



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

**MEMORANDUM**

DATE: January 28, 2008

TO: Planners

FROM: J. Keith Brown  
Associate Vice President, Planning, Accountability, Research & Eval

SUBJECT: Submission of Completer/Non-Completer and Employer Satisfaction  
Survey Data

Performance Measures and Standards requires colleges to survey program completers and non-completers (early leavers) annually. In addition, the Critical Success Factors report requires colleges to survey employers annually. These data are submitted to the Planning and Research section of the North Carolina Community College System Office in February of each year. We are now in the process of collecting these data from the colleges.

Attached to this email you will find an Excel spreadsheet that is to be used in submitting your data. DO NOT modify the spreadsheet in any manner, as this will cause problems in the data compilation at the System Office. You will notice areas in blue that may look strange if you are not familiar with Excel. These are cells in which formulas have been inserted. Once you have entered your data, the formulas will perform the appropriate calculations for you to review. DO NOT modify the formulas.

The due date for these data is **February 15**.

If you have any questions regarding this requirement, please contact me.

Attachment

c: Presidents

CC08-024  
Email Only

**Non-completer Survey: For each item enter the total number of responses for that item. Do not alter this spreadsheet in any way other than entering data. Formulas are predefined to perform calculations...DO NOT ALTER FORMULAS**

College Name

Name of person completing this report

Total number of noncompleters from 2006-07

Total number of noncompleter surveys sent

Total number of noncompleter surveys returned  #DIV/0!

	Yes	No	Not Sure	
1. Do you plan to reenroll at this community college during the next year?	<input type="text"/>	<input type="text"/>	<input type="text"/>	#DIV/0!

2. Which of the following best describes why you are not currently enrolled at this community college? ( <i>enter the number of responses for each item</i> )	Number of Responses
Accomplished my reasons for attending	<input type="text"/>
Schedule conflicts	<input type="text"/>
Courses that I need are not currently being offered	<input type="text"/>
Attending another community college or university	<input type="text"/>
Work conflict	<input type="text"/>
Financial reasons	<input type="text"/>
Family/personal reasons	<input type="text"/>

Other	
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*Enter the total number of responses for each category of response:*

	Don't Know (0)	Very Dissatisfied (1)	Dissatisfied (2)	Satisfied (3)	Very Satisfied (4)	
3. Quality of instruction in program area courses						#DIV/0!
4. Quality of instruction in other courses						#DIV/0!
5. Overall quality of academic programs						#DIV/0!
6. Quality of:						#DIV/0!
Academic Advising						#DIV/0!
Learning Resources Center						#DIV/0!
Registration						#DIV/0!
Admissions						#DIV/0!
Student Activities						#DIV/0!
Campus Security						#DIV/0!
7. Overall quality of the college						#DIV/0!

8. Are you currently employed or pursuing education at another community college or university?	Number of Responses
Employed	
Enrolled at another community college or university	
Neither	

9. If you were to begin again would you choose to attend this community college?	Yes	No	Not Sure	
				#DIV/0!

