



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

June 18, 2010

Dr. J. Larry Keen, President
Fayetteville Technical Community College
Post Office Box 35236
Fayetteville, NC 28303-0236

Dear Dr. Keen:

This letter is in response to the Level III Instructional Service Agreement (ISA) between Fayetteville Technical Community College (college approved to offer the curriculum) and Catawba Valley Community College (participating college) for the Funeral Service Education (A55260) Program and the Funeral Service Education Diploma (D55260) with an effective term of Fall 2010.

The agreement is acceptable as written and includes the essential information needed for a Level III ISA as stated in 23 NCAC 02E. 0604. The approved agreement is attached. The host and participating college(s) should maintain the approved agreement on file for auditing purposes.

The participating college should now electronically enter the course(s) that it is allowed to teach under the terms of the agreement. This program of study will be electronically forwarded to the college approved to offer the curriculum for its review and approval before the System Office receives the curriculum for final review.

If the agreement becomes inactive, a termination notice must be submitted by the President of Fayetteville Technical Community College to the Senior Vice President and Chief Academic Officer at the System Office. If you have any questions or need assistance, please contact Dr. Sharon E. Morrissey at (919) 807-7096.

With kindest regards, I am

Sincerely,



R. Scott Ralls

RSR/ris

Enclosure

c: Dr. Garrett Hinshaw
Dr. Barbara Tansey
Dr. Keith Mackie
Dr. Sharon E. Morrissey
Dr. Judith C. Mann
Ms. Jennifer Frazelle
Ms. Erin Smith
Dr. John Pettitt

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Street Address: 200 West Jones ~ Raleigh, NC 27603 ~ 919-807-7100 ~ Fax 919-807-7164
AN EQUAL OPPORTUNITY EMPLOYER

Proration of Resources:

Classroom space, hardware and software needed to provide NCIH classes will be provided and maintained by each college in the agreement.

Proration of FTE (if applicable):

For administration, full-time equivalent (FTE) enrollments at the receiving site will be shared between the institutions on a basis of 50% to the originating college and 50% to the receiving college. Cost of instruction will be the responsibility of the originating college.

Termination Time Frame and Conditions:

This agreement shall continue in force unless terminated by either party with 180 days written notice.

Mechanism for evaluation of program:

The program may be evaluated by the instructors and administration of both colleges. Students may also be surveyed to determine their levels of academic experience and successes of the NCIH environment.

Mechanism for involvement of all parties in decision making:

Communication between administrators of the two colleges, instructors and proctors in the NCIH classes. Written correspondence, email, telephone, face-to-face, and virtual formats will be acceptable.

College awarding the degree:

Fayetteville Technical Community College

College recording the letter grade on the student transcript:

Only the college providing the instruction will record the letter grade on the student transcript.

Other Terms of the Agreement:

The catalog, calendar, and policies of each college will apply to the courses that it offers.

FTCC is considered the home institution and shall provide all financial aid services to students enrolled in the Funeral Services program. Furthermore, FTCC shall use their cost of attendance to determine eligibility and monitor Satisfactory Academic Progress. Should a student be enrolled only at CVCC, the Financial Aid Office at CVCC will then pay Title IV funds and monitor Satisfactory Academic Progress during the effective semester. In the event that a student has mixed enrollment between both schools during any given semester, FTCC shall be responsible for awarding financial aid and gaining any documentation needed to verify enrollment at CVCC and the amount of credits for which the student is registered.

This agreement meets the requirements of 23 NCAC 2E.0604(c) and has been mutually agreed upon by the president and board of trustees for each institution. Signing this document certifies that appropriate and adequate resources are available between participating colleges and that the joint utilization of physical facilities, equipment, materials and instructional faculty have been considered in the offering of this curriculum. Signing this document certifies that the program is established according to the guidelines of the appropriate accrediting agency or licensing authority and that only the college providing the instruction will record the letter grade on the student transcript. Signing this document also certifies that the participating college(s) shall not create, offer or advertise an independently awarded lower-level credential.

colleges. Signature also certifies that the joint utilization of physical facilities, equipment, materials and instructional faculty have been considered in the offering of this curriculum.

Institution:
Fayetteville Technical Community College

[Signature] 2-15-10
Signature, President Date
[Signature] 2-15-10
Signature, Board of Trustees Chair Date

Institution:
Catawba Valley Community College

[Signature] 3/10/10
Signature, President Date
[Signature] 3/10/10
Signature, Board of Trustees Chair Date

North Carolina Community Colleges System Office Use Only

Date

Received: _____

Recommendation: Approve Disapprove

[Signature]
Signature of Program Coordinator
Program Services

6/7/10
Date

[Signature] 6/16/10
Signature of Vice President
Academic and Student
Services Date

[Signature] 6/17/10
Signature of President, NCCCS Date

Electronic or stamped signatures should not be utilized. A stamped or electronic Board of Trustee signature may be utilized if the agreement is accompanied by approved Board Minutes.

