



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans
President

22 May 2018

IMPORTANT INFORMATION

MEMORANDUM

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, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

FROM: Q. Shanté Martin, *NCCCS General Counsel*

RE: **Proposed Amendment of 1G SBCCC 200.94 – “Reporting of Student Hours in Membership for Continuing Education Classes”**

On 18 May 2018, the State Board of Community Colleges (“SBCC”) voted to initiate rulemaking to amend 1G SBCCC 200.94 – “Reporting of Student Hours in Membership for Continuing Education Classes.” The SBCC is initiating the rulemaking process to amend this proposed rule by deleting subparagraph (d), “Extension Student Work Experience and Clinical Practice,” because it is no longer responsive to the clinical and work-based learning requirements that colleges require to respond to student and industry needs. New rules will be proposed for adoption to address Work Based Learning and Clinical Practice. This action also supports the efforts to move program specific rules and definitions to the appropriate chapters within the State Board Code.

The proposed amendment is published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the proposed rule is attached to this memorandum. Please post a copy of the proposed rule in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rule. 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 rule must be received by no later than 5:00 p.m. on June 21, 2018.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on June 5, 2018.**

Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

CC18-022
E-mail Copy

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 22 May 2018

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1G SBCCC 200.94 - "Reporting of Student Hours in Membership for Continuing Education Classes "
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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)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Rationale for proposed adoption, amendment or repeal:	<p>Request to Amend, 1G SBCCC 200.94 by removing subparagraph (d) Extension Student Work Experience and Clinical Practice and replace with 1D SBCCC 300.9 Clinical Practice and 1D SBCCC 300.10 Work-based Learning.</p> <p>The existing language within 1G SBCCC 200.94(d) is no longer responsive to the clinical and work-based learning requirements that colleges require to respond to student and industry needs.</p> <p>The adoption of 1D SBCCC 300.9 and 1D SBCCC 300.10 will create structure to enable college to effectively provide clinical and work-based learning experiences to students and to align Workforce Continuing Education requirements in these areas to those existing in curriculum programs.</p> <p>This action also supports the efforts to move program specific rules and definitions to the appropriate chapters within the State Board Code.</p>
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Proposed Effective Date of Rule	August 1, 2018
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1 **STATE BOARD OF COMMUNITY COLLEGES**
2 **TITLE 1 – COMMUNITY COLLEGES**

3
4 **CHAPTER G. FULL-TIME EQUIVALENT (FTE)**

5
6 **SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA**

7
8 **1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing**
9 **Education Classes**

10 (a) Regularly Scheduled Classes.

11 (1) Definition of Regularly Scheduled Class. A class is considered to be regularly
12 scheduled if it meets all of the following criteria:

13 (A) Assigned definite beginning and ending time;

14 (B) Specific predetermined days and time the class meets;

15 (C) Specific schedule is included on the Institution Master Schedule or other official
16 college documents;

17 (D) Class hours are assigned consistent with State Board approval and official
18 college documents; and

19 (E) Identified class time and dates are the same for all students registered for the
20 class excluding clinical or work experience:

21 (i) Classes which have a regularly scheduled lecture section and a
22 non-regularly scheduled laboratory section will satisfy the criteria. The
23 census date (10% point) shall be determined from the regularly scheduled
24 portion of the class. Verification of student participation in the laboratory
25 section of the class shall be available for review; or

26 (ii) A student is considered absent if that student did not attend during the
27 specified times or days the class was scheduled to meet.

28 (2) Definition of Student Membership. A student is considered to be in class
29 membership when the student meets all of the following criteria:

30 (A) Enrolled as evidenced by payment of the applicable registration fees, or
31 obtained a waiver consistent with 1E SBCCC Subchapter 800.

1 (B) Attended one or more classes held prior to or on the 10 percent point in the
2 class; and

3 (C) Has not withdrawn or dropped the class prior to or on the 10 percent point of
4 the class.

5 (3) Student Membership Hour. A student membership hour is one hour of scheduled
6 class or laboratory for which the student is enrolled. A college shall provide a
7 minimum of 50 minutes of instruction for each scheduled class hour. A college
8 shall not report more hours per student than the number of class hours scheduled
9 in official college documents. Colleges shall not report more hours per student
10 than the number of hours specified in the instructor's contract.

11 (4) Calculation of Student Membership Hours for Regularly Scheduled Classes.
12 Student membership hours are obtained by multiplying the number of students in
13 membership at the 10 percent point in the class by the total number of hours the
14 class is scheduled to meet as stated in official college documents.

15 (5) Maintenance of Records of Student Membership Hours. Accurate attendance
16 records shall be maintained for each class. Attendance records shall be signed by
17 the instructor or lead instructor, verifying their accuracy, and shall be maintained
18 by the college until released from all compliance reviews as provided in the Public
19 Records Retention & Disposition Schedule for Institutions in the Community
20 College System. Student membership hours shall be summarized in the
21 Institution's Class Report and certified by the president or designee.

22 (b) Non-Regularly Scheduled Classes.

