



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Thomas A. Stith, III*

*President*

**NUMBERED MEMO CC22-018**

**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, Continuing Education Officers, Financial Aid Officers, Personnel Directors, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

**FROM:** Tawanda Foster Artis  
NCCCS General Counsel

**RE:** Proposed Repeal of 1B SBCCC 400.4 – Provisions of Information to System Office

**DATE:** March 23, 2022

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The State Board of Community Colleges (“SBCC”) has initiated the rulemaking process to repeal **1B SBCCC 400.4 – Provisions of Information to System Office**. This action would delete the previous sections in the State Board Code on data governance and information technology reporting. Those sections are proposed for recodification in the Proposed Adoption of 1B SBCCC Subchapter 700—Information Security Program.

**The proposed repeal is published on the NC Community College System's website, [www.nccommunitycolleges.edu/sbcccode](http://www.nccommunitycolleges.edu/sbcccode).** For your convenience, a copy of the proposed repeal is attached to this memorandum. Please post a copy of the proposed repeal in prominent places so that all individuals affected by the proposed change will be informed.

Any member of the public has the right to submit written comments on the proposed subchapter repeal. 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 proposed**

**subchapter repeal must be received by no later than 5:00 p.m. on April 22, 2022.**

Any member of the public has the right to request a hearing on the proposed repeal.

**Requests for a hearing must be received by no later than 5:00 p.m. on April 7, 2022.**

Written comments and requests for hearing shall be directed to the following address:

Tawanda Foster Artis, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC

27699-5001 or by **email to [publiccomments@nccommunitycolleges.edu](mailto:publiccomments@nccommunitycolleges.edu)**. Thank you

for your attention to this matter.

CC22-018

E-mail Copy Attachments



# State Board of Community Colleges Code

## Notice of Proposed Rulemaking Form

Date: March 23, 2022

<b>Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed</b>	Repeal of 1B SBCCC 400.4 – Provisions of Information to System Office
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Specify whether the SBCC proposes to adopt amend, or repeal a rule:

Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
		X

<b>Rationale for proposed adoption, amendment, or repeal:</b>	This action would delete the previous sections in the State Board Code on data governance and information technology reporting. Those sections are proposed for recodification in the Proposed Adoption of 1B SBCCC Subchapter 700—Information Security Program.
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<b>Proposed Effective Date of Rule</b>	June 1, 2022
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1 State Board of Community Colleges Code



2  
3 Title 1 – COMMUNITY COLLEGES

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5 CHAPTER B. COLLEGE OPERATIONS

6  
7 ~~1B SBCCC 400.4~~ PROVISION OF INFORMATION TO THE SYSTEM OFFICE

8 (a) ~~Purpose. To ensure the quality of educational programs, to promote the systematic~~  
9 ~~meeting of educational needs of the State, and to provide for the equitable~~  
10 ~~distribution of State and federal funds to the several institutions, the State Board~~  
11 ~~must have timely access to accurate data that is comparable across institutions.~~  
12 ~~The purpose of this policy is to establish rules governing the consistent collection~~  
13 ~~and reporting of data to fulfill reporting requirements, assess compliance, and to~~  
14 ~~evaluate education programs.~~

15 (b) ~~Annual Reporting Plan. No later than May 1st of each year, the System Office shall~~  
16 ~~publish the Annual Reporting Plan for the upcoming fiscal year. This plan shall~~  
17 ~~include a list of information requirements, associated deadlines, and a description~~  
18 ~~of how the System Office will use the information. If a requirement involves~~  
19 ~~transmission of raw data, the plan shall also include an appendix listing the data~~  
20 ~~elements collected. The System Office may amend the plan, as needed, provided~~  
21 ~~colleges are provided notice of at least 20 business days for any newly added~~  
22 ~~requirement.~~

