitions  
 CC01-060 Clarification of Summer Session Enrollments  
 CC02-053 *Huskins Courses* and Concurrent Enrolled Students  
 CC04-184 *Enrollment of High School and Intellectually Gifted and Mature Students* in  
 Community College Courses and Programs Manual  
 CC06-249 Education Services for January High School Graduates  
 CC08-142 Effective date for the Operating Procedures for the Enrollment of High School  
 Students in Community College Courses  
 CC05-224 Cooperative Innovative High Schools Programs Applications Packet  
 CC07-134 *Learn and Earn Online*  
 CC07-155 Learn and Earn Online (L&EO)  
 CC07-100 Learn and Earn Online Courses  
 CC07-134 Learn and Earn Online  
 CC07-155 Learn and Earn Online (L&EO)  
 CC07-257 Operating Procedures Manual Revisions  
 CC08-100 Learn and Earn Online Summer  
 CC08-191 Learn and Earn Online ‘Facilitator’ Requirement for Community  
 College Courses  
 CC08-235 Learn and Earn Online (LEO) Spring 2009 Courses  
 Add “memo” regarding courses which high school students are now able to take.  
 Session Law 2009-46, House Bill 65, An Act To Reenact And Clarify The Statute  
 Authorizing Intellectually Gifted Students Under The Age Of Sixteen To Attend Community  
 College. (Effective March 1, 2009)

### **Instructional Service Agreements Review**

- Instructional Service Agreements Review  
 Reference: 23 NCAC 02E .0604 Instructional Service Agreements  
 23 NCAC 02C .0107 Establishing Service Areas for Colleges  
 CC04-173 Instructional Service Agreements (ISA)  
 CC04-219 Deadlines for Level Three Instructional Service Agreements  
 (Collaboratives) and Curriculum Instructional Contracts  
 CC06-189 Level III Instructional Service Agreements.

### **Academic Calendar(s) – 70% rule and running contact hours classes across semesters**

- Academic Calendar(s) – 70% rule and running contact hours classes across semesters

Reference: CC03-185 Community College System Calendar

### **Computer Audit Program Results – XPA**

- Computer Audit Program Results – XPA
  1. Curriculum Duplicate Class Report - XPAAE
  2. Cooperative Education - XPAA
  3. Student Course Overlap for Curriculum and Continuing Education - XPAQ
  4. Underage Students – Curriculum - XPAU
  5. Request Report – RGVE (for next year’s audit review)

References: 23 NCAC 02D .0325(b) Limitations in Reporting Student Membership Hours

CC98-362 Clarification of Continuing Education Topics (course overlaps)

CC99-235 Computerized Audit Programs

### **Carl Perkins/Tech Prep Articulation Agreement**

- Carl Perkins/Tech Prep Articulation Agreement  
Verify if the college received Carl Perkins Vocational Education funds for Tech Prep, and if so, review the student file with articulated credit requested in the Pre-Audit List to document articulated course credit given.

Reference: Carl Perkins Vocational Education Act

(<http://www.nccommunitycolleges.edu/Perkins/index.html> )

### **Self-Supporting Account Balance**

- Self-Supporting  
CC02-107 Self-Supported Curriculum Classes for Summer Term  
CC05-129 Deposit of Self-Supporting Fees  
NCCCS Accounting Procedures Reference Manual  
[http://www.nccommunitycolleges.edu/Business\\_Finance/accountingProceduresManual.htm](http://www.nccommunitycolleges.edu/Business_Finance/accountingProceduresManual.htm)

**Accountability and Audit Responsibilities of Trustees and other required reports to trustees (emphasize State Board requirements for these)**

- Attachment Pol. 9 “Accountability and Audit Procedures” Approved by the State Board of Community Colleges on January 16, 2009.

### **Records Retention and Disposition**

- Records Retention and Disposition  
Verify the status of permanent and off-site storage of archived records. It is allowable for the site to be on the campus, as long as it is a separate building from where the current files are stored.  
Note: Effective August 1, 2002, the Division of Archives and Records no longer provides microfilming services.

Reference: CC03-175 Records Retention and Disposition Schedule – Update