



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 19, 2003

Deadline: April 11, 2003

MEMORANDUM

TO: Basic Skills Directors

FROM: Randy L. Whitfield, Ed.D.
Associate Vice President, Academic & Student Services
Basic Skills Department

SUBJECT: Directions for Filling out Approval Forms for Basic Skills Classes in
Captive Co-opted Settings

In November colleges received numbered memorandum CC02-232 regarding an approval process for colleges to obtain State Board approval for Basic Skills programs to be offered in captive-co-opted settings. Attached is the form you were sent for each new or existing Basic Skills programs/courses delivered on or after July 1, 2003.

Some colleges have questions regarding the form and approval process; therefore, attached is also a list of directions for filling out the forms. Approval forms must be received at the System Office no later than April 11, 2003 for approval at the May State Board meeting.

If you have questions or comments, please contact Sillar Smith, Coordinator for Compensatory Education and Special Populations, at (919) 733-7051, extension 626, or e-mail at smiths@ncccs.cc.nc.us.

Thank you for your cooperation.

Attachments

c: Presidents
Senior Continuing Education Administrators

CC03-057
Email

**Directions for Filling out "Request for State Board Approval of Basic Skills
To Be Offered To Captive/Co-opted Groups"**

Fill in one approval form for all Basic Skills programs taught at each captive co-op location. (For example, if a college is teaching ABE, ESL, and GED at a local jail and CED at a sheltered workshop, the college would need to fill out two approval forms. One for ABE, ESL, and GED at the jail and one for CED at the sheltered workshop.)

Fill in the contact information at the top. (community college, contact person, title and telephone number.

Fill in the following sections:

1. Type of Instruction
 - Check all programs to be taught.
 - List proposed implementation date(s) by month, day and year.
2. Captive or co-opted group to receive instruction
 - Check type of captive co-op group to receive instruction.
 - If the facility is one for inmates in a DOC facility, list the name of the facility and the 4-digit prison code and matrix classification.
3. Basic Skills
 - Master Course List Number: BSP 2000
 - Master Course List Title: Basic Skills Program (ABE, ESL, CED, GED, AHS)
 - Recommended Hours for Course on Master Course List: Put number of hours per semester or year -- you may have a total of no more than 1500 hours per class (combined total of all classes taught may be more than 1500).
 - Local Title: Add local title or put Basic Skills or ABE, ESL, CED, GED, or AHS
 - Length of each class meeting (in hours): List maximum number of hours that the class would meet. (Example: If your class is going to be 2 hours per meeting, but you could offer it 5 hours per meeting, list it as 5 hours. That way, you will not have to get Board approval if you decide to increase the number of hours.)
 - Number of weekly class meetings: List maximum number of meetings per week. (Example: If your class is going to be meeting 3 days a week, list 5 days. That way, you will not have to get Board approval if you decide to increase the number of hours.)
 - Total hours of instruction for the course: You may have a total of no more than 1500 hours per class (combined total of all classes taught may be more than 1500).
4. Approvals
 - Get approvals from president and local board chairperson. If the class is in a correctional facility, get the signature of the local unit superintendent/chief officer.

Send the following to the Vice President for Academic & Student Services, North Carolina Community College System, 5016 Mail Service Center, Raleigh, NC 27699-5016:

1. Two copies of the request form with original signatures on each copy;
2. A course plan with an outline, specific learning objectives stated, and an evaluation method;
 - See attached sample of course plan/outline and learning objectives.
 - Evaluation method: Describe Basic Skills assessment used (CASAS, TABE, BEST, AMES, or ABLE) and when pre/post-testing occurs.
3. A completed form for each course for each captive/co-opted facility.

Sample Course Plan/Outline and Learning Objectives

The following are three objectives for all Basic Skills programs:

- 1) Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency;
- 2) Assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children; and
- 3) Assist adults in the completion of a secondary school education.

- Adult Basic Education (ABE) is a program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job or in the family. Students will be taught by instructors using a variety of methods and materials.
- General Educational Development (GED) is a program of instruction designed to prepare adult students to pass the GED tests that lead to a high school diploma equivalency. The tests are Language Arts, Writing; Language Arts, Reading, Mathematics, Science, and Social Studies.
- Adult High School (AHS) is a program of instruction offered cooperatively with local public school systems to help adults earn an Adult High School Diploma. Course outlines and objectives will be aligned with the *Adult High School Diploma Program Course of Study*.
- Compensatory Education (CED) is a program to compensate adults with mental retardation who have not had an education or who have received an inadequate one. The program requires specialized diagnosis and consists of specially designed curriculum. The program goals of the Compensatory Education program are to help these individuals acquire the basic skills and abilities needed to (1) become more independent and self directed and (2) meet and manage community, social, work, and personal adult responsibilities. The course outline to be used is the one from the *Compensatory Education Course of Study*.
- English as a Second Language (ESL) is a program of instruction designed to help adults who are limited English proficient achieve competence in the English language. Students will be taught by instructors using a variety of methods and materials.

**REQUEST FOR STATE BOARD APPROVAL OF
BASIC SKILLS TO BE OFFERED TO
CAPTIVE/CO-OPTED GROUPS**

Requesting Community College: _____

Appropriate College Contact Person: Name: _____

Title: _____ Phone number: _____

Appropriate Facility Contact Person: Name: _____

Title: _____ Phone number: _____

1. Type of Instruction:

- Adult Basic Education Compensatory Education English as a Second Language
 Adult High School GED

Proposed Implementation Date (specify month, day and year): _____

2. Captive or co-opted group to receive instruction:

- Inmates in a correction facility
Specify type of correctional facility (check one):
 Department of Correction (DOC) facility
 Private facility
 Federal facility
 Local jail

Name of facility: _____

4-digit Prison Code: _____ Matrix Classification: 1 2 3 4

Military personnel on military bases when classes are designed exclusively for military personnel

- Clients of mental retardation centers Clients of sheltered workshops
 Clients of domiciliary care facilities Clients of nursing facilities
 Clients of substance abuse rehabilitation centers In-patients of psychiatric hospitals

Name of facility: _____

3. Basic Skills

Master Course List Number: _____

Master Course List Title: _____

Recommended Hours for Course on Master Course List: _____

Local Title: _____

Length of each class meeting (in hours): _____

Number of weekly class meetings: _____

Total hours of instruction for the course: _____

4. Approved by the Local President, Board of Trustees, and Local Unit Superintendent

President

Date

Chairman, Board of Trustees

Date

Local Unit Superintendent/Chief Officer

Date

INSTRUCTIONS FOR COMPLETING THE
REQUEST FOR STATE BOARD APPROVAL OF
EXTENSION COURSES TO BE OFFERED TO
CAPTIVE/CO-OPTED GROUPS

- A. A completed form includes the following:
1. Two copies of the form with original signatures on each copy should be submitted to:

Vice President for Academic and Student Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, North Carolina 27699-5016
 2. A course plan with an outline, specific learning objectives stated, and an evaluation method by which the student's progress is measured.
 3. Complete a form for each extension course for each captive/co-opted facility.
- B. Extension courses offered to captive groups shall be implemented in accordance with criteria identified in NCAC 2E.0403.
- C. Extension courses shall be classified in accordance with the list of courses in the current Master Course List.
- D. For reporting system requirements, refer to the Institutional Class Report - Extension FTE Reporting Instructions (Report NCCCS7-3E).
- E. Approval of the requested course offering by the State Board of Community Colleges shall constitute approval to offer the extension course in the designated captive/co-opted facility.