



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

PEP Memorandum # 6

To: Presidents

From: Sharon Morrissey, Senior Vice President and Chief Academic Officer
NC Community College System

Subject: Update - Expedited State Board of Community Colleges Approval/Termination of
Prison Education Courses

Date: July 1, 2011

The purpose of this memo is to give an update and/or clarification on the following issues:

- 1) The expedited SBCC approval process for prison Continuing Education courses
- 2) The expedited termination process for prison Curriculum programs
- 3) Curriculum “teach out “ issues related to the closing of prison Curriculum programs

Details follow:

1) Expedited Approval Process— Captive/Co-opted (Prison) Continuing Education Courses for July 2011

As stated in previous memos, we are using an expedited process for colleges to obtain approval for prison education courses affected by recent legislation. Colleges are not required to submit the standard captive approval forms. The Joint Confirmation Form submitted to the Department of Correction will serve as your college’s request for State Board approval for any course listed that has not been previously approved by the Board.

These requests will automatically be sent to the State Board for action on July 15, 2011, with a request for retroactive approval to July 1, 2011. No further action is required by colleges to request approval.

In coming weeks, System Office staff will work with college staff to ensure that appropriate data are entered electronically to populate the state-level approval database, as some of this data can only be entered at the college level. This will not affect the approval process. (Please note: this expedited SBCC approval process is for this transition period only. Colleges seeking new course approval in the future should use the standard captive approval process.)

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2) Expedited Termination Process – Captive/Co-opted (Prison) Curriculum Programs

An expedited captive program termination form will be sent to colleges in July. This expedited form will be used for captive termination requests resulting from recent Department of Correction action.

The expedited form will cover all program termination requests on one form (separate forms will not be required per program) and will require only the signature of the college president. These termination requests will be acted on by the System President and reported to the State Board in the future. This process will allow for an expedited clean up of the captive/co-opted approval records. The goal is to process the termination of all prison curriculum program approvals on the books except for those still supported by the Department of Correction (Foodservice Technology, Cosmetology, and Barbering). Details will be forthcoming. No further action is required at this time.

3) Identification of Curriculum “Teach Out” and Related Issues Due to Program Closings

If your college has been asked to close a Curriculum certificate, diploma or associate degree program in the prison, it is incumbent upon the college to identify if there are any resulting “teach out” or other issues that need to be addressed. The most appropriate persons to consult are the college’s Chief Academic Officer and the Southern Association of Colleges and Schools (SACS) contact. If issues are identified, or if you have questions, please contact Tracy McPherson at the System Office (mcphersont@nccommunitycolleges.edu or 919-807-7117) as soon as possible to determine if the Department of Correction and the System Office can assist in the resolution of these issues. Remember, effective July 1, 2011, the Department of Correction has only committed to paying for inmate tuition in Foodservice Technology, Barbering, and Cosmetology programs where these programs are currently approved.

If you have additional questions, please contact the following members of the Prisoner Education Program (PEP) state team:

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