



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

H. Martin Lancaster, President

Please Respond by March 1, 2004

MEMORANDUM

TO: Basic Skills Directors
Even Start Family Literacy Directors
Community-Based Organization Directors
Other Interested Persons

FROM: Basic Skills ♦ Even Start Family Literacy Conference Planning Committee

DATE: January 30, 2004

SUBJECT: 2004 Basic Skills ♦ Family Literacy Conference

We are pleased to announce that the **2004 Basic Skills ♦ Family Literacy Conference will be held July 21-23, 2004 at the Adams Mark Hotel in Winston-Salem, N. C.** We usually have 700+ attendees at this conference, and we hope this year will not be any different! It is important that we begin our planning now. We are asking you to send us the attached Request for Proposals for the 2004 conference much earlier this year. In addition, we are asking you to begin considering your nominees for Student of the Year and Instructor/Volunteer of the Year to receive this year's Angela Moore Trogdon awards.

The conference theme is **“Race 4 Literacy: It’s Everybody’s Business.”** This year marks the second year of our three-year “Race 4 Literacy” campaign. The emphasis this year is on business and community partnerships and awareness. In addition to other timely topics, please consider submitting workshop proposals that showcase partnerships. Also, be thinking about what business or community leaders you might invite to attend sessions at the conference to increase their awareness of Basic Skills in North Carolina.

Please find attached a Request for Proposal form to submit workshop suggestions for the conference. If you or someone in your program would like to be a workshop presenter, please complete the attached form and submit the proposal by **March 1, 2004**. Also, please feel free to suggest workshop presenters to us with contact information. Back by popular demand are two separate roundtable sessions (one for community-based organizations and one for community colleges) called **GIFTS (Great Ideas for Teaching Students)**. We are asking those of you who have instructional ideas/practices that you think are worth sharing with your colleagues to prepare a 15 minute presentation. We will choose 20-25 proposals, set presenters up at round tables at the Adams Mark, and allow colleagues to come to the tables to hear the presenter’s ideas and share their own. At the

MAILING ADDRESS: 5016 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5016

Street Address: 200 West Jones Street ~ Raleigh, NC 27603-1379 ~ 919-807-7000 ~ Fax 919-807-7164

AN EQUAL OPPORTUNITY EMPLOYER

2004 Basic Skills ♦ Family Literacy Conference
January 30, 2004
Page 2 of 2 pages

end of 15 minutes, a bell will ring, and groups will change tables. This is a great idea-sharing session, so send in your best ideas!

Also attached is the nomination packet for this year's Angela Moore Trogdon awards. Please begin thinking of your nominations for *Student of the Year* and *Instructor/Volunteer of the Year* and send the nomination forms to us anytime up until the deadline of **May 14, 2004**. This is a very special award to honor deserving people who put in tireless hours of studying and instruction in the Basic Skills programs across North Carolina.

Please make copies of this letter, the Request for Proposal form for workshops, and the Angela Moore Trogdon award packet and distribute them to your staff. Please help them understand the importance of both submissions and encourage them to participate. If you have further questions, please contact **Linda Ray, Basic Skills Training Specialist, NCCCS, (919) 807-7041, rayl@ncccs.cc.nc.us** or **Don Carter, Even Start, N. C. Department of Public Instruction, (919) 807-3851, dlcarter@dpi.state.nc.us**. Thank you so much for your participation to make the 2004 conference a huge success!

Attachment

cc: Presidents
Senior Continuing Education Administrators

CC04-018
E-mail and paper copies

Race 4 Literacy: It's Everybody's Business

Request for Workshop Proposals

Basic Skills & Family Literacy Conference
Adams Mark Hotel ♦ Winston-Salem, NC
July 21-23, 2004

If you are interested in sharing with colleagues across North Carolina your program ideas and practices, expertise in a certain topic, or research-based activities, please submit the attached Request for Proposal (RFP) workshop proposal form. Please feel free to submit this form to us if you have suggestions for presenters that we should contact as well. Again this year, in addition to the normal 1½ hour to 3 hour workshops, we are offering the opportunity to submit a 15 minute GIFTS (Great Ideas for Teaching Students) proposal. (See description below.) Complete the attached form following the guidelines listed below, and return it to Linda Ray by **March 1, 2004**.

