



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

TO: Basic Skills Directors

FROM: Linda Ray
Basic Skills Training Specialist

DATE: February 19, 2004

SUBJECT: Basic Skills Directors Institute #2
Follow-Up Workshop with Lennox McLendon

Hold the dates of April 5-6, 2004, for the second Basic Skills Directors Institute this year, a follow-up workshop to the October, 2003, meeting with Dr. Lennox McLendon. The Institute will be held again at the Sheraton Imperial, Research Triangle Park. Tentatively, we will begin at 9:30 a.m. on Monday, April 5, and continue through noon on Tuesday, April 6, 2004.

We are holding this workshop in conjunction with the NCCCAEA spring conference, which will be held April 6 (after the Directors Institute) through April 8 at the Sheraton. At your request, we have asked Dr. Lennox McLendon, Executive Director of the National Adult Education Professional Development Consortium in Washington, D.C., to return and follow-up with the program planning, improvement and quality work he undertook with you in October.

Keep an eye on the Basic Skills area of the NCCCS website to get an overview of the work done in October along with forms you received (in hard copy) and a survey to determine where you are in your program planning work since October. The hope is that you will either strengthen your focus and continue your work or begin it before the Institute. Dr. McLendon wants to get an idea where each of you are with your individual program in order to better plan his workshop.

Also keep an eye open for the NCCCAEA promotion materials coming soon as you will be able to register for both the Directors Institute and NCCCAEA with the same check. Our staff looks forward to seeing you again in April and to Dr. McLendon's good work helping us with our team efforts in program improvement.

c: Senior Continuing Education Administrators
Community College Presidents

CC04- 035