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CURRICULUM PROCEDURES REFERENCE MANUAL

Section 3A

Special Curriculum Program Application
for
Selected Curriculum Titles
(Procedures and Accountability Report)

(Associate in Applied Science, Diploma, and Certificate Selected Curriculum Programs)

Implementation October 1, 2012

State Board Revised 08/16/12. Editorial Revision 07/17/13.

North Carolina Community College System
Special Curriculum Program Application Procedures and Accountability Report for Selected Curriculum Titles

The State Board of Community Colleges is authorized to approve curriculum programs (1D SBCCC 400.95). 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. 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.)*

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)

<u>All</u> 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 Section 7 of the Curriculum Procedures Reference Manual for a list of concentration/parent programs.

Submission of Special Program Application:
Colleges seeking curriculum program approval process, through the special application process, should submit an application using the attached procedures. The following items must be completed and documented as indicated before the program can be considered for approval by the State Board:

1) Local Certification
2) Proposed Program of Study
3) Impact Assessment Form(s) from colleges in counties contiguous to applying college's service area approved to offer the same or similar program; *and*
4) Three Year Accountability Report (must be submitted three years after program implementation)

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

Sharon Morrissey, Ed.D.
Executive Vice President for Programs and Chief Academic Officer
Academic and Student Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

Deadlines:
Special program applications may be submitted at any time. Please allow approximately three weeks for System Office review and approval. Colleges will be notified of program approval and will be instructed to submit an electronic program of study. Approval of the program and the program of study must be complete prior to implementation of the program.

SPECIAL CURRICULUM PROGRAM APPLICATION PROCEDURES

Instructions for Completing Attached Application:

All items must be completed and documented as indicated before the program can be considered for approval by the System Office. Please note that colleges may only utilize the Special Curriculum Program Application process when applying for a concentration program if the applying college already has approval for the parent program or when applying for an approved special application program title. See page 2 for a list of approved titles.

I. Local Certification:

Complete the institutional certification form. A copy of the minutes from the Board of Trustees meeting(s) at which the proposed program was discussed and approved must be attached to the application.

II. Proposed Program of Study

The proposed program of study should be designed to be in compliance with the curriculum standard approved by the State Board of Community Colleges. The State Board approved curriculum standard for each program is located at:
http://www.nccommunitycolleges.edu/Programs/curriculum_standards.html.

The proposed program of study should also be designed using the appropriate courses from the *Combined Course Library* which is located at: http://www.nccommunitycolleges.edu/ccl.html.

III. Impact of the Proposed Program on Other Programs in the System

A. Impact Assessment Form

The applying college must send completed hard copies of the ***Impact Assessment Form*** to any college that is approved to offer the same or similar program and which is contiguous to the counties in the applying college's service area. The Impact Assessment Forms must document the perceived impact of implementing the proposed program on the existing program(s) at the contiguous colleges.

B. Documenting Impact Assessment

Include in the application a list of colleges who received an Impact Assessment Form and a narrative summary of the responses received. If the applying college does not receive a response from a college, please attempt to contact that college's president to obtain a response. Attach copies of signed Impact Assessment Forms from all responding college(s).

If the applying college receives a negative response as a result of the original Notification or the Impact Assessment Form, provide a narrative summary of the actions the college took to resolve the negative responses and the outcome of those actions. Document the outcome of a resolution meeting using the Impact Assessment Resolution Form.

C. Impact Assessment Conflict Resolution Appeals Process

If the college 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 a meeting with the System President does not resolve the issues, 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 State Board's decision regarding resolution of the matter is final.

IV. Three Year Accountability Report

A *Three Year Accountability Report* must be submitted by the college three years after program implementation. The report must include information on enrollment, completers, employment, licensure/accreditation and other pertinent information. The *Three Year Accountability Report* should be submitted to:

Sharon Morrissey, Ed.D.
Executive Vice President for Programs and Chief Academic Officer
Academic and Student Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

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SPECIAL CURRICULUM PROGRAM APPLICATION

College _____

Program Title_____

Concentration Title_____
(If applicable)

Program Code __ __ __ __ __ __

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

_____ AAS _____ Diploma _____ Certificate

Proposed Semester and Year of Implementation

____ Spring _____ Summer _____Fall 20__ __

Contact Person (Name/Title): _____

Phone (_____)_____ Extension _____ E-mail_____

Does this application include the use of a Level III Instructional Service Agreement (ISA)?

_____ Yes _____ No

(If yes, please be sure to include the ISA with your application.)

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I. Institutional Certification: *Complete the following form and obtain required signatures. Form with original signatures should be included in the application.*

Institutional Certification

This curriculum program _____ _____
(Program Title) *(Program Code)*

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.

The college understands that this proposed program will require a program accountability report that will include items such as student success measures, enrollment trends, completion rates, and employment data three years after implementation if the program is approved by the State Board.

(A copy of the minutes from the Board of Trustees meeting(s) where the proposed program was discussed and approved must be attached to the application.)