Criteria for Selection

Proposals for workshop presentations will be reviewed for their innovative, exemplary, unique, and/or thought-provoking subjects, topics, and/or strategies; relevance to the needs and challenges of administering, teaching and learning in community college and community-based Basic Skills programs and Even Start family literacy programs; the application of program evaluation and follow-up strategies where appropriate; and appeal to the broadest cross-section of Basic Skills and family literacy professionals. Our audience represents a wide range of experience in workforce development, program development, instruction and program administration. **The Conference Planning Committee will select as many proposals as possible. A submission of a proposal is not a guarantee of acceptance. Notification of acceptance status will be mailed the week of March 22.** If accepted, please note that your first time choice, as indicated on the Request for Proposal form, will receive our strongest consideration. If space, time, equipment and other considerations do not permit us to place you in your first time slot, please be prepared to accept the time and day as assigned (almost always your second or third choice). If you cannot accept alternate times other than your first choice, please indicate so on the RFP.

Proposals must be submitted on the attached form and must include all of the following:

1. Main Presenter/Co-Presenter(s) Information

Make certain to provide the (a) name, (b) title, (c) organization, (d) address, (e) phone, (f) email, and (g) fax number. *The preferred means of communication between the conference organizers and presenters is email, so please provide an email address.*

2. Title of Presentation

Provide a title (10-word maximum) that accurately and clearly reflects the specific content of your session.

3. Presentation Description

Provide an abstract of 50 words or less that will be used in the conference program to tell participants succinctly, persuasively, and accurately what to expect from your session. *(Plan to use visual aids, handouts, and activities to ensure audience involvement. Traditional lecture-only presentations are discouraged.)*

4. Type of Presentation

(a) Concurrent/Breakout session

The majority of breakout sessions are 1 hour and 15 minutes in length, although presenters may request two sessions. They are intended for audiences from 25-75 people and may include multiple presenters. Presenters are expected to engage participants in interactive learning activities, provide handouts and respond to any post-session requests for more information.

(b) Small group/roundtable discussion

Small group or roundtable discussions offer a more interactive setting for the exploration of key issues or activities within the program topic areas. Roundtables accommodate a smaller number of participants and are particularly well-suited to exploratory topics and hands-on demonstrations that require small-group interaction and more individual attention to issues under discussion than larger groups would accommodate. Presenters must be able to accommodate the needs of each individual or group.

(c) GIFTS (Great Ideas for Teaching Students) *15 minute presentations given six or seven times within a prescribed period of time. Two separate sessions will be offered at specific times - one for community-based organizations on Wednesday, July 21 and one for community colleges on Thursday, July 22.* Twenty to twenty-five proposals will be chosen for roundtable discussions focusing on ideas for low/no cost activities, descriptions, and/or demonstrations of best practices in instruction, programming, or administration that help program directors/coordinators/teachers function more effectively. Presentations/discussions are limited to eight to ten people per table for **15 minutes**. Participants will have several opportunities to change tables and gain information on topics of their own choosing. Handouts must be provided by each of the presenters.

5. Presenter costs

All presenters who plan to attend conference sessions other than their own are asked to register for the conference and pay the registration fee. The North Carolina Community College System Office does not provide travel support for presenters who are employees of the community college system and/or the state of North Carolina.

6. Equipment

Basic equipment will be provided at the conference site. **(All presenters using computers or LCD projectors must provide their own.)** Internet hook-ups will be available. Please indicate equipment needs on the attached form.

