NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

March 22, 2011

<u>MEMORANDUM</u>

TO: Presidents
     Chief Academic Officers

FROM: Sharon E. Morrissey
     Senior Vice President and Chief Academic Officer

SUBJECT: State Board Action on March 17, 2011

  On March 17, 2011, the State Board of Community Colleges approved the following curriculum for the Special Application process, provided that the college already has approval for the Culinary Arts (A55150) program on campus:

Food Service Technology (Diploma) (D55250)

  Information about the Special Application process and the complete list of curriculum programs approved for the Special Application process is included in the attached Section of the *Curriculum Procedures Reference Manual*. You may view all sections of the *Curriculum Procedures Reference Manual* by visiting the Programs website at:

   http://www.nccommunitycolleges.edu/Programs/reference-m anual2.htm

  If you have any questions concerning the State Board action item, please contact Ms. Jennifer Frazelle at 919-807-7120 or frazellej@nccommunitycolleges.edu.
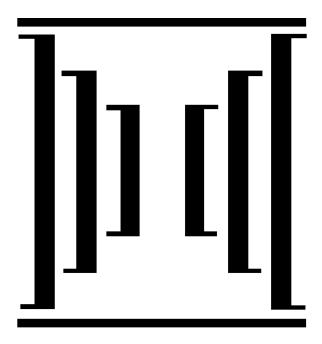

SEM/JF/gr
Attachment
c: Mr. Van Wilson
 Dr. John Pettitt
 Ms. Jennifer Frazelle
 Program Coordinators

               CC11-007
               Email

Section 3A
Curriculum Procedures Reference Manual

North Carolina Community College System

Special
Curriculum Program Application
Procedures
for Selected Curriculum Titles

Approved by the State Board of Community Colleges

North Carolina Community College System
Special Curriculum Program Application Process for
Selected Curriculum Titles

The State Board of Community Colleges is authorized to approve curriculum programs (23 NCAC 02E .0201). The State Board has delegated to the President of the North Carolina Community College System the authority to approve new curriculum programs utilizing the special application process for the selected titles that are listed in Attachment 1.

Special Application Process Criteria:

Curriculum programs recommended to the State Board for placement on the Special Curriculum Application process list by a college or by System Office staff must meet the following criteria to be eligible:

1. There is a widespread, immediate need for the job training and there will be minimal impact on college programs if multiple colleges offer the program; *or*
2. The program is a concentration (Applying college must be approved to offer the parent program.)

Special Application Process:
The applying college should submit the following:

1) a signed *Institutional Certification Page* (attachment 2);
2) a copy of the current State Board-approved Curriculum Standard;
3) the college's proposed Program of Study; (attachment 3)
4) the college's proposed Curriculum Model;
5) list of college's approved to offer the same or similar training (attachment 4)
6) impact assessment form(s) from colleges in counties contiguous to applying college's service area approved to offer the same or similar program. (attachment 4a)(attachment 4b if applicable)

Current curriculum standards are located at: http://www.nccommunitycolleges.edu/Programs/curriculum_standards.htm.

The Program of Study and the Curriculum Model should be designed using the appropriate courses listed in the Combined Course Library (CCL). Refer to Section 9 of the *Curriculum Procedures Reference Manual* for guidelines in completing a Program of Study.

The Curriculum Model should list all courses in the Program of Study sequenced by semester and include the course prefix, number, title, contact and credit hours.

The Impact Assessment instructions are located in Attachment 4.

