

January 6, 1998

MEMORANDUM

TO: Chief Academic Officers

FROM: Elizabeth L. Johns, Vice President
Academic and Student Services

SUBJECT: Refresher and Update for Building and Maintaining College's Local
Electronic Programs of Study

The System Office will be offering refresher training and an update for building and maintaining your college's electronic programs of study from the Common Course Library in February 1998, at the System Office in Raleigh. The goals of the training session are to provide instruction and hands-on experience in building the electronic library of courses that your college offers and to provide information on filing collaborative agreements and to answer questions encountered while building programs.

The training sessions are designed to accommodate a team of two persons per college. One instructional administrator, preferably yourself, must attend to make decisions about prerequisites and to clarify prerequisite substitutions. This person must have the authority to make changes in the programs of study, if needed.

A second person should be proficient in word processing and knowledgeable about curriculum standards. This person, with instruction, will be responsible for selecting courses from the electronic data base and building the College's programs of study.

The training is scheduled for one day to allow adequate time for learning the system and building the programs of study. Following this session, the team your college sends should be able to return to your campus and train other users on the electronic systems.

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Please register by January 23, 1998, by fax, using the attached form to indicate your choice of date for attending a session. If a session is filled, you will be contacted for an alternate choice. All confirmations of attendance will be faxed by January 29. If needed, a make-up session will be scheduled. To provide this training to all colleges in a timely manner, it will be necessary for colleges to keep their requested and confirmed training schedule. If there are questions, please call Elizabeth Jones, extension 401 or Deborah Ward, extension 402.

ELJ/EIJ/dw

c: President
Elizabeth Jones
Bill Cole
Phil Shepard
Arthur Hohnsbehn
Program Coordinators

CC-98-005

Attachment