23 (c) ~~Data Governance Committee.~~

24 (1) ~~The Data Governance Committee shall approve definitions for data elements~~  
25 ~~used throughout the North Carolina Community College System (NCCCS) and~~  
26 ~~identify issues the System Office should consider when determining an effective~~  
27 ~~date for implementation. Once the System Office determines an implementation~~  
28 ~~effective date, the definition and effective date shall be published in the NCCCS~~  
29 ~~Data Dictionary published on the NCCCS website. The Data Governance~~  
30 ~~Committee may also provide recommendations on data entry processes and~~  
31 ~~other best practices that promote data quality. The System Office shall provide~~  
32 ~~guidance to colleges on definition implementation.~~

1 ~~(2) The Data Governance Committee shall be composed of the following members,~~  
2 ~~each of whom shall serve for a three-year term:~~

3 ~~(A) One College President, who will serve as Chair, appointed by the President~~  
4 ~~of the North Carolina Association of Community College Presidents~~  
5 ~~(NCACCP).~~

6 ~~(B) One Instructional Administrator appointed by the President of the North~~  
7 ~~Carolina Association of Community College Instructional Administrators~~  
8 ~~(NCACCIA).~~

9 ~~(C) One Continuing Education Administrator and one Basic Skills Director~~  
10 ~~appointed by the President of the North Carolina Community College Adult~~  
11 ~~Educators Association (NCAEA).~~

12 ~~(D) One Student Development Administrator appointed by the President of the~~  
13 ~~Student Development Administrators Association (NCSDAA).~~

14 ~~(E) One Chief Financial Officer appointed by the North Carolina Association of~~  
15 ~~Community College Business Officers (ACCBO).~~

16 ~~(F) Three Institutional Research/Institutional Effectiveness Officers appointed by~~  
17 ~~the Community College Planning and Research Organization (CCPRO).~~

18 ~~(G) One Chief Information Officer appointed by the Chief Information Officer~~  
19 ~~Association (CIOA).~~

20 ~~(H) One representative appointed by the Institutional Information Processing~~  
21 ~~System Users Group (IIPS).~~

22 ~~(I) The designee of the North Carolina Community College System President.~~

23 ~~(J) A designee from each System Office division appointed by the division Vice~~  
24 ~~President.~~

25 ~~Current members serving on the Data Governance Committee as of the effective~~  
26 ~~date of this rule shall serve the remainder of their terms. Thereafter, as terms~~  
27 ~~expire, or when a vacancy occurs prior to the expiration of a term, members of~~  
28 ~~the Data Governance Committee shall be appointed in accordance with this rule.~~

29 ~~(3) Excluding System Office designees, no member of the Data Governance~~

1 Committee, shall serve more than two consecutive terms of three years on the  
2 Committee. This limitation does not prohibit an individual from serving future  
3 terms after a period of non-service of at least one year.

4 ~~(4) The Data Governance Committee shall notify colleges of proposed data element  
5 definitions and shall provide for a period of no less than 10 business days from  
6 the date of notification during which colleges may provide comments on the  
7 proposed data element definitions.~~

8 ~~(d) Reports. The trustees and the president of each college are responsible for ensuring  
9 information outlined in the Annual Reporting Plan and any ad hoc information  
10 requirements requested by the System Office are provided in a timely manner and  
11 in the format prescribed by the System President. Required data elements shall  
12 conform with the NCCCS Data Dictionary, where applicable.~~

13 ~~(e) Reporting Accountability. The System Office shall provide annually to each college  
14 president a summary of the college's compliance with this rule for information  
15 requirements on the Annual Reporting Plan. The summary shall include whether  
16 information was complete, conformed to the definitions in the NCCCS Data  
17 Dictionary (if applicable), and provided by the deadline. The System Office shall  
18 provide implementation assistance to colleges struggling with compliance. Refusal  
19 to provide information in accordance with the Annual Reporting Plan or failure to  
20 remedy a multi-year pattern of submitting late, incomplete, or non-conforming  
21 information shall constitute non-compliance under 1H SBCCC 200.2(a)(4).~~

22  
23 *History Note: Authority G.S. 115D-5.*

24 *Eff. [October 1, 2018](#)*

25 *Repealed Eff: \_\_\_\_\_*