



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

TO: Basic Skills Directors

FROM: Randy Whitfield, Ed.D.
Director of Basic Skills

SUBJECT: Distance Education Literacy Classes

On September 15, 2000, the State Board of Community Colleges approved a pilot project-period of one year for distance education literacy classes. During this project year, colleges will be able to experiment with different methods of delivery for Basic Skills distance education classes and will be able to use either membership or contact hour reporting for these classes.

Colleges using the GED in newspaper series and the GED TV series may continue to use the current methods for counting contact hours. (See attached policies.) Colleges that are conducting pilot programs for distance learning using contact hour reporting may continue with those projects. They need, however, to report the same outcomes on those projects as those using membership hour reporting (see # 3.h).

The first recommendation for distance learning for literacy which was approved by the State Board of Community Colleges is as follows: "For classes for which it is possible to determine actual student time in an accurate manner, such as Internet classes in which the students log-in and log-out, then actual contact hours should be recorded. For these types of courses, the college must have software adequate to record actual time logged-in to the program in order to report the hours." Basic Skills programs do not need approval to operate these types of classes.

Prior approval is required for those colleges preferring to use membership hours for distance learning Basic Skills classes. The approval process is as follows:

- 1) Send a proposal to Randy Whitfield, Director of Basic Skills, NCCCS, for the distance learning course(s) your college is interested in delivering. (A proposal form will be sent to each college after the Basic Skills State Leadership Advisory Board meeting October 19 – 20, 2000.) Some of the

information that needs to be included is as follows: name of proposed course, method of delivery, student screening criteria, orientation procedures, total recommended membership hours, and rationale for the hours requested. The Advisory Board will also send a written procedure for the evaluation and approval of such programs to all community colleges.

- 2) The proposals will be presented to the Basic Skills State Leadership Advisory Board for final approval. Colleges will receive written notification of the Advisory Board's decision regarding approval.
- 3) Colleges receiving approval for the pilot programs must adhere to the following procedures:
 - a. Students will enter at the beginning of the course and complete the entire course (no multi-entry/multi-exit).
 - b. The instruction will follow a structured format, rather than the self-paced instruction usually provided in Basic Skills classes.
 - c. Selected colleges will be allowed to run approved programs as pilot projects for the 2000-2001 academic year.
 - d. The classes will be based on membership hours, with a stipulation that a minimum number of qualified contacts must be made before a student can be reported for class.
 - e. The number of contacts required will be set by the Basic Skills State Leadership Advisory Board.
 - f. Documentation of qualified contacts, such as a phone log or e-mails, must be certified by the instructor or other college staff and maintained for audit review.
 - g. Instructional contracts should indicate that instructors were paid for at least the number of membership hours reported per student in order for all the hours to earn budget FTE.
 - h. Colleges offering these programs **must** collect information to be used to evaluate these programs, including the following: estimated contact hours completed, completion rates, and costs associated with running the program.

Enclosure

C: Presidents
Senior Continuing Education Administrators
Dr. Steve Scott
Dr. Delores Parker

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