

NUMBERED MEMO CC26-046

To: Chief Academic Officers

From: Brian S. Merritt, Ph.D., Senior Vice President, Programs & Student Services

Subject: Implementation of the CA Course Type for Institutional Class Reporting

Date: August 11, 2026

The North Carolina Community College System has established a new **CA Cooperative Agreement** standard course type to support the accurate identification and reporting of instructional agreements and partnerships between colleges.

The addition of this course type will enable the System Office to better identify and measure regional collaboration among colleges that share courses and programs. As the North Carolina Community College System continues implementing Propel NC, this data element will provide valuable information to assess regional enrollment, retention, completion, and instructional cost savings associated with cooperative agreements. This information will help inform future policy, funding, and programmatic decisions that strengthen collaboration across the System.

Prior to the Fall 2026 Institutional Class Report (ICR) cycle, colleges must review applicable course sections and apply the new CA Cooperative Agreement course type in Colleague when:

1. The course section will share FTE with another North Carolina community college; or
2. The course section is offered in partnership with another North Carolina community college.

Important Note: Colleges that offer shared courses through memoranda of understanding (MOUs) or other partnership agreements outside of a formal Cooperative Agreement (formerly known as an Instructional Services Agreement) should also apply the CA Cooperative Agreement course type to those course sections when they meet the reporting criteria above.

Colleges must ensure the CA Cooperative Agreement value has been added to the appropriate

Colleague validation table. Instructions for adding the new course type were provided through the informational patch N99_XSU204623-R18*001 – CA Standard Course Type, distributed by the CIS Release Team on July 23, 2026.

Guidance for applying the new course type is available in the following knowledge base articles in the NCCC Service Portal:

- KB0010329 – Curriculum Management for Curriculum
- KB0010403 – Curriculum Management for Continuing Education
- KB0017178 – Continuing Education (CE) Shared Full-Time Equivalent (FTE)

Questions regarding the use of the CA Cooperative Agreement course type or Institutional Class Reporting may be directed to the NCCCS Programs and Student Services Team through the NCCCS Service Portal.

CC:

Dr. Bill Carver, Interim NCCCS President

Dr. Kimberly Gold, NCCCS Chief of Staff

Dr. Bill Schneifer, NCCCS Vice President, System Effectiveness

Continuing Education Officers

Community College Registrars

Curriculum Program Managers

Dr. Torry Reynolds, Associate VP, Student Services

Dr. Lisa Eads, Associate VP, Academic Programs

Dr. Andrew Gardner, Associate VP, Workforce Strategies