

# SECTION 4

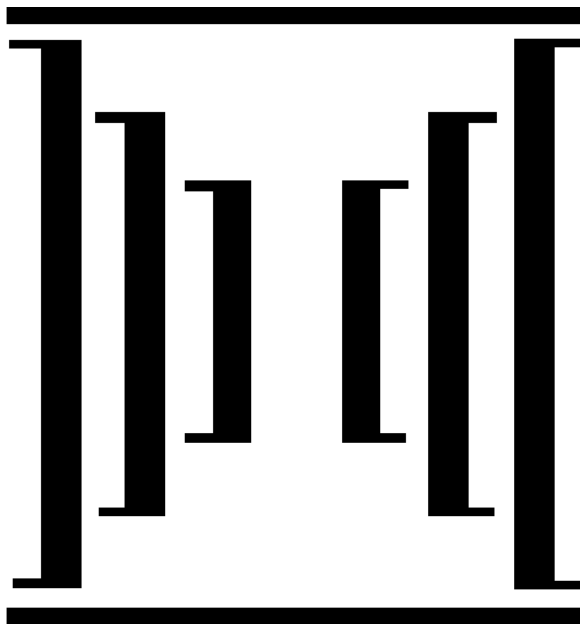
## Curriculum Program Application

### Procedures

for

### Captive/Co-opted Groups

# North Carolina Community College System



## **CURRICULUM PROGRAM APPLICATION PROCEDURES FOR CAPTIVE/CO-OPTED GROUPS**

**(Associate in Arts, Associate in Applied Science, Diploma, and Certificate)**

**Revised by State Board of Community Colleges  
September 19, 2008**

# North Carolina Community College System

## CURRICULUM PROGRAM APPLICATION PROCEDURES FOR CAPTIVE/CO-OPTED GROUPS

(Associate in Arts, Associate in Applied Science, Diploma, and Certificate)

**Revised by State Board of Community Colleges  
September 19, 2008**

The State Board of Community Colleges is authorized in 23 2E.0200 of the *North Carolina Administrative Code* (NCAC) to approve programs consistent with the System's mission and to outline procedures for colleges to follow when applying for program approval.

The mission of the North Carolina Community College System, as stated in 23 NCAC 2B.0104, is to provide adults in North Carolina with learning opportunities consistent with identified student and community needs. Colleges in the System plan, develop, and implement curriculum programs consistent with their local mission to provide learning experiences for adults and ultimately enhance the workforce of North Carolina.

Colleges seeking curriculum program approval should submit an application using the attached procedures. **All items must be completed and documented as indicated before the program can be considered for approval by the State Board.** Colleges are encouraged to contact the appropriate program coordinator at the System Office for assistance in the completion of this application.

Program applications may be submitted at any time. Completed applications received by the first working day of the month will be processed within 90 days. The approval process for applications which are received after the first working day of the month, are incomplete, or require further analysis may exceed this 90-day schedule. Since the State Board normally does not meet in June or December, application processing schedules which include these months may also exceed 90 days.

**Three copies of the application with original signatures on each copy** should be submitted to:

Senior Vice President and Chief Academic Officer  
North Carolina Community Colleges System Office  
5016 Mail Service Center  
Raleigh, North Carolina 27699-5016

## Note Concerning Instruction to Captive/Co-opted Groups

The State Board is authorized to approve courses of instruction to captive or co-opted groups, as provided for in 23 NCAC 2E.0403.

23 NCAC 2E.0403, Instruction to Captive or Co-opted Groups (as amended on April 1, 2003), states the following:

- (a) A college shall obtain State Board approval prior to providing instruction to students who are classified as captive or co-opted. Captive or co-opted groups of students are defined as inmates in a correctional facility; clients of sheltered workshops, domiciliary care facilities, nursing facilities, mental retardation centers; substance abuse rehabilitation centers; and in-patients of psychiatric hospitals. Approval by the State Board of Community Colleges shall constitute approval of the curriculum program or occupational extension course(s) and the group to be served by the college.
- (b) Instruction to captive or co-opted groups may be approved when the State Board determines that the proposed instruction for the group is not a function of the requesting agency, and the instruction is within the purpose of the community college.
- (c) Instruction to captive or co-opted groups may be approved in the form of curriculum programs or courses and occupational extension courses. State Board of Community Colleges (SBCC) approved curricula for Captive or co-opted groups shall include changes in programs of study and SBCC approved occupational extension course modifications. Physical education or work experience may not be a part of a curriculum program in a correctional setting.
- (d) Policies governing student enrollment in curriculum programs or courses and occupational extension courses shall be consistent with general college policies.

