

January 7, 2000

**MEMORANDUM**

TO: Community College Instructors

FROM: Delores A. Parker, Vice President

RE: Virtual Learning Community – Online Course Development

Welcome to an important statewide initiative in online learning. You have been selected to participate on a development team for the Virtual Learning Community. The goal of your team will be to build an exemplary online course that can then be used by instructors around the community college system.

The first meeting will be January 21 from 10 a.m. to 3 p.m., Student Education Building, Rooms 214-15, at Wake Technical Community College in Raleigh. There, you will learn about the Virtual Learning Community, meet your team, and develop a work plan. Several documents are enclosed to help you prepare for the meeting.

Following the meeting, course development will be completed online with a target date of April 15 for the completion of most of the work. Your team's course and the other nine courses being developed will belong to all North Carolina community colleges.

You will be reimbursed for the mileage for the January 21 meeting. If your college is more than 300 miles round trip from Raleigh, you will also be reimbursed for one night's lodging at the state rate. Additionally, your college will receive \$250 which may be used for release time or supplemental contract. If you become one of the team leaders, your college will receive \$400.

Thank you for sharing your expertise and time on this important collaborative project. If you have questions, or cannot attend the January 21 meeting, please contact the Virtual Learning Community coordinator, Neil Hollands, [hollandsn@ncccs.cc.nc.us](mailto:hollandsn@ncccs.cc.nc.us) or (919)733-7051 ext. 404.

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