

January 25, 1999

TO: President

FROM: H. Martin Lancaster,
President

SUBJECT: Substantive Change for Distance Learning

The North Carolina Community College System is approved by the Southern Association of Colleges and Schools (SACS) for a joint substantive change visit for distance learning. The SACS visiting team will be in North Carolina on Oct. 10-13, 1999. Please advise regarding your intent on participating in this activity. Attached is data regarding participation and college responsibilities.

Participation in the joint process is voluntary. The System Office will serve as the coordinating body for the visit. A working group composed of community college representatives will plan meetings on the Information Highway to discuss preparation of documents, determine the standardized format for documents, and develop a time frame for the preparation of materials.

I appreciate your prompt response. If you have questions, please contact Janyth Fredrickson, Associate Vice President, Academic and Student Services at ext. 414.

CC99-035

Considerations for Participation

The decision to participate in the joint process should be influenced by the following:

- Colleges that plan to offer 25% or more of a degree program by distance learning should participate.
- Colleges offering some distance learning courses but less than 25% of a degree program are encouraged to participate in anticipation of expanded distance learning activities.
- Colleges scheduled for SACS reaffirmation visits in 1999 can incorporate distance learning into their self study and do not need to participate.
- Colleges that have not expanded distance learning activities since the last reaffirmation visit do not need to participate.

College Responsibilities

Colleges that participate in the joint substantive change visit must:

- Prepare a 10- to 20-page prospectus in standardized format by late spring.
- Assemble a set of pre-identified documents for the visit in October. (Documents include college policies and procedures, distance learning syllabi and evaluation documents, technology plan, and current schedule of distance learning courses including instructors.)
- Participate in the October visit by hosting a visiting team or communicating electronically with team members.
- Respond to college-specific recommendations in the visiting team's report.

**NCCCS Joint Substantive Change
for Distance Learning**

_____ YES, we will participate in the joint substantive change visit.

_____ NO, we will not participate in the joint substantive change visit.

Name _____

College _____

**Please return to Janyth Fredrickson, FAX (919) 733-0680
by February 5**

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