



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

February 6, 2002

**MEMORANDUM**

**TO:** Basic Skills Advisory Board

**FROM:** Linda Ray  
Basic Skills Training Specialist

**SUBJECT:** Choosing Members for a Credentialling Task Force

As discussed at the last board meeting, we decided that you would name a person or persons you feel would be interested in serving and working on a credentialling program for Basic Skills instructors across the state. I promised to e-mail you the first of February to remind you to contact those people.

These people must be willing to give some time to meetings for brainstorming first, then researching, planning, developing and implementing such a project. We are probably looking at a three to five year commitment, but understand that turnover and other changes will occur and replacements might be made. We would certainly work with time lines and workloads, but would require some commitment for meetings, research, etc.

If you would, after you have made contact and received confirmation as to their interest, please send me their names, job title, school, phone and e-mail (if not on Groupwise) so that I can contact them. We meet again at the Basic Skills Directors Institute, March 13, so if you could get me the names by the week before, I can make a report as to membership at the meeting.

Thank you so much for your time and efforts. You will certainly be kept apprised of the events arising from this project.

cc: Presidents  
Senior Continuing Education Administrators

CC02-024  
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