Two (2) copies of the application with original signatures on each copy should be submitted to:

Senior Vice President and Chief Academic Officer
North Carolina Community Colleges System Office
5016 Mail Service Center
Raleigh, North Carolina   27699-5016

Selected Curriculum Titles
Special Application Process

The following curriculums have been approved by the State Board of Community Colleges for the Special Application process:

- Community Spanish Interpreter (A55370)
- Entrepreneurship (A25490)
- Global Logistics (A25170)
- Industrial Systems Technology (A50240)
- Infant/Toddler Care (Certificate)(C55290)
- Information Systems Security (A25270)
- Lateral Entry (Certificate)(C55430)

- Low Impact Development (A40290)
- Medical Office Administration (A25310)
- Networking Technology (A25340)
- School-Age Care (Certificate)(C55450)
- Sustainability Technologies (A40370)
- Web Technologies (A25290)
- Welding Technology (A50420)

The following curriculums have been approved by the State Board of Community Colleges for the Special Application process, but require that the college have prior approval for the Cosmetology (A55140) program:

- Cosmetology Instructor (Certificate)(C55160)
- Esthetics Instructor (Certificate)(C55270)
- Esthetics Technology (Certificate)(C55230)

- Manicuring Instructor (Certificate)(C55380)
- Manicuring/Nail Tech. (Certificate)(C55400)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process, but requires that the college have prior approval for the Real Estate (A25400) program:

- Real Estate Licensing (Certificate) (C25480)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process, but requires that the college have prior approval for the Culinary Arts (A55150) program:

- Foodservice Technology (Diploma) (D55250)

All concentrations have been approved by the State Board of Community Colleges for the Special Application process, but require that the college have prior approval for the parent program. See Attachment 1A for a list of concentration/parent programs.

Program Code	Program Title
	Concentration Program Titles **College must be approved for the Parent Program** **(Parent Program Title is Bolded)**
	Agricultural & Natural Resources Technologies Program Area
A15280	**Applied Animal Science Technology**
A1528A	Applied Animal Science Technology /Poultry Management
A1528B	Applied Animal Science Technology /Swine Management
A15240	**Horticulture Technology**
A1524A	Horticulture Technology/Management
A15420	**Turfgrass Management Technology**
A1542A	Turfgrass Management Technology/Golf Course Management
	Biological and Chemical Technologies Program Area
A20140	**Environmental Science Technology**
A2014B	Environmental Science Technology/Environmental Management
A2014C	Environmental Science Technology/Invasive Species Management
A2014A	Environmental Science Technology/Water Resources Management
	Business Technologies Program Area
A25120	**Business Administration**
A2512A	Business Administration/Banking and Finance
A2512B	Business Administration/Customer Service
A2512I	Business Administration/Electronic Commerce
A2512C	Business Administration/Human Resources Management
A2512D	Business Administration/International Business
A2512K	Business Administration/Import Export Compliance
A2512E	Business Administration/ Logistics Management
A2512F	Business Administration/Marketing and Retailing
A2512G	Business Administration/Operations Management
A2512H	Business Administration/Public Administration
A2512J	Business Administration/Shooting and Hunting Sports Management
A25270	**Information Systems Security**
A2527A	Information Systems Security/Operating Systems
A2527B	Information Systems Security/Security Hardware
A25370	**Office Administration**
A2537A	Office Administration/Legal
A2537B	Office Administration/Virtual Office Assistance
	Commercial and Artistic Production Technologies Program Area
A30180	**Graphic Arts and Imaging Technology**
A3018A	Graphic Arts and Imaging Technology/Flexography
A30280	**Photographic Technology**
A3028A	Photographic Technology/Biomedical Photography
A3028B	Photographic Technology/Commercial Photography
A3028C	Photographic Technology/Photojournalism
A3028D	Photographic Technology/Portrait Studio Management

