

Each college shall publish its data on all performance measures annually in its electronic catalog or on the internet and in its printed catalog each time the catalog is reprinted.

- (c) The System Office shall report annually to the State Board of Community Colleges on each college's outcomes on these performance measures
- (d) The System Office shall monitor the colleges' performance on all measures to ensure that all measures are being used for the purpose of program improvement.

Note: Substance of former 23 NCAC 2C .0604 was incorporated into this Rule.

*History Note: Authority G.S. 115D-5; G.S. 115D-31.3, 1999 S.L., c. 237, s. 9.2, 1993 S.L., c.321, s. 109; S.L. 1995, c. 625;
Eff. February 1, 1990;
Amended Eff. July 1, 1998, August 1, 1995; September 1, 1993;
Temporary Amendment Eff. December 5, 1999. June 1, 1997;
Temporary Adoption Expired September 30, 2000;
Amended Eff. August 1, 2001*

SECTION .0300 - GENERAL ADULT: SPECIAL EXTENSION: AND COMMUNITY SERVICE

.0301 ADULT HIGH SCHOOL

.0302 ADULT VOCATIONAL PROGRAMS

.0303 GENERAL EDUCATIONAL DEVELOPMENT (GED) TESTING PROGRAM

*History Note: Statutory Authority G.S. 115D-1; 115D-5; S.L. 1987, ch. 738, s. 219;
Eff. February 1, 1976;
Amended Eff. September 1, 1988; December 1, 1984; May 1, 1982; July 1, 1980;
Repealed Eff. September 1, 1993.*

.0304 THE VISITING ARTIST PROGRAM

*History Note: Filed as an Emergency Regulation Eff. April 9, 1979 For a Period of 120 days to Expire on August 7, 1979;
Statutory Authority G.S. 115D-5;
Made Permanent Eff. July 1, 1979;
Amended Eff. December 1, 1984;
Repealed Eff. September 1, 1993.*

.0305 CONTINUING EDUCATION PROGRAM MANAGEMENT

(a) Continuing education programs shall provide lifelong learning experiences offering planned instructional responses to identified needs of targeted audiences. Instructional objectives shall specify the skills, knowledge and attitudes the learner should be able to apply upon satisfactorily completing the continuing education experience. Adequate educational facilities, instructional aids, and other instructional materials shall be provided to support continuing education courses.

(b) Facilities where classes are held must provide appropriate environments which are conducive to learning. Continuing education classes offered in special settings (such as private homes or private home-based businesses) other than generally accepted learning environments shall be approved by the college president or designee prior to the class being offered. Documentation of such approval shall be maintained at the college until released from all audits (REF: Public Records Retention & Disposition Schedule for institutions in the community college system).

(c) Each college's local board of trustees must adopt a policy which requires the development and implementation of an internal audit plan. Each college is required to publish, maintain and utilize an internal audit

plan. The college presidents shall periodically report to the board of trustees on the findings of the internal audit. The internal plan must be submitted to the Department for compliance review.

*History Note: Statutory Authority G.S. 115D-1; 115D-5;
Eff. September 1, 1988;
Amended Eff. September 1, 1993.*

SECTION .0400 - INDUSTRIAL SERVICES

.0401 TRAINING FOR NEW AND EXPANDING INDUSTRY

(a) Customized training programs for new and expanding companies shall be provided to support the economic development of the state. The training programs for new and expanding industries shall be administered by the college, with consultation and assistance from the Department's staff.

(b) State funds are appropriated to the Department in a separate line to support the training for new and expanding industry. These funds shall be used to support only those training projects that create new jobs in new and expanding companies. They shall be allocated to and expended by the college in accordance with the approved project plan and budget.

*History Note: Statutory Authority G.S. 115D-5;
Eff. February 1, 1976;
Readopted Eff. January 5, 1978;
Amended Eff. September 1, 1993; December 1, 1984.*

.0402 WORK STATION OCCUPATIONAL SKILLS TRAINING

(a) Training as defined by this rule is designed to assist manufacturing, service, or governmental organizations with in-service training of their employees. The goal is the development of skilled workers to support the continued economic growth of the North Carolina economy thereby enhancing the quality of life for the citizens of the state. Courses supported with public funds that provide occupational skills training at an individual's work station must meet the following conditions:

- (1) Training courses shall be available to all local companies.
- (2) Training shall occur in the facilities or at the sites in which the company normally operates.
- (3) Trainees may be newly-hired employees who need job skills training or existing employees who need skills up-grading.
- (4) Training shall be conducted at the employee's assigned work station during normal working hours.
- (5) Training shall be directly related to job skills.
- (6) Training shall prepare new or current employees to use technology, equipment, or production processes.

(b) Colleges may offer work station based courses in those situations where the development of job skills is dependent on technology, equipment or production processes in the work environment which cannot be duplicated in a traditional classroom or laboratory training setting. The purpose of work station based training is to teach the skills of a particular job. The instruction provided shall not duplicate or supplant company training.

(c) Colleges may offer work station based training, as defined in this Rule, in the following ways:

- (1) Occupational Extension at the Work Station: A college may teach an occupational extension course at an individual's work station if the training is provided by a community college instructor, the trainee is in a full-time training capacity, and the training is offered consistent with Rules 23 NCAC 02D.0324 and 23 NCAC 02E.0101 (2) (a). The employee shall not be performing any work duties during the training. When these criteria are met, the college will earn regular budget FTE.
- (2) Structured On-the-Job Training: Structured On-the-Job Training shall earn FTE on a contact hour basis for the applied learning component. Structured On-the-Job Training shall meet the following criteria:
 - (A) The applied learning component of the course shall be based on skill competencies determined by industry, employer standards, external agency licensing or certification requirements, or general accepted practices in the field of specialization;
 - (B) The course content and designated instructional hours for a structured on-the-job training course