_____ _____
Signature, President of College *Date*

_____ _____
Signature, Board of Trustees Chair *Date*

II. Proposed Program of Study: *Complete the following to indicate the proposed program of study.*

A. 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.*

1. Communication:

The following course(s) are required:

Course Number Course Title (Credit)

ENG 111 Expository Writing (3) (Example format)

Communication Pick List if applicable:

Select a course(s) from the following:

2.Humanities/Fine Arts:

The following course(s) are required:

Course Number Course Title (Credit)

Humanities/Fine Arts Pick List if applicable:

Select a course(s) from the following:

3.Social/Behavioral Sciences:

The following course(s) are required:

Course Number Course Title (Credit)

Social/Behavioral Pick List if applicable:

Select a course(s) from the following:

4.Natural Sciences/Mathematics:

The following course(s) are required:

Course Number Course Title (Credit)

Natural Sciences/Mathematics Pick List if applicable:

Select a course(s) from the following:

Total General Education Semester Hour Credits Required _____

Program of Study (Continued)

B. MAJOR HOURS

1. Core

The core is comprised of specific courses and/or subject areas which are required for each curriculum program. These are identified on the curriculum standard for each program.

The following course(s) are required:

Course Number Course Title (Credit)

Required Subject Area(s) if applicable:

Total Core Semester Hour Credits____

2. Concentration (if applicable)

If the proposed program is a concentration, please list the required courses and/or subject areas. Only utilize the courses and/or subject areas identified on the curriculum standard.

The following course(s) are required:

Course Number Course Title (Credit)

Required Subject Area(s) if applicable:

Total Concentration Semester Hour Credits_____

Program of Study (Continued)

3. 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, with the exception of prefixes listed in the core or unique prefixes as noted on the standard.

The following course(s) are required:

Course Number Course Title (Credit)

Required Subject Area(s) if applicable:

Total Other Major Semester Hour Credits ____

Total Major Semester Hour Credits_____

Please note:
Work experience may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Selected topics or seminar curriculum courses may be included in associate in applied science degree up to a maximum of 3 semester hours of credit; and in diploma or certificate programs up to a maximum of 3 semester hours of credit. Such curriculum courses shall be listed on a program of study as "other major" hours. Selected topics and seminar curriculum courses shall not be used more than once in a program.

Program of Study (Continued)

C. OTHER REQUIRED COURSES *(If applicable)*

A college may require other courses in order to meet graduation or local employer requirements. These requirements may be met through 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. Restricted, unique or free elective courses may not be included as other required courses.

The following course(s) are required:

Course Number Course Title (Credit)

Total Other Required Semester Hour Credits_____

Total Semester Hours Credit in Program_____

Course Substitution (if applicable)

Course in Program_____ Substitute Course(s)_____

Course in Program_____ Substitute Course(s)_____

III. Impact of the Proposed Program on Other Programs in the System:

A. Impact Assessment Form: *The applying college should complete the impact assessment form and sign. Send completed copies of the Impact Assessment Form to colleges which are approved to offer the same of similar program(s) and which are located in counties which are contiguous to counties in your college's service area. The college with the same or similar program should complete and sign their response. Include copies of signed forms in your application.*

Impact Assessment Form – Special Curriculum Program 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*

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B. Documenting Impact Assessment: *Provide a list of colleges who received an Impact Assessment Form and a narrative of the responses received.*

Name of College(s) Receiving Impact Assessment Form	**Program Title *(Same or Similar)***

Narrative of Responses Received: _____
_____
_____
_____
_____
_____
_____

If a negative response was received, provide a narrative summary of the actions taken to resolve the negative response and the outcome of those actions:
_____
_____
_____
_____
_____

C. Impact Assessment Resolution: *If a negative response was received, document the outcome of the resolution by completing the following Impact Resolution Form. Include copies of the signed resolution in the application.*

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 impact is:
College with Same or Similar Program

_____

_____

_____

_____ 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*

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IV. Three Year Accountability Report: *The Three Year Accountability Report must be submitted three years after program implementation. Use the following template for the report.*

NCCCS New Curriculum Program Application Procedures
Template for
Three Year Accountability Report

Name of College: _____

Title of Curriculum Program:_____

Date of State Board Approval:_____

Semester Program Started at College: Fall† Spring † Summer† 20_ _

Number of Students Enrolled in Program Annually Since Implementation:
(Please break down by certificate/diploma/AAS level if applicable.)

First Year _____

Second Year _____

Third Year _____

Number of Program Completers by Year: *(Include additional years if applicable.)*

First Year	_____	Certificate_____	Diploma_____	AAS_____
Second Year	_____	Certificate_____	Diploma_____	AAS_____
Third Year	_____	Certificate_____	Diploma_____	AAS_____

Graduates Employment:

- Number and Percentage of Graduates Employed in Major or Related Field
  First Graduating Class: _____ _____%
  Second Graduating Class: _____ _____%

- Number and Percentage of Graduates Employed in Other Fields
  First Graduating Class: _____ _____%
  Second Graduating Class: _____ _____%

- Number and Percentage of Students Continuing Education
  _____ _____%

Program Outlook for Next Five Years (Brief Narrative)

Please submit the *Three Year Accountability Report* to*:*

Sharon Morrissey, Ed.D.
Executive Vice President for Programs and Chief Academic Officer
Academic and Student Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

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