7. Program Strands

- (a) Program Specific
- (b) Literacy Skills
- (c) Employability Skills
- (d) Administrative Issues

Program Strand Topic Ideas

| <i>Program Specific</i> | <i>Literacy Skills</i> | <i>Administrative Issues</i> |
|---|--|--|
| <ul style="list-style-type: none"> ▪ Adult Basic Education (ABE) ▪ Adult High School (AHS) ▪ Compensatory Education (CED) ▪ Correctional Education ▪ Distance Learning ▪ English as a Second Language (ESL) ▪ English Literacy/Civics (EL Civics) ▪ Family Literacy (Program administration and integration, PACT, effective programs, evaluation and testing, fiscal funding and budgeting) ▪ General Educational Development (GED) ▪ Homeless ▪ Human Resources Development (HRD) ▪ Learning Disabilities ▪ Workplace/Workbased Literacy | <ul style="list-style-type: none"> ▪ Communication Skills ▪ Computer Skills ▪ Critical Thinking Skills ▪ English Skills ▪ Life Skills ▪ Math Skills ▪ Problem-Solving Skills ▪ Reading Skills ▪ Study Skills <p style="text-align: center;"><i>Employability Skills</i></p> <ul style="list-style-type: none"> ▪ Application/Interviewing Skills ▪ Career/Job Exploration ▪ Dislocated Workers ▪ Job Retention Strategies ▪ Job Seeking/Keeping Skills ▪ One-Stop-JobLink Career Centers ▪ Self-Esteem/Self-Management ▪ “Soft” Skills ▪ Stress Management ▪ Technology Skills ▪ Workplace Attitudes/Behaviors | <ul style="list-style-type: none"> ▪ Assessment ▪ Employability Labs ▪ Executive Directors and Board Relations ▪ Fiscal Funding and Budgeting ▪ Grant Writing ▪ JobLink Career Centers ▪ Leadership ▪ Literacy Pro ▪ Marketing ▪ Minors ▪ Pathways to Employment ▪ Performance Outcome Measures ▪ Retention ▪ Special Student Services (e.g., ADA, counseling, transportation, childcare) ▪ Staff Development ▪ Technology ▪ WorkFirst/Welfare Reform ▪ Workforce Investment Act |

Sponsored By:
North Carolina Community College System
Basic Skills Programs, Even Start Family Literacy Programs and the
North Carolina Literacy Association

For office use
only:

Workshop Proposal

**Basic Skills ♦ Family Literacy
Conference**

Workshop #:

Day :

Time Slot :

Room Location :

Please complete the information below and return **by March 1, 2004**. If you have any questions, call or e-mail Linda Ray, rayl@ncccs.cc.nc.us , (919) 807-7140 or Judy Howell, howellj@ncccs.cc.nc.us, (919) 807-7141.

1. Main Presenter:

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone: _____ Fax: _____
E-mail: _____

2. Co-Presenter(s) (if applicable):

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone: _____ Fax: _____
E-mail: _____

3. Title of Presentation (10 words maximum):

4. Presentation Description (50 words or less):

**** Workshop speakers are expected to provide handouts outlining major points in their presentation.

5. Type of Presentation (Please check):

Breakout Session: _____

Small group _____

GIFTS _____ Community-Based Organization _____ Community College

Requested Room Set-up (request acceptance not guaranteed due to space limitations):
_____ Theater Style (chairs and no tables); _____ Classroom Style (tables and chairs);
_____ Round Tables

6. Intended Audience (Please check all that apply):

_____ Administrators; _____ Instructors; _____ ABE; _____ GED; _____ Adult High School;
_____ ESL; _____ Compensatory Education (CED); _____ Corrections; _____ Distance Learning
Educators; _____ Other

7. Preferred Time Frame: (Please indicate your 1st, 2nd and 3rd choices.) GIFTS proposals should not put a time frame.

| | | |
|-------|---------|----------------------------------|
| _____ | July 21 | Wednesday 3:30 p.m. - 4:45 p.m. |
| _____ | July 22 | Thursday 9:00 a.m. - 10:15 a.m. |
| _____ | July 22 | Thursday 10:45 a.m. - 12:00 noon |
| _____ | July 22 | Thursday 2:00 p.m. - 3:15 p.m. |
| _____ | July 22 | Thursday 3:45 p.m. - 5:00 p.m. |
| _____ | July 23 | Friday 9:00 a.m. - 10:15 a.m. |

