

February 26, 1999

**RESPONSE DEADLINE: FEB. 26, 1999**

**MEMORANDUM**

To: Chief Academic Officers

From: Elizabeth Lambert Johns

Subject: Refresher and New Process for Re-Building and Maintaining  
College's Local Electronic Programs of Study

The System Office will be offering **two additional regional** refresher training and update workshops in April 1999 for building and maintaining your college's electronic programs of study. One workshop will be held at Asheville-Buncombe Technical Community College on April 7, 1999, from 10 a.m. until 12 noon. The other will be held at Pitt Community College on April 9, 1999, from 11 a.m. until 1 p.m.

These sessions are in **addition** to the ones being held at the System Office on March 1, 2, 4, and 5, 1999. If you have already reserved space for one of the March sessions and would like to attend one of the regional sessions instead, please fax the attached form to the System Office no later than February 26.

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. If you have questions, please call Elizabeth Jones, extension 401 or Carol Bowers, extension 402.

ELJ/EIJ/cb

Attachment

c: Presidents  
Elizabeth Jones  
Phil Shepard  
Ken Whichard  
Arthur Hohnsbehn

CC99-065  
Fax & Paper Copy

**ADDITIONAL DATES**

**REFRESHER AND NEW PROCESS FOR RE-BUILDING AND  
MAINTAINING COLLEGE'S ELECTRONIC PROGRAMS OF  
STUDY FROM THE COMMON COURSE LIBRARY**

*Please indicate your choice for attending the training session by marking with an (X).*

<b><u>Schedule</u></b>	<b><u>Location</u></b>	<b><u>Choice</u></b>
*April 7, 1999 10:00 AM - 12 Noon	Asheville-Buncombe Technical Community College	_____
*April 9, 1999 11:00 AM-1:00 PM	Pitt Community College	_____

**College:** \_\_\_\_\_

**Representatives:**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Chief Academic Officer Program of Study Coordinator

Please fax this response no later than **February 26, 1999** to:

**Elizabeth Jones**  
**NCCC System Office**

**Fax No. 919/733-0680**

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Submitted By Date

**\* Note: The March and April training sessions will cover the same material.**