Please send three originals to the System Office for approval. This agreement must be approved by the System Office President prior to implementation of the curriculum. Notification of termination of this agreement must be sent to the System Office President by the college which grants the award, prior to the effective termination date. Each college must maintain a signed copy of this agreement at the local institution.

C U R R I C U L U M P R O G R A M S O F S T U D Y

832 Fayetteville Technical Community College

Fall 2009

Title : Funeral Service Education

Code : A55260

Concentration : Not Applicable

Standard : 2009*02A55260

Highest Level Credential Offered: AAS[X]

Diploma[]

Certificate[]

Program Status : APPROVED 03/03/09

Max Credit Hrs : 76.0

Min Credit Hrs : 64.0

Total Credit Hrs : 75.0

Program Description:

T H I S S E C T I O N R E S E R V E D F O R
F U T U R E C U R R I C U L U M D E S C R I P T I O N

832 Fayetteville Technical Community College
 C O U R S E A N D H O U R R E Q U I R E M E N T S
 A55260 Funeral Service Education

Title	Term		Class	Lab	Clinic/Exp	Credits
I. General Education Courses						
1. Required Courses						
ENG	111	1997*02 Expository Writing	3.0	0.0	0.0	3.0
ENG	115	1997*02 Oral Communication	3.0	0.0	0.0	3.0
MAT	115	2005*02 Mathematical Models	2.0	2.0	0.0	3.0
SOC	210	1997*02 Introduction to Sociology	3.0	0.0	0.0	3.0
2. Required Subject Area						
HUMANITIES FINE ARTS PICK						
(Select 3.0 hours from the following courses)						
ART	111	1997*02 Art Appreciation	3.0	0.0	0.0	3.0
ART	114	1997*02 Art History Survey I	3.0	0.0	0.0	3.0
ART	115	1997*02 Art History Survey II	3.0	0.0	0.0	3.0
ART	116	1997*02 Survey of American Art	3.0	0.0	0.0	3.0
ART	117	1997*02 Non-Western Art History	3.0	0.0	0.0	3.0
ART	121	2000*01 Design I	0.0	6.0	0.0	3.0
ART	131	1997*02 Drawing I	0.0	6.0	0.0	3.0
ART	171	2000*01 Computer Art I	0.0	6.0	0.0	3.0
ART	240	1997*02 Painting I	0.0	6.0	0.0	3.0
ART	241	1997*02 Painting II	0.0	6.0	0.0	3.0
ART	244	1997*02 Watercolor	0.0	6.0	0.0	3.0
ART	281	1999*03 Sculpture I	0.0	6.0	0.0	3.0
ART	283	1997*02 Ceramics I	0.0	6.0	0.0	3.0
ART	288	1997*02 Studio	0.0	6.0	0.0	3.0
DAN	110	1997*02 Dance Appreciation	3.0	0.0	0.0	3.0
DAN	211	1997*02 Dance History I	3.0	0.0	0.0	3.0
DAN	212	1997*02 Dance History II	3.0	0.0	0.0	3.0
DRA	111	1997*02 Theatre Appreciation	3.0	0.0	0.0	3.0
DRA	112	1997*03 Literature of the Theatre	3.0	0.0	0.0	3.0
DRA	115	1997*02 Theatre Criticism	3.0	0.0	0.0	3.0
DRA	122	1997*03 Oral Interpretation	3.0	0.0	0.0	3.0
DRA	126	1997*02 Storytelling	3.0	0.0	0.0	3.0
DRA	211	1997*02 Theatre History I	3.0	0.0	0.0	3.0
DRA	212	1997*02 Theatre History II	3.0	0.0	0.0	3.0
HUM	110	1997*02 Technology and Society	3.0	0.0	0.0	3.0
HUM	115	2003*01 Critical Thinking	3.0	0.0	0.0	3.0
HUM	120	1997*02 Cultural Studies	3.0	0.0	0.0	3.0
HUM	121	1997*02 The Nature of America	3.0	0.0	0.0	3.0
HUM	122	1997*02 Southern Culture	3.0	0.0	0.0	3.0
HUM	130	1997*02 Myth in Human Culture	3.0	0.0	0.0	3.0
HUM	150	1997*02 American Womens Studies	3.0	0.0	0.0	3.0
HUM	160	1999*03 Introduction to Film	2.0	2.0	0.0	3.0
HUM	170	1997*02 The Holocaust	3.0	0.0	0.0	3.0
HUM	211	1997*02 Humanities I	3.0	0.0	0.0	3.0
HUM	212	1997*02 Humanities II	3.0	0.0	0.0	3.0
HUM	220	1997*02 Human Values and Meaning	3.0	0.0	0.0	3.0
HUM	230	1997*02 Leadership Development	3.0	0.0	0.0	3.0
MUS	110	1997*02 Music Appreciation	3.0	0.0	0.0	3.0
MUS	112	1997*02 Introduction to Jazz	3.0	0.0	0.0	3.0
MUS	113	1997*02 American Music	3.0	0.0	0.0	3.0