The State Board has made a commitment to ensuring that courses and programs offered in the correctional setting are held to the same quality standards and educational criteria as those offered elsewhere by the Community College System. Colleges should work collaboratively with local correction officials to design appropriate programming for inmates which meets system standards. In addition, programs which are to be offered to inmates in Department of Correction facilities must be consistent with the following definition of correctional education, as published in *The Cooperative Agreement Between the North Carolina Community College System and the North Carolina Department of Correction on the Programming of Correctional Education*, approved by the State Board of Community Colleges on September 13, 2002:

“Correctional education provided through the NCCCS shall be for the purpose of providing basic skills, occupational extension training and curriculum programs that enable offenders to enhance and maintain their personal growth and development in order that they function effectively in prison and/or in the community. All courses and programs provided through the NCCCS shall be appropriate to these purposes and shall not be designed for population control, therapy, recreation, production processes of the enterprise operations of the correction facility, or other purposes which may be legitimate objectives of DOC program efforts.” (page 4)

**North Carolina Community College System  
CURRICULUM PROGRAM APPLICATION  
for Captive or Co-opted Groups**

*Each credential granting college must complete this application*

College \_\_\_\_\_ Date \_\_\_\_\_

Captive/Co-opted Site: \_\_\_\_\_

If Prison Site: Prison Code: \_\_\_\_\_ (If DOC Site) Matrix Category: \_\_\_\_\_

Program Code: \_\_\_\_\_

Program Title \_\_\_\_\_

Credential *(Indicate the highest credential to be awarded)*

\_\_\_\_\_ AA          \_\_\_\_\_ AAS          \_\_\_\_\_ Diploma          \_\_\_\_\_ Certificate

Proposed Semester and Year of Implementation: \_\_\_\_\_

College Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Site Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Institutional Certification**

*This curriculum program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.*

\_\_\_\_\_  
(Community College Name)

*has assessed the need for this program and the resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the resources available to the college.*

\_\_\_\_\_  
*Signature, President* \_\_\_\_\_ *Date*

\_\_\_\_\_  
*Signature, Board of Trustees Chair* \_\_\_\_\_ *Date*

\_\_\_\_\_  
*Signature, Captive/Co-opted Site Manager/Prison Superintendent* \_\_\_\_\_ *Date*

*North Carolina Community Colleges System*

**CURRICULUM PROGRAM APPLICATION PROCEDURES FOR CAPTIVE OR CO-OPTED GROUPS**

*All items must be completed and documented as indicated before the program can be considered for approval by the State Board.*

**I. Program Planning**

- A. Discuss the purpose of the proposed program and how it relates to the mission and the institutional effectiveness plan of the applying college and the captive/co-opted site. Note whether the proposed program will replace an existing program or be added to current educational offerings.  
*(Please submit curriculum program termination form, if applicable.)*
  
- B. Indicate and provide documentation if the program is justified by other data or further explanation.  
*(Ex: Pre-employment training for correction enterprise or to support programming for prison expansion.)*
  
- C. Indicate the number of currently available employment openings related to this curriculum; provide the number of projected employment openings for two graduating classes, and indicate the entry-level salary range for graduates that complete this program.
  - 1. Complete the table below.
  
  - 2. Attach sources of data that were used to support the employment openings and entry-level salary information identified in the table. *(Ex: Employment Security Commission data)*

Employment Projections*	Currently Available	Projected Availability (2 years)		Entry-Level Salary
<b>Statewide</b>				
Source(s) of employment projections/labor market information (attach documentation):				

- D. Attach a list of program planning/advisory committee members, including key industry representatives and captive facility representatives, involved in the planning of this program. Indicate each member's title, place of employment, address, phone number, and, if applicable, credentials (RN, CPA, PE, RLS, etc.). **Describe the role of the committee in the development of this program application.**

- E. Contact the Southern Association of Colleges and Schools Commission on Colleges (SACS) to determine whether the addition of the proposed program requires prior approval. Based on consultation with SACS, determine if the offering of the proposed program is considered substantive in nature. Attach documentation of correspondence with SACS.

