

February 10, 1999

URGENT RESPONSE

MEMORANDUM

TO: Chief Academic Officers

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

SUBJECT: Refresher and New Process for Re-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 in March 1999, at the System Office in Raleigh. The goals of the training session are to provide instruction and hands-on experience in correctly building the electronic programs that your college offers, to provide information on a new process for refiling changes, and to provide you with an opportunity to determine if your disapproved programs of study should be deleted or updated.

Please note that all current programs of study for 1997 through 1999*01 that are not approved by March 31, 1999, will be deleted from the electronic listing, and thus, **not** available for offering or reimbursement. Some colleges are still using invalid codes; these codes are rejected by the computer program, and thus, cannot be funded on the FTE report.

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, to clarify prerequisite substitutions, and to make corrections on programs of study that have been disapproved. 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 building a program of study from the curriculum standard. 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 two hours to allow adequate time for answering questions encountered and to work with discipline-specific program coordinators to clarify any disapproved standards to date. Following this session, the team your college sends should be able to return to your campus and train other users on the electronic systems.

Memo Chief Academic Officers
Page 2
February 9, 1999

Please register by February 23, 1999, by fax, using the attached form to indicate your choice of date and time 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 February 25. 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 adhere to their requested and confirmed training schedule. If there are questions, please call Elizabeth Jones, extension 401 or Carol Bowers, extension 402.

ELJ/EIJ/cb

Attachment

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

CC99-050
Faxed & Paper Copy