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Program Code	Program Title
	Concentration Program Titles **College must be approved for the Parent Program** **(Parent Program Title is Bolded)**
	Construction Technologies Program Area
A35260	**Industrial Construction Technology**
A3526A	Industrial Construction Technology/Electrical
A3526B	Industrial Construction Technology/Mechanical
	Health Sciences Program Area
A45380	**Human Services Technology**
A4538F	Human Services Technology/Animal Assisted Interactions
A4538A	Human Services Technology/Developmental Disabilities
A4538B	Human Services Technology/Gerontology
A4538C	Human Services Technology/Mental Health
A4538D	Human Services Technology/Social Services
A4538E	Human Services Technology/Substance Abuse
	Industrial Technologies Program Area
A50180	**Furniture Production Technology**
A5018A	Furniture Production Technology/Design and Product Development
A50300	**Machining Technology**
A5030A	Machining Technology/Tool, Die, and Mold Making
A50320	**Manufacturing Technology**
A5032D	Manufacturing Technology/Composites
A5032C	Manufacturing Technology/Integrated Operations
A5032A	Manufacturing Technology/Plastics
A5032B	Manufacturing Technology/Quality Assurance
A50420	**Welding Technology**
A5042A	Welding Technology/Underwater
	Public Service Technologies Program Area
A55180	**Criminal Justice Technology**
A5518A	Criminal Justice Technology/Latent Evidence
A5518B	Criminal Justice Technology/Financial Crime/Computer Fraud
	Transport Systems Technologies Program Area
A60240	**Heavy Equipment and Transport Technology**
A6024A	Heavy Equipment and Transport Technology/Agricultural Systems
A6024B	Heavy Equipment and Transport Technology/Construction Equipment Systems
A6024C	Heavy Equipment and Transport Technology/Marine Systems

Special Curriculum Application Procedures   Rev. 03/17/11

North Carolina Community College System

CURRICULUM PROGRAM APPLICATION

Each credential granting college must complete this application

College _____ **Date** _____

Program Code _____

Program Title _____

Concentration Title _____
                                          (If applicable)

Credential (*Indicate the highest credential to be awarded*)

☐ **AAS**   ☐ **Diploma**   ☐ **Certificate**

Proposed Semester and Year of Implementation _____ 20____

Contact Person for the Application _____

Phone _____ **Extension** _____ **E-mail** _____

Institutional Certification

This curriculum program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.

_____
(Community College Name)

has assessed the need for this program and the resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the resources available to the college.

_____   _____
Signature, President   *Date*

_____   _____
Signature, Board of Trustees Chair   *Date*

NCCCS Office Use Only

Date Received _____   Date Logged in _____

Date to Coordinator _____   Coordinator _____

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Attachment 3
Program of Study
Format

College Approved or Applying to Offer Program _____ **Date** _____

Program Title _____ **Program Code** _____

Concentration Title _____
(If applicable)

Credential (*Indicate the highest credential to be awarded*)**:**

_____ **AAS**　　　　_____ **Diploma**　　　　_____ **Certificate**

Proposed Semester and Year of Implementation _____**Fall** _____**Spring** _____**Summer** 20_____

Contact Person _____ **Phone** (_____)_____ **Extension** _____

Email Address _____

Curriculum Description: (*The curriculum description should be the description as listed on the curriculum standard.*)

I. **GENERAL EDUCATION**
   Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

Course Number/Title	Class	Lab	Clinic/Exp	Credits
1. Required Courses				
2. Required Subject Area(s) *(if applicable)*				

General Education SHC Sub-Total

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II. MAJOR HOURS

The "Major Hours" category includes the core, the concentration (if applicable) and "other major" hours. Work experience, including cooperative education, practicums, and internships, may be included in a degree program up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours; and in a certificate program up to a maximum of 2 semester hours.

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A. Core

Please refer to the curriculum standard for the list of courses that are required for the core. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard, must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

Course Number/Title	Class	Lab	Clinic/Exp	Credits
1. Required Courses				
2. Required Subject Area(s) *(if applicable)*				
Core SHC Sub-Total				

B. Concentration *(if applicable)*

Please refer to the curriculum standard for the list of courses that are required for the concentration.

Course Number/Title	Class	Lab	Clinic/Exp	Credits
1. Required Courses				
2. Required Subject Area(s) *(if applicable)*				
Concentration SHC Sub-Total				

C. Other Major Hours

Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed. (Courses from prefixes that are utilized in the core or concentration may exceed 9 semester hours of credit).