## II. Impact of the Proposed Program on Other Programs in the System (Not Applicable)

## III. Feasibility Plan

- A. Document the availability of an appropriate student population to support this program at this facility. If for a prison facility, include a letter from the prison superintendent documenting unit's program structure, availability of qualified students, and the superintendent's support of the proposed program.

	Projected Program Enrollment		
	1st Semester	2nd Semester	3rd Semester
Full-time			
Part-time			

- B. Describe the availability of appropriate facilities to house the proposed program. Attach a list of equipment that will be used to support this program.
- C. Describe the requirements for the proposed program. Indicate if any of these items are not applicable.
  1. **Admission requirements** (as related to the specific program)  
Note: Admission requirements must be the same as those for on-campus programs.
  2. **Accreditation/special approval requirements**
  3. **Clinical site requirements** (if applicable)
  4. **Faculty requirements**
  5. **Library Resources**
  6. **Licensure issues for students** (*If the program leads to licensure, specify arrangements for enabling students to take applicable exams, etc. If the program is for inmates, document what, if any, licensing limitations exist for persons with prison records.*)
  7. **Other** (as related to the specific program)

- D.** Estimate the institutional costs associated with the proposed program and indicate the totals of both start-up and ongoing costs for equipment, maintenance, and instructional costs. This should include the costs for the instructor(s).

Estimated Costs	
<b>Start-up</b> <i>(include instructor costs)</i>	\$
<b>Ongoing</b> <i>(projected yearly costs)</i>	\$

- E.** Given the estimated start-up costs and projected ongoing costs, describe the applying college's plan for obtaining the necessary funds to initiate and maintain a viable program over a three-year period. Indicate sources of revenue (State, Federal, special grant) equivalent to the summary of costs which will be used to support the proposed program.

	State (Community College)	State (Division of Prisons*)	Federal	Special Grant/Other (please specify)
Personnel				
Fringes				
Computers/ Equipment/ Other Resources				
Supplies				
Textbooks				
Furniture				
Renovation Costs				
Other (please specify)				

\*If this program is proposed for a Department of Correction, Division of Prisons facility, document that the Director of Educational Services, Division of Prisons, has been notified of these budgetary needs.

(Prior notification of the Director of Educational Services is for planning purposes only; it does not imply program approval. Once received by the System Office, the entire program application packet will be routed to the Division of Prisons for approval prior to taking it to the State Board.)

## IV. Implementation of Cooperative Plan

Describe in full the cooperative implementation plan between the college and the captive/co-opted site. The plan must include operating guidelines, the location(s) of the program, the method of guaranteeing entry of qualified students, and the designation of cost sharing (start-up and ongoing).

## V. Curriculum Design

- A. List the major job competencies used to design the curriculum.** Job competencies describe the performance skills required to perform the tasks or duties identified for the curriculum. If the curriculum is either a multi-level or multi-credential program, list the job competencies for each level. Describe the process used to identify the job competencies (DACUM, advisory committee, etc.).
- B. Attach the following documentation:**
1. the currently approved Curriculum Standard;
  2. the college's proposed Program of Study for this facility; and
  3. the college's proposed Curriculum Model (semester sequence) for this facility.

The Program of Study (Attachment 1) and the Curriculum Model for this facility should be designed using the appropriate courses listed in the Combined Course Library (CCL). The Curriculum Model should list all courses in the Program of Study sequenced by semester and include the course prefix, number, title, contact and credit hours. (For additional information, see Section 3 V.B. Curriculum Program Application Procedures, Curriculum Design).

*Note:* Numbered Memo CC08-120 documents that State Board policy as of May 16, 2008 is that a college does not have to have approval to offer a program to its regular student population to seek approval for a program to be offered in a correctional setting.

