



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

TO: Basic Skills Directors

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

DATE: March 17, 2004

SUBJECT: Basic Skills Directors' Institute II
Follow-Up Workshop with Dr. Lennox McLendon

The second Basic Skills Directors' Institute this year, a follow-up workshop to the October, 2003, meeting with Dr. Lennox McLendon, will be held April 5 and 6 as a pre-conference activity to the NCCCAEA Spring Conference. The Institute will be held again at the Sheraton Imperial, Research Triangle Park. We will begin at 9:30 a.m. on Monday, April 5, and continue through noon on Tuesday, April 6, 2004. NCCCAEA will be held April 6 (after the Directors' Institute) through April 8 at the Sheraton.

The registration fee for the Institute is \$70.00. Lunch on Monday, April 5, is