



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
President Peter Hans

25 September 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: **Amendment of 1B SBCCC 400 - "Program Accountability"**

On 21 September 2018, the State Board of Community Colleges voted to amend 1B SBCCC 400 - "Program Accountability." The purpose of the amendment is to do the following: 1) Incorporate the System Governance Task Force's recommendation that the SBCC receive a biannual report on any accreditation actions taken by SACSCOC; 2) Remove outdated language that is not consistent with current practice; and 3) Establish a policy governing the consistent collection and reporting of data, including codification of the Data Governance Committee.

The rule will be effective 1 October 2018. The new rule will be published on the NC Community College System's website, www.ncccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the rule is attached to this memorandum.

CC18-043
E-mail Copy

Attachment

1B SBCCC 400 is amended as follows:



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER B. COLLEGE OPERATIONS**

5
6 **SUBCHAPTER 400. PROGRAM ACCOUNTABILITY**

7
8 **1B SBCCC 400.1 ACCREDITATION BY THE SOUTHERN ASSOCIATION**

9 All colleges shall obtain and maintain regional accreditation by the Southern Association
10 of Colleges and Schools Commission on Colleges (SACSCOC). The System Office shall
11 provide biannually a report to the State Board listing any accreditation actions taken by
12 SACSCOC with regards to a North Carolina community college. The System President,
13 when requested, will provide assistance to colleges seeking regional accreditation.

14
15 *History Note: Authority G.S. 115D-5;*

16 *Eff. [October 1, 2018](#)*

17
18 **1B SBCCC 400.2 COLLEGE PLANNING**

19 Each community college shall maintain an ongoing planning process. At a minimum,
20 college plans shall address program and facility needs; shall include the college's mission,
21 goals and objectives, consistent with the mission of the System and with the State Board's
22 priorities; and shall provide for evaluation of student outcomes.

23
24 *History Note: Authority G.S. 115D-5;*

25 *Eff. [October 1, 2018](#)*

26
27 **1B SBCCC 400.3 PROGRAM REVIEW**

28 Colleges shall monitor the quality and viability of all its programs and services. Colleges
29 shall review each curriculum program, each program area within continuing education,
30 and their Basic Skills programs at least every five years to determine program strengths

1B SBCCC 400 is amended as follows:

1 and weaknesses and to identify areas for program improvement. The program review
2 process shall be consistent with the requirements of the regional accrediting agency.

3

4 *History Note: Authority G.S. 115D-5;*

5 *Eff. [October 1, 2018](#)*

6

7 **1B SBCCC 400.4 PROVISION OF INFORMATION TO THE SYSTEM OFFICE**

8 (a) Purpose. To ensure the quality of educational programs, to promote the systematic
9 meeting of educational needs of the State, and to provide for the equitable distribution
10 of State and federal funds to the several institutions, the State Board must have timely
11 access to accurate data that is comparable across institutions. The purpose of this
12 policy is to establish rules governing the consistent collection and reporting of data to
13 fulfill reporting requirements, assess compliance, and to evaluate education
14 programs.

15 (b) Annual Reporting Plan. No later than May 1st of each year, the System Office shall
16 publish the Annual Reporting Plan for the upcoming fiscal year. This plan shall include
17 a list of information requirements, associated deadlines, and a description of how the
18 System Office will use the information. If a requirement involves transmission of raw
19 data, the plan shall also include an appendix listing the data elements collected. The
20 System Office may amend the plan, as needed, provided colleges are provided notice
21 of at least 20 business days for any newly added requirement.

22 (c) Data Governance Committee.

23 (1) The Data Governance Committee shall approve definitions for data elements used
24 throughout the North Carolina Community College System (NCCCS) and identify
25 issues the System Office should consider when determining an effective date for
26 implementation. Once the System Office determines an implementation effective
27 date, the definition and effective date shall be published in the NCCCS Data
28 Dictionary published on the NCCCS website. The Data Governance Committee
29 may also provide recommendations on data entry processes and other best
30 practices that promote data quality. The System Office shall provide guidance to
31 colleges on definition implementation.

