NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
R. Scott Ralls, President

May 13, 2008

MEMORANDUM

TO: Community College Presidents

FROM: Saundra W. Williams
            Vice President for Administration

SUBJECT: College Information System Issues Updates

At the Winter meeting of the Presidents Association, it was determined that every other month the System Office should send to the presidents an update concerning CIS issues.

Attached you will find the first of these updates on issues related to curriculum, continuing education and basic skills. Please share this information with the appropriate staff at your colleges.

If you have any questions, please feel free to contact me at 919-807-6976 or swilliams@nccommunitycolleges.edu.

SWW:sh
Attachment
CC: Mr. Fred Williams
        Mr. Kennon Briggs
        Dr. Delores Parker
        Ms. Willa Dickens
        Mr. Bob Blackmun

CC08-115
Email Only

COLLEGE INFORMATION SYSTEM ISSUES UPDATES
MAY 7, 2008

CURRICULUM (CU) ISSUES

Combined Course Library
The Combined Course Library (CCL) Change Management Group is completing the business requirements for the functionality of the CCL. Currently, the group is reviewing a list of 115 business requirements. Once approved by the team, the development of a more complete timeline and detailed specifications will begin.

Data Quality and Training
Several sets of classes have been offered to address some of the data quality issues as well as classes to introduce college staff members to the different types of data found in the CIS System. The addition of the Subject Manner Experts to the College User Support Team will help to address the issues of work flows and new hire training and support.

Other Curriculum Issues
Several System Change Requests (SCRs) have been released to address error report messages problems, and a Request for Change (RFC) has been opened to address the Dual Majors issue.

CONTINUING EDUCATION (CE) ISSUES

The complete list of issues for Continuing Education was received by the System Office on April 21, 2008 from Sue C. Marion, 2008 NCCCAEA President. Dr. Saundra Williams communicated with Ms. Marion that the complete list of issues had to be prioritized before work could begin. According to Ms. Marion, the NCCCAEA Board will meet on Tuesday, April 28 to review and prioritize the list. After the list has been prioritized a cross-subject area team will be formed to address the issues.

BASIC SKILLS ISSUES

The Department of Education Change Management Group had their initial meeting February 20–22, 2008. The purpose of this meeting was to address the issues from the federal audit. The team developed an initial set of 56 Business Requirements and has identified a number of changes to the Literacy Education Information System Data Collection Forms. After the form changes are finalized, a final set of Business Requirements will be developed. The team's next meeting is scheduled for May 22, 2008. After the business requirements are finalized, the team will work with the Associate Vice President of Basic Skills to address other areas of concern for the college-level Basic Skills Staff.

For questions concerning this report, please contact Dr. Saundra Williams at (919) 807-6976 or swilliams@nccommunitycolleges.edu