8. Equipment: (All presenters using computers or LCD projectors must provide their own.)

_____ Overhead Projector
_____ Screen
_____ Computer/Internet hook-up
_____ Flip Chart
_____ TV/VCR Monitor

Other: _____

E-mail, Mail or Fax this form **BY March 1, 2004** to:
Linda Ray, rayl@ncccs.cc.nc.us, (919) 807-7164 (fax)
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

ANGELA MOORE TROGDON AWARDS

Basic Skills Instructor/Volunteer and Student of the Year

Do you have an instructor or volunteer who gives your program and his/her students the time, energy and devotion far beyond what is required? Is there a student in any area of your Basic Skills program who deserves more far-reaching recognition of his/her accomplishments than what you can give them locally? Then nominate them for the statewide Angela Moore Trogdon Award for Instructor/Volunteer of the Year or Student of the Year and give them the chance to win \$200 in cash, an all-expenses paid trip to the Basic Skills and Family Literacy Conference and a beautiful trophy. They also will be recognized at a conference general session with approximately 800 statewide Basic Skills administrators, instructors and support staff at the **2004 Basic Skills and Family Literacy Conference at the Adams Mark Hotel in Winston-Salem, July 21-23, 2004**. What a fitting acknowledgment for two very deserving people!

In 2001, two awards were established in memory of Angela Moore Trogdon, former Basic Skills/HRD Director at Randolph Community College and Guilford Technical Community College who died of breast cancer. Ms. Moore-Trogdon was a member of a community college Basic Skills staff for years and a vocal advocate and trainer for Basic Skills across the state. The awards in her memory are now made possible through donations to the North Carolina Literacy Association.

One award will be given to a student and one to an instructor/volunteer of the year at the Basic Skills and Family Literacy Conference July 21-23, 2004. A committee that represents each of the Basic Skills areas in community colleges and community-based organizations will review nominations. The winners must be able to attend the conference and give a five minute speech during one of the major sessions.

Please complete the attached forms and **send in your nominations now through May 14, 2004**. We want to recognize one of your outstanding students and instructors/volunteers for all their good work. **Send your nomination(s) to Gail Batts at the System Office, 5016 Mail Service Center, Raleigh, NC 27699-5016, e-mail to battsg@ncccs.cc.nc.us, or fax to (919) 807-7133.**



**2004
Angela Moore Trogdon
Instructor/Volunteer
of the Year Award**

In Memory of Angela Moore Trogdon

| | |
|--|--------------------------------|
| Name of Nominee: | |
| Nominee's Daytime Phone Number: | Nominee's Home Address: |
| Nominee's Work Name: | Nominee's Work Address: |
| Program Area Represented by the Nominee: (please circle) | |
| Basic Skills Even Start CBO | |
| Name, Phone Number and E-mail of Person Nominating this Individual: | |
| On the back of this form or another attached sheet, please give a brief biographical description of the nominee and tell why he or she should win this award. | |

Please e-mail, fax or mail this form by May 14, 2004 to:

Gail Batts

5016 Mail Service Center, Raleigh, NC 27699-5016

Fax: (919) 807-

battsg@ncccs.cc.nc.us



**2004
Angela Moore Trogdon
Student
of the Year Award**

In Memory of Angela Moore Trogdon

| | |
|--|--------------------------------|
| Name of Nominee: | |
| Nominee's Daytime Phone Number: | Nominee's Home Address: |
| Nominee's Work Name: | Nominee's Work Address: |
| Program Area Represented by the Nominee: (please circle) | |
| Basic Skills Even Start CBO | |
| Name, Phone Number and E-mail of Person Nominating this Individual: | |
| On the back of this form, please give a brief biographical description of the nominee and tell why he or she should win this award. | |

Please fax, e-mail or mail this form by May 14, 2004 to

Gail Batts

battsg@ncccs.cc.nc.us

Fax: (919) 807-

5016 Mail Service Center, Raleigh, NC 27699-5016