



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans
President

24 July 2018

IMPORTANT INFORMATION

MEMORANDUM

- TO:** Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties
- FROM:** Q. Shanté Martin, *NCCCS General Counsel*
- RE:** **Substantive Changes - Proposed Adoption of 1D SBCCC 300.9 – “Clinical Practice”**

On 22 May 2018, the State Board of Community Colleges (“SBCC”) provided public notice that it initiated the rulemaking process to adopt the following rule:

1D SBCCC 300.9 – “Clinical Practice”

The SBCC received public comments on the above rule through 21 June 2018. After consideration of the public comments, the SBCC is proposing changes to the proposed rule to adopt 1D SBCCC 300.9 – “Clinical Practice.” The changes to the proposed adoption would constitute a substantive change under 3B SBCCC 100.2(l) and 300.1. The SBCC is addressing potentially ambiguous language and providing language to mirror the language for the reporting of student hours for curriculum classes in 1G SBCCC 200.93(g), lines 17-18.

The proposed adoption including the substantive changes are published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the proposed rule, with the substantive changes indicated, is attached to this memorandum. The items highlighted are the changes that the SBCC approved. “Strikeouts” indicate deletion of prior suggested language and “underlines” indicate the proposed addition of language. Please post a copy of the proposed rule with the substantive changes in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed substantive changes. Please note that any person who submits a public comment on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the substantive changes must be received by no later than 5:00 p.m. on Tuesday, 31 July 2018.** Written comments shall be directed to the following email address: publiccomments@nccommunitycolleges.edu or via postal mail at Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001. Thank you for your attention to this matter.

CC18-027
E-mail Copy

Attachment

1D SBCCC 300.9 is proposed for adoption as follows:



1 **State Board of Community Colleges Code**
2 **TITLE 1 – COMMUNITY COLLEGES**

3
4 **CHAPTER D. EDUCATION**

5
6 **SUBCHAPTER 300. CONTINUING EDUCATION**

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8 **1D SBCCC 300.9 Clinical Practice**

9 (a) Definition. Clinical practice is a structured, staff-directed learning experience in a
10 health occupation related course designed to develop job skill proficiency.

11 (b) Clinical practice is only approved for health occupation related courses listed in the
12 Combined Course Library that have a clinical component detailed in the course
13 description approved by the State Board of Community Colleges.

14 (c) A qualified faculty member, clinical instructor, or preceptor, as defined by the program
15 related approving body, shall supervise clinical practice.

16 (d) Clinical hours per course section shall not exceed a licensing agency or accrediting
17 body requirements.

18 (e) Clinical experience shall earn budget FTE at the 100 percent rate for student
19 membership hours. Colleges shall report these hours consistent with standards set
20 forth in 1G SBCCC 200.94.

21 (f) ~~Colleges must maintain standardized documentation for the clinical portion of the~~
22 ~~class for each student. Documentation shall include at a minimum the following:~~

23 ~~(1) Total number of clinical hours required for licensing or accreditation;~~

24 ~~(2) Schedule with date and times of clinicals;~~

25 ~~(3) Name of the student;~~

26 ~~(4) Name and signature of faculty member, clinical instructor, or preceptor responsible~~
27 ~~for the clinical supervision.~~

28 ~~(5) If the clinical experience is offered as non-regularly scheduled as defined in 1G~~
29 ~~SBCCC 200.94(b), the documentation shall include clinical dates and hours of~~
30 ~~actual attendance and total number of clinical hours completed.] College personnel~~
31 ~~shall make documentation verifying student participation in clinical practice~~
32 ~~available for compliance purposes.~~

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History Note: Authority G.S. 115D-5;

Eff. _____.