- C. State how long (in weeks) it will take a student to complete the entire curriculum program as implemented at this site. If applicable, specify any certificates and/or diplomas that will be offered under this program approval.**
- D. State the total hours of instruction per week for this curriculum as implemented at this site.**

## Program of Study Format

College Approved or Applying to Offer Program \_\_\_\_\_ Date \_\_\_\_\_

Captive/Co-opted Site: \_\_\_\_\_

If Prison Site: Prison Code: \_\_\_\_\_ (If DOC Site) Matrix Category: \_\_\_\_\_

Program Code \_\_\_\_\_  
*(Not applicable for programs new to the System)*

Program Title \_\_\_\_\_

Concentration Title \_\_\_\_\_  
*(If applicable)*

Credential *(Indicate the highest credential to be awarded)*

\_\_\_\_\_ AA      \_\_\_\_\_ AAS      \_\_\_\_\_ Diploma      \_\_\_\_\_ Certificate

Proposed Semester and Year of Implementation \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Extension \_\_\_\_\_

**Curriculum Description:**

Course Number/Title	Class	Lab	Clinic/Exp	Credits
---------------------	-------	-----	------------	---------

**I. GENERAL EDUCATION**

*Note: Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.*

**1. Required Courses**

**2. Required Subject Area**

**Humanities/Fine Arts Elective**

**Social/Behavioral Science Elective**

*General Education SHC Sub-Total*

Course Number/Title	Class	Lab	Clinic/Exp	Credits
---------------------	-------	-----	------------	---------

## II. MAJOR HOURS

**Note:** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in a degree program up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours; and in a certificate program up to a maximum of 2 semester hours.

### A. Core

**Note:** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

#### 1. Required Courses

#### 2. Required Subject Area

*Core SHC Sub-Total*

### B. Concentration (if applicable)

**Note:** A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

#### 1. Required Courses

#### 2. Required Subject Area

*Concentration SHC Sub-Total*

### C. Other Major Hours

**Note:** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in a degree program up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours; and in a certificate program up to a maximum of 2 semester hours.

#### 1. Required Courses

#### 2. Required Subject Area

*Other Major Hours SHC Sub-Total*

*Major Hours SHC Sub-Total*

Course Number/Title	Class	Lab	Clinic/Exp	Credits
---------------------	-------	-----	------------	---------

**III. OTHER REQUIRED COURSES**

**Note:** A college may require other subjects or courses to meet graduation or local employer requirements. These courses may include electives, orientation, study skills courses, or other graduation/employer requirements up to a maximum of 7 semester hours of credit in a degree program, 4 semester hours of credit in a diploma program, and 1 semester hour of credit in a certificate program. Any course in the Combined Course Library may be utilized in the "other required" area, as long as it is not a restricted or unique course. (Free electives are no longer allowed.)

**1. Required Courses**

*Other Required Courses SHC Sub-Total*

*Total Semester Hours Credit in Program*

**College Comments**

**Course Substitution**

<b>Course in Program</b>	<b>Substitute Course(s)</b>	<b>SHC</b>
--------------------------	-----------------------------	------------

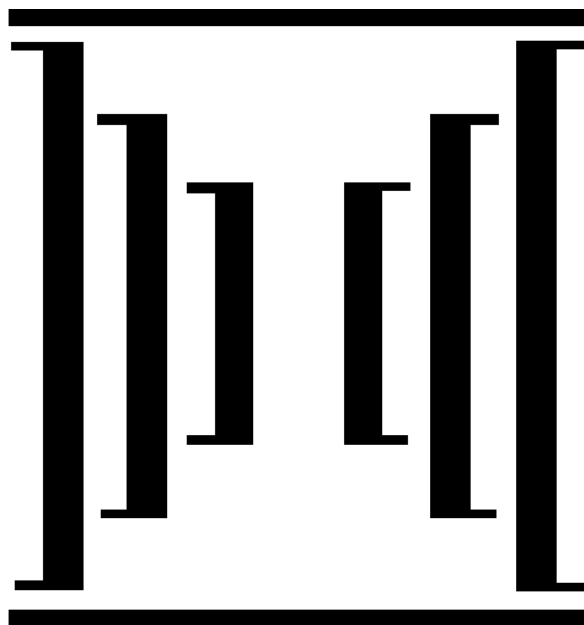
**IV. Developmental Courses**

List any developmental courses that will be offered to support this program of study at this site:

<b>Course Number/Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinic/Exp</b>	<b>Credits</b>
----------------------------	--------------	------------	-------------------	----------------

Optional Cover Page

# North Carolina Community College System



## CURRICULUM PROGRAM APPLICATION FOR CAPTIVE/CO-OPTED GROUPS

*Community College Name*

*Captive/Co-opted Site Name*

*Program Title*

*Date*