- 1 (2) The Data Governance Committee shall be composed of the following members,
2 each of whom shall serve for a three-year term:
- 3 (A) One College President, who will serve as Chair, appointed by the President of
4 the North Carolina Association of Community College Presidents (NCACCP).
 - 5 (B) One Instructional Administrator appointed by the President of the North
6 Carolina Association of Community College Instructional Administrators
7 (NCACCIA).
 - 8 (C) One Continuing Education Administrator and one Basic Skills Director
9 appointed by the President of the North Carolina Community College Adult
10 Educators Association (NCAEA).
 - 11 (D) One Student Development Administrator appointed by the President of the
12 Student Development Administrators Association (NCSDA).
 - 13 (E) One Chief Financial Officer appointed by the North Carolina Association of
14 Community College Business Officers (ACCBO).
 - 15 (F) Three Institutional Research/Institutional Effectiveness Officers appointed by
16 the Community College Planning and Research Organization (CCPRO).
 - 17 (G) One Chief Information Officer appointed by the Chief Information Officer
18 Association (CIOA).
 - 19 (H) One representative appointed by the Institutional Information Processing
20 System Users Group (IIPS).
 - 21 (I) The designee of the North Carolina Community College System President.
 - 22 (J) A designee from each System Office division appointed by the division Vice
23 President.
- 24 Current members serving on the Data Governance Committee as of the effective
25 date of this rule shall serve the remainder of their terms. Thereafter, as terms
26 expire, or when a vacancy occurs prior to the expiration of a term, members of the
27 Data Governance Committee shall be appointed in accordance with this rule.
- 28 (3) Excluding System Office designees, no member of the Data Governance
29 Committee, shall serve more than two consecutive terms of three years on the
30 Committee. This limitation does not prohibit an individual from serving future terms
31 after a period of non-service of at least one year.

1B SBCCC 400 is amended as follows:

1 (4) The Data Governance Committee shall notify colleges of proposed data element
2 definitions and shall provide for a period of no less than 10 business days from the
3 date of notification during which colleges may provide comments on the proposed
4 data element definitions.

5 (d) Reports. The trustees and the president of each college are responsible for ensuring
6 information outlined in the Annual Reporting Plan and any ad hoc information
7 requirements requested by the System Office are provided in a timely manner and in
8 the format prescribed by the System President. Required data elements shall conform
9 with the NCCCS Data Dictionary, where applicable.

10 (e) Reporting Accountability. The System Office shall provide annually to each college
11 president a summary of the college's compliance with this rule for information
12 requirements on the Annual Reporting Plan. The summary shall include whether
13 information was complete, conformed to the definitions in the NCCCS Data Dictionary
14 (if applicable), and provided by the deadline. The System Office shall provide
15 implementation assistance to colleges struggling with compliance. Refusal to provide
16 information in accordance with the Annual Reporting Plan or failure to remedy a multi-
17 year pattern of submitting late, incomplete, or non-conforming information shall
18 constitute non-compliance under 1H SBCCC 200.2(a)(4).

19

20 *History Note: Authority G.S. 115D-5;*

21 *Eff. [October 1, 2018](#)*

22

23 **1B SBCCC 400.5 PERFORMANCE ACCOUNTABILITY**

24 (a) The System Office shall collect data on the outcomes of the performance
25 measures required by G.S. 115D-31.3 and report annually to the State Board of
26 Community Colleges on each college's outcomes on these performance
27 measures.

28 (b) Each college shall publish its data on all performance measures annually in its
29 electronic catalog or on the college's public website.

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31 *History Note: Authority G.S. 115D-5;*

1B SBCCC 400 is amended as follows:

1 Eff. [October 1, 2018](#)

2

3 **1B SBCCC 400.96 ACCREDITATION BY THE SOUTHERN ASSOCIATION**

4 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

5

6 *History Note: Authority G.S. 115D-1; 115D-5;*

7 Eff. February 1, 1976;

8 Readopted Eff. January 5, 1978;

9 Amended Eff. September 1, 1993; December 1, 1984; July 1, 1980.

10 Repeal Eff. [October 1, 2018](#)

11

12 **1B SBCCC 400.97 COLLEGE PLANNING**

13 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

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15 *History Note: Authority G.S. 115D-1; 115D-5;*

16 Eff. May 1, 1982;

17 Amended Eff. September 1, 1993.

18 Repeal Eff. [October 1, 2018](#)

19

20 **1B SBCCC 400.98 PROGRAM REVIEW**

21 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

22

23 *History Note: Authority G.S. 115D-5; 115D-31.3; 1999 S.L., c. 237, s. 9.2; 1993 S.L.,*

24 *c. 321, s. 109; S.L. 1995, c. 625;*

25 Eff. February 1, 1990;

26 Amended Eff. August 1, 1995; September 1, 1993;

27 Temporary Amendment Eff. June 1, 1997;

28 Amended Eff. July 1, 1998;

29 Temporary Amendment Eff. December 6, 1999;

30 Temporary Amendment Expired September 30, 2000;

31 Amended Eff. May 1, 2009; August 1, 2001.

32 Repeal Eff. [October 1, 2018](#)

1B SBCCC 400 is amended as follows:

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2 **1B SBCCC 400.99 PROVISION OF INFORMATION TO THE DEPARTMENT OF**
3 **COMMUNITY COLLEGES**

4 REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

5

6 *History Note: Authority G.S. 115D-5;*

7 *Eff. February 1, 1976;*

8 *Readopted Eff. January 5, 1978;*

9 *Amended Eff. September 1, 1993; December 1, 1984;*

10 *Repeal Eff. [October 1, 2018](#).*