Course Number/Title	Class	Lab	Clinic/Exp	Credits
1. Required Courses				
2. Required Subject Area(s) *(if applicable)*				
Other Major Hours SHC Sub-Total				
Major Hours SHC Sub-Total				

III. OTHER REQUIRED COURSES

A college may include up to a maximum of 7 semester hours of credit in a degree program, 4 semester hours of credit in a diploma program, and 1 semester hour of credit in a certificate program of additional course(s) to meet graduation or local employer requirements. Any course in the Combined Course Library may be utilized in the "other required" area, as long as it is not a restricted or unique course and is determined to be educationally sound for the program.

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Course Number/Title	Class	Lab	Clinic/Exp	Credits

Other Required Courses SHC Sub-Total

Total Semester Hours Credit in Program

IV. COURSE SUBSTITUTION

Course substitutions may not be made if the credit hours of the course will cause the total credit hours of the program to exceed the maximum hours on the curriculum standard. Core course substitutions may be made only for courses in the arts and sciences discipline area and require the approval of System Office staff.

Course in Program

Course Number/Title	Class	Lab	Clinic/Exp	Credits

Substitute Course(s)

Course Number/Title	Class	Lab	Clinic/Exp	Credits

Attachment 4
Impact of the Proposed Program on Other Programs in the System

A. List all community colleges approved to offer the same or similar training program. Curriculum program approvals are documented in the *Education Catalog*, which is available on the System Office web site at the following address:
http://www.nccommunitycolleges.edu/Programs/education_catalog.htm

Colleges Approved to Offer the Same or Similar Programs	
College Name	Title/Code of Same or Similar Program

B. Send completed hard copies of the *Impact Assessment Form (***Attachment 4a***)* to colleges in contiguous counties which have been identified in the Table above as approved to offer the same or similar program(s). These individualized Impact Assessment Forms will document the applying college's perceived impact of implementing the proposed program on the respective college's existing program(s)**.** Attach to this application documentation confirming that Impact Assessment Forms were sent to identified college(s).

C. Attach a copy of any Impact Assessment Form that is returned signed to the applying college. Include any additional documentation that contains assessment information or comments from the responding college. If no forms are returned to the applying college, please specify such in the application.

D. If the applying college receives any negative responses, include further justification for implementing the proposed program. Attach documentation describing how the issue has been resolved. Any negative responses must also include an Impact Assessment Resolution Form with original signatures (Attachment 4b).

E. Impact Assessment Conflict Resolution Appeals Process:
If the presidents cannot reach agreement on the impact of the proposed program, the Senior Vice President and Chief Academic Officer will refer the issue to the System President. If after meeting with the System President the issues are still not resolved, the presidents may request a hearing before the Program Committee of the State Board. The Program Committee will make a recommendation to the State Board on the disposition of the proposed program. The decision for resolution of the matter by the State Board is final.

Attachment 4a

Impact Assessment Form

Special Curriculum Application

_____ intends to apply for approval to offer _____ .
Applying College   *Program Title/Concentration Title/Code*

The college has determined that _____ is located in a contiguous county
                                     Name of college with same or similar program

and is currently offering the same or similar program entitled and coded as _____ .
                                                    Program Title/Concentration Title/ Code

Our college's assessment of the impact on your program is identified below:

_____

_____

_____

_____

_____   _____
Signature of President of Applying College   *Date*

Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

_____ Yes, I agree with the impact assessment.   _____ No, I do not agree with the impact assessment.

_____ Explanation (attach additional comments on other pages):   _____

_____

_____

_____   _____
Signature of President of College with Same or Similar Program   *Date*

Impact Assessment Resolution Form

_____ intends to apply for approval to offer _____.
   Applying College   *Program Title/Concentration Title/ Code*

_____ has identified that there will be an impact on its program. The identified
College with Same or Similar Program

impact is:

_____

_____

_____

_____ has resolved the possible impact by:
   Applying College

_____

_____

_____

_____

_____   _____
Signature of President of Applying College   *Date*

Please indicate your response to this impact assessment resolution within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment resolution.)

_____ Yes, I agree with the impact assessment resolution identified above.

_____ No, I do not agree with the impact assessment resolution identified above.

_____ Explanation (attach additional comments on other pages): _____

_____

_____

_____

_____   _____
Signature of President of College with Same or Similar Program   *Date*