



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

TO: Basic Skills Directors

FROM: Randy Whitfield, Ed.D.
Associate Vice President of Academic and Student Services
Basic Skills Department

SUBJECT: Basic Skills Directors Institute 2002

DATE: February 20, 2002

The Basic Skills Directors Institute for 2002 will be held March 13-15, 2002, at the Clarion Crabtree (formerly the Four Points Sheraton where we usually hold the Institute). This Institute will be an exciting opportunity for you to drop the busy work for a couple of days and learn how to improve the quality of your program. Working with your peers across the state also will afford you the opportunity to hear the ideas of others about how to align Basic Skills programs to meet learner needs.

This Institute is a small, intense educational experience with people on the same or similar level discussing various issues that cut across all Basic Skills programs. Action plans that come out of the Institute will be focused and easy to implement.

Please make your hotel reservations by calling (919) 787-7111 and stating that you are with the North Carolina Community College System Basic Skills Directors Institute. Rooms are at a rate of \$71.00 single with \$5.00 for each additional person in the room. Taxes are currently 12%. You will be responsible for your travel and lodging expenses to this Institute.

We hope you will plan to take advantage of this unique training opportunity. To register, e-mail or fax the attached form to Ashley Poole, Office Assistant, (919) 733-7051. For questions, please feel free to contact me at ext. 721 or Linda Ray, Training Specialist, at ext. 723. I am looking forward to seeing you in March.

Attachment

cc: Presidents
Senior Continuing Education Administrators

CC02-040
Paper & E-mail copy

MAILING ADDRESS: 5024 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5024

Street Address: 200 West Jones ~ Raleigh, NC 27603-1379 ~ 919-733-7051 ~ Fax 919-733-0680

AN EQUAL OPPORTUNITY EMPLOYER



**BASIC SKILLS DIRECTORS INSTITUTE 2002:
Outcome Measures: The Quality Solution
March 13-15, 2001
Raleigh, NC**

Wednesday, March 13, 2002

- 12:00 – 1:00 ***Registration***
- 1:00 – 1:15 ***Welcome/Opening Remarks***
Dr. Delores Parker
Vice President of Academic and Student Services
NCCCS
- Introduction of Speaker***
Linda Ray
Basic Skills Training Specialist
- 1:15 – 2:15 ***You Don't Have to Go Home from Work Exhausted!***
Bronwyn Morgan
Delta Training Partners, Inc.
Wilmington, NC
- 2:15 – 2:45 ***View From a National Perspective – the State of
Adult Education***
Dr. Randy Whitfield
Associate Vice President of Academic and Student
Services, Basic Skills Division
NCCCS
- 2:45 – 3:00 ***Break***
- 3:00 – 3:30 ***Action Plans 2000-2001: Progress Reports from the
Regions and the System Office***
- 3:30 – 5:00 ***Regional Planning Meetings: Development of Action
Plans for 2001-2002***
- 5:00 ***Adjournment***

Thursday, March 14, 2002

- 8:00 – 8:30 *Coffee/Continental Breakfast*
- 8:30 – 10:00 *Panel: Improving Local Program and State Outcome Measures*
Dr. Randy Whitfield, Patrick Pittman, Jonathan McDougald, and Terry Shelwood
NCCCS
- 10:00 – 10:15 *Break*
- 10:15 – 11:30 *Regional Group Guided Discussions on Quality Solutions*
- 11:30 – 12:00 *Group Reports*
- 12:00 – 1:30 *Lunch*
- 1:30 – 2:45 *Management Round Tables (choose two)*
- Professional Development
 - Distance Learning
 - GED 2002
 - NRS & Accountability
- 2:45 – 3:00 *Break*
- 3:00 – 5:00 *FISH!*
Karen Longerbeam
Isothermal Community College

Friday, March 15, 2002

- 8:00 – 8:30 *Coffee/Continental Breakfast*
- 8:30 – 10:30 *Presentation on Madison Heights/Lifelines*
Bob Miller
Intelecom
- 10:30 – 10:45 *Break*
- 10:45 – 12:00 *Reflections on Basic Skills & the Future Evaluation/Wrap-Up*
Dr. Randy Whitfield

**Basic Skills Directors Institute 2002
Outcome Measures: The Quality Solution
March 13-15, 2002**

Registration

Please return form to: Ashley Poole, Office Assistant
North Carolina Community College System
5024 Mail Service Center
Raleigh, NC 27699-5024
Fax: (919) 733-0680

Participants' Name: _____

College Name: _____

Phone: _____ Fax: _____

Email: _____

Payment Information

Number of persons attending:

_____ @ \$50.00 = \$ _____

For Office Use Only Receipt Number _____ Date Received _____ Personal/Organizational _____
