MEMORANDUM

TO: Continuing Education Senior Administrators

FROM: Margaret Roberton, Director
       Workforce Continuing Education – Training & Standards

RE: CCL Continuing Education CCL Update

In an effort to maintain relevant course titles and descriptions a review of current titles and descriptions was recently completed. This review resulted in the updating of a number of CE course titles and descriptions to better reflect workforce needs and course intent as well as general cleanup of syntax. No changes were substantive in content in such a manner as to alter the original intent of the course.

In addition to updating titles and descriptions several data elements were added to the course files. These data elements include:

1. **Classification of Instructional Programs (CIP)** – classification system of academic disciplines at institutions of higher education. This organizational syntax of a six-digit code for instructional programs supports accurate tracking, assessment and reporting of fields of study and program activity. Example: CIP: 46.0201 references Carpentry/Carpenter under the Construction Trades program area (46).

2. **NC SBCC Tiered Funding Designation** – instructional FTE allocations are calculated on a tiered-funding basis. Courses are designated in Tier 1, Tier 2 or Tier 3 based on specific guidelines. Continuing Education courses are either Tier 2 or Tier 3 designated. Tier 2 a) all Basic Skills budget FTE, and b) budget FTE associated with designated continuing education (OE) courses that are scheduled for 96 hours or more and are mapped to a third-party credential, certification, or industry-designed curriculum. Tier 3 includes all other continuing education (OE) budget FTE.

*These additional data elements do not currently impact any reporting requirements.*

While the CIP information will be viewable from the SECT form, the tier funding level information is not yet available at SECT. The Colleague label for CIP on CRSE and SECT is "National ID". Until the SECT form is updated through the System Office change process this information would only be available through reports generated with tools like Informer.

**Relevant actions related to these changes:**

**System Office**

Utilize XUDC process to update files in the Common Course Library to include Title and Description fields, as well as the addition of CIP and Tier Funding level data elements.

**Local College**

Utilize XUIC process to pull down Course level changes to CE titles and descriptions as well as the addition of CIP and Tier Funding level data elements. Update local versions of CCL courses to reflect changes and additions. The System Office is working to develop a utility to update local copies built (COCO) from the CCL course files.

The process of downloading these courses will begin on March 6, 2014. These changes will not impact Institutional Class Report (ICR) submission but in an effort to have all element information up-to-date changes should be made by April 30, 2014.

Please share this information with the appropriate staff at your college. If you have questions, please call or email either:

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