23 (1) Definition of Non-Regularly Scheduled Class. A non-regularly scheduled class
24 may include any or all of the following:

25 (A) A class where a definitive beginning and ending time is not determined;

26 (B) A class offered in a learning laboratory type setting (see Subparagraph (b)(6)
27 of this Rule for definition of learning laboratory);

28 (C) A self-paced class where the student progresses through the instructional
29 materials at the student's own pace, and can complete the courses as soon as
30 the student has successfully met the educational objectives. Classes offered
31 as independent study are generally offered in this manner;

- 1 (D) A class in which a student may enroll during the initial college registration
2 period or in which a student may be permitted to enroll at any time during the
3 semester; or
- 4 (E) Any class not meeting all criteria for a regularly scheduled class as shown in
5 Subparagraph (a)(1) of this Rule, is considered to be a non-regularly scheduled
6 class for reporting purposes. Note classes defined as non-traditional (see
7 Paragraph (c) of this Rule) which are identified as a separate student hour
8 reporting category are not subject to the provisions in Paragraph (b) of this
9 Rule.
- 10 (2) Definition of Student Membership. A student is considered to be in class
11 membership when the student meets the following criteria:
- 12 (A) Enrolled as evidenced by payment of the applicable registration fees, or
13 obtained a waiver consistent with 1E SBCCC Subchapter 800; and
- 14 (B) Attended one or more classes.
- 15 (3) Definition of Student Contact Hour. A student contact hour is one hour of student
16 attendance in a class for which the student is in membership as defined in
17 Subparagraph (b)(2) of this Rule. Sixty minutes shall constitute an hour.
- 18 (4) Calculation of Student Contact Hours for Non-Regularly Scheduled Classes. For
19 these classes, actual time of class attendance for each student determined to be
20 in membership shall be reported. Sixty minutes shall constitute an hour. Student
21 contact hours for these classes are the sum of all the hours of actual student
22 attendance in a class in a given semester.
- 23 (5) Maintenance of Records of Student Contact Hours. Accurate attendance records
24 shall be maintained for each class. Attendance records shall be signed by the
25 instructor or lead instructor, verifying their accuracy, and shall be maintained by
26 the college until released from all compliance reviews as provided in the Public
27 Records Retention and Disposition Schedule for Institutions in the Community
28 College System. Student membership hours shall be summarized in the Institution
29 Class Report and certified by the president or designee.
- 30 (6) Learning Laboratory. Learning laboratory programs consist of self-instruction
31 using programmed text, audio-visual equipment, and other self-instructional

1 materials. A learning laboratory coordinator has the function of bringing the
2 instructional media and the student together on the basis of objective and
3 subjective evaluation and of counseling, supervising, and encouraging persons
4 working in the laboratory. Contact hours shall be calculated as noted in
5 Subparagraph (b)(4) of this Rule.

6 (c) Classes Identified as Extension Non-Traditional Delivery.

7 (1) Definition. Due to the methodology by which instruction is delivered,
8 non-traditional delivery classes are not consistent with the definitions of regularly
9 scheduled or non-regularly scheduled classes described in this Rule.
10 Non-traditional delivery classes are defined as those classes which are offered
11 through media such as internet, telecourses, videocassette, and other electronic
12 media excluding classes offered via the North Carolina Information Highway.

13 (2) For those classes identified as non-traditional delivery, student attendance in class
14 or in an orientation session, submission of a written assignment or a submission
15 of examination is the basis for the determination of class membership at the 10
16 percent point of the class. Student membership hours in such classes shall be
17 calculated by multiplying the number of students in membership, as defined in the
18 prior sentence, times the number of instructional hours delivered which are
19 determined as follows:

20 (A) Determine the number of hours of instruction delivered via non-traditional
21 delivery; and

22 (B) Add the number of hours of class meetings.

23 ~~(d) Extension Student Work Experience and Clinical Practice. The following criteria apply~~
24 ~~to the reporting guidelines for students enrolled in extension work experience and~~
25 ~~clinical practice courses, exclusive of work station based training. To be eligible for~~
26 ~~approval, these work experience or clinical practice courses shall be required by a~~
27 ~~licensing agency or accrediting body. Examples of student work experience include~~
28 ~~cooperative education, practicums, and internships.~~

29 ~~(1) Student membership hours for student work experience and clinical practice shall~~
30 ~~not generate budget FTE without prior approval of such activities by the System~~
31 ~~Office. When the number of approved student work experience membership hours~~

1G SBCCC 200.94 is proposed for amendment as follows:

1 ~~increases by more than 30 percent per course, a new request for approval shall~~
2 ~~be submitted.~~

3 ~~(2) Work Experience. Work experience for extension courses shall earn budget/FTE~~
4 ~~at the 100 percent rate for student membership hours, as required by a licensing~~
5 ~~agency or accrediting body. These classes shall be coordinated by college~~
6 ~~personnel paid with college instructional funds and may be located in one or more~~
7 ~~sites.~~

8 ~~(3) Clinical Practice. Clinical practice, as defined in 1G SBCCC 100.1, refers to clinical~~
9 ~~experience in health occupation courses which shall earn budget/FTE at the 100~~
10 ~~percent rate for student membership hours, as defined in Subparagraph (a)(3) of~~
11 ~~this Rule, and shall not exceed a licensing agency or accrediting body~~
12 ~~requirements. These classes shall be supervised by college instructors who are~~
13 ~~qualified to teach in the particular program and who are paid with college~~
14 ~~instructional funds. These classes may be located in one or more sites.~~

15 ~~(e)(d)~~ The Adult High School Diploma work experience shall not exceed 160 hours per
16 student.

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18 *History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;*

19 *Eff. September 1, 1988;*

20 *Amended Eff. September 1, 1993;*

21 *Temporary Amendment Eff. June 1, 1997;*

22 *Amended Eff. _____; May 1, 2017; December 1, 2012; August*
23 *1, 2004; August 1, 2000; July 1, 1998.*

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