



# North Carolina Community College System

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2019 Career Credit Leadership Institute

## North Carolina Community College Adult Education Association

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## References

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- North Carolina General Statutes
- State Board of Community Colleges Code
  - State Board Numbered Memoranda
  - [2017-2018 NC CCR Assessment Manual](#)
- College
  - Policies & Procedures
  - Catalog & Publications





## Compliance Review Process

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- ❖ Compliance Examiner College Assignments
- ❖ Timeframe for Conducting a Compliance Review
- ❖ Compliance Results Written As
  - Coaching Letter
    - ✓ Recommendations
  - Compliance Report
    - ✓ Minimal Material Finding
    - ✓ Material Finding with Reversion of Funds

Reference CC15-036, Compliance Review Reports and Reversions, page 2.



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## Preparing for a Continuing Education Compliance Review

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- Maintain a copy of the Compliance Review Check List provided at the time the review is conducted.
  - Provides a summary of documentation needed for a compliance review for all areas reviewed.
  - Use the check list as a guide to maintain class documentation throughout the year.



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## New Areas for Review FY 2019-2020

### **Career and College Promise, Career Technical Education Pathways, Workforce Continuing Education Pathway: (Juniors and Seniors)**

Reference: North Carolina General Statutes Chapter 115D. Community Colleges § 115D-20. Powers and duties of trustees

(4)a.2 - Academic transition pathways for qualified junior and senior high school students that lead to a career technical education certificate, diploma, or State or industry-recognized credential and academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in (i) industrial and engineering technologies, (ii) agriculture and natural resources, or (iii) transportation technology.



## New Areas for Review FY 2019-2020

### **Career and College Promise Cont.**

d. High school students 16 years and older may be permitted to take noncredit courses, except adult basic skills, subject to rules promulgated by the State Board of Community Colleges.





## New Areas for Review FY 2019-2020

### **Career and College Promise Cont.**

Reference: Curriculum Procedures Reference Manual, Section 14

#### Eligibility

1. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee (assessment scores should be considered); *and*
2. Have received career pathway information outlining program requirements for completion of WCE pathway.
3. Be a high school junior or senior.



#### Program of Study

1. Must have System Office approval prior to implementation.



## New Areas for Review FY 2019-2020

### **Career and College Promise Cont.**

#### Maintaining Eligibility

1. Continue to make progress toward high school graduation, and
2. Continue to make progress toward successful completion of the Workforce Continuing Education pathway as defined within the syllabus.

A student who doesn't meet these criteria will be subject to the college's policy for satisfactory progress.



## New Areas for Review FY 2019-2020

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### Career and College Promise Cont.

#### Other Requirements

- A WCE student is not required to demonstrate college readiness on an assessment or placement test to be eligible for WCE pathways. However, *some courses may have pre-requisite requirements which must be met*. When this is the case, the student should demonstrate college readiness via an approved assessment or placement test prior to enrolling in the course. Students are encouraged to complete college readiness assessments prior to entry to the WCE pathway. *CCP students may not enroll in developmental courses.*



## New Areas for Review FY 2019-2020

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### Career and College Promise Cont.

- *With approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student may concurrently enroll in:*
  - a. Two Workforce Continuing Education Pathways*
  - b. One College Transfer Pathway and one Workforce Continuing Education Pathway or*
  - c. One Career Technical Education Pathway and one Workforce Continuing Education Pathway*

Other References: G.S. 115D-5(b)(12); 1E SBCCC 800 Waivers; 1D SBCCC 300.4



## New Areas for Review FY 2019-2020

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Tuition and Registration Fee Waiver Reference Guide – Revision Effective September 18, 2017 (CC17-044)

Session Law 2017-57 amended NCGS §115D-5(b)(12) to expand waiver eligibility from curriculum courses to all courses taken by high school students at community colleges in accordance with NCGS §115D-20(4). The tuition remission discount/AR codes chart has been updated to include the new discount code of CECCP.

Tuition and Registration Fee Waiver Reference Guide –October 29, 2018, Revision (CC18-053)



## New Areas for Review FY 2019-2020

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### **Continuing Education – Work-based Learning**

*References 1D SBCCC 300.10 – “Work-based Learning”; Numbered Memorandum CC18-041*

#### Types may include:

- Paid or unpaid internship
- Pre-apprenticeship
- Practicums required for a state-regulated or industry-recognized credential



## New Areas for Review FY 2019-2020

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### Course Criteria

- Twenty (20) hours minimum instructional hours
- Must include a student orientation four instructional hours and a post-training student and employer evaluation component not to exceed two instructional hours.
- Class hours may be reported as regularly or non-regularly scheduled.
- WBL course must be linked to a Workforce Continuing Education course that meets the following criteria:



## New Areas for Review FY 2019-2020

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### Course Criteria Cont.

- (A) Is aligned with the skill development practiced in the work experience environment as identified in the Measurable Learning Outcomes (MLO) defined in 1D SBCCC 300.10(f)(6)(C);
  - (B) Scheduled for 96 instructional hours or more; and
  - (C) Leads to a state-regulated or industry-recognized credential.
- Colleges must develop and implement local procedures to ensure compliance with the Work-based Learning criteria.



## New Areas for Review FY 2019-2020

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### Student Eligibility Criteria

- Must meet then-current age and employment requirements referenced in G.S. 95-25.5.
- Must be enrolled in a Workforce Continuing Education course meeting the criteria specified in 1D SBCCC 300.10(c)(4).
- Must have completed at a minimum 48 instructional hours within the Workforce Continuing Education course prior to entering the Work-Based Learning experience.
- Must submit an application for placement in a course section and meet course requirements.
- Must meet all job-specific requirements of the employers.



## Updated Area for Review

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Clinical Practice

Reference: 1D SBCCC 300.9

Memorandum

Clarification for Continuing Education Clinical Experience  
Documentation



## Identified Risk Areas Coaching Recommendations

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- Documentation of course instructional pay to include class hours covered by full time instructors, Professional Service Agreements, and Ed2Go was not available for all course files reviewed.
- Documentation to verify contact hours reported for non-regularly scheduled courses was often incomplete or inconsistent with the number of hours reported for budget FTE.
- Documentation of payment of student course registration fees by third parties/sponsors was unclear for the course files reviewed.
- Agency affiliation and job titles qualifying students for fee waivers were not consistently listed for all students.



## Identified Risk Areas Coaching Recommendations

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### References

- 1E SBCCC 200.2 Time Due, Deferred Payment, Failure to Pay
- 1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes
- 1G SBCCC 100.99 Budget FTE Funding



## Minimal Material Finding

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### **Continuing Education Records Review – Instructor Signature**

- o There was no instructor signature on two (2) occupational extension courses reviewed.

### **Reference**

1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes (a)(5)



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## Minimal Material Finding

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### **Continuing Education Records Review – Students in Attendance at the Census Date**

- Class hours were reported for budget FTE for students who did not attend one or more classes held prior to or on the 10 percent point in the class.

### **Records Review – Non-Regularly Scheduled Course with Hours Miscalculated**

- Contact hours were miscalculated and reported for budget FTE without proper documentation.



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## Minimal Material Finding

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### Records Review – Scheduled Course Hours

- Scheduled class hours on the attendance record were inconsistent with the number of hours reported on the ICR.

### Reference

1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes