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 A55260 Funeral Service Education

Title	Term		Class	Lab	Clinic/Exp	Credits
MUS 114	1997*02	Non-Western Music	3.0	0.0	0.0	3.0
MUS 213	1997*02	Opera and Musical Theatre	3.0	0.0	0.0	3.0
PHI 210	1997*02	History of Philosophy	3.0	0.0	0.0	3.0
PHI 215	1997*02	Philosophical Issues	3.0	0.0	0.0	3.0
PHI 220	1997*02	Western Philosophy I	3.0	0.0	0.0	3.0
PHI 221	1997*02	Western Philosophy II	3.0	0.0	0.0	3.0
PHI 230	1997*02	Introduction to Logic	3.0	0.0	0.0	3.0
PHI 240	1997*02	Introduction to Ethics	3.0	0.0	0.0	3.0
REL 110	1997*02	World Religions	3.0	0.0	0.0	3.0
REL 111	1997*02	Eastern Religions	3.0	0.0	0.0	3.0
REL 112	1997*02	Western Religions	3.0	0.0	0.0	3.0
REL 211	1997*02	Intro to Old Testament	3.0	0.0	0.0	3.0
REL 212	1997*02	Intro to New Testament	3.0	0.0	0.0	3.0
REL 221	1997*02	Religion in America	3.0	0.0	0.0	3.0

II. Major Courses

A. Core

1. Required Courses

ACC 111	1997*02	Financial Accounting	3.0	0.0	0.0	3.0
BUS 110	1997*02	Introduction to Business	3.0	0.0	0.0	3.0
BUS 115	1997*02	Business Law I	3.0	0.0	0.0	3.0
BUS 230	1997*02	Small Business Management	3.0	0.0	0.0	3.0
CIS 113	2006*01	Computer Basics	0.0	2.0	0.0	1.0
FSE 112	1997*02	Princ of Funeral Service	3.0	0.0	0.0	3.0
FSE 116	1997*02	Funeral Law and Ethics	3.0	0.0	0.0	3.0
FSE 214	1997*02	Pathology	3.0	0.0	0.0	3.0
FSE 215	1997*02	Funeral Home Operations	4.0	0.0	0.0	4.0
PSY 141	1997*02	Psych of Death and Dying	3.0	0.0	0.0	3.0

B. Concentration (if appropriate)

1. Required Courses

C. Other Major Courses

1. Required Courses

FSE 114	1997*02	Embalming Chemistry	4.0	0.0	0.0	4.0
FSE 118	2004*01	Embalming Anatomy	4.0	0.0	0.0	4.0
FSE 120	1997*02	Embalming Microbiology	3.0	0.0	0.0	3.0
FSE 210	1997*02	Embalming Theory I	3.0	0.0	0.0	3.0
FSE 216	1997*02	Restorative Arts	2.0	4.0	0.0	4.0
FSE 217	1997*02	Funeral Service Projects	1.0	2.0	0.0	2.0
PSY 150	1997*02	General Psychology	3.0	0.0	0.0	3.0
FSE 212	1997*02	Embalming Theory II	3.0	0.0	0.0	3.0

2. Required Subject Area

REQUIRED PICK

(Select 4.0 hours from one of the following set(s) of courses)

Set Number 1

FSE 211	1997*02	Embalming Lab I	0.0	4.0	0.0	2.0
FSE 213	1997*02	Embalming Lab II	0.0	4.0	0.0	2.0

Set Number 2

COE 112	1997*02	Co-op Work Experience I	0.0	0.0	20.0	2.0
COE 122	1997*02	Co-op Work Experience II	0.0	0.0	20.0	2.0

III. Other Required Courses

1. Required Courses

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 A55260 Funeral Service Education

Title	Term	Class	Lab	Clinic/Exp	Credits
2. Required Subject Area					
ACA PICK					
(Select a course from the following)					
ACA 111	1997*02	College Student Success	1.0	0.0	0.0
ACA 115	1997*02	Success & Study Skills	0.0	2.0	0.0
Free Elective : 0.0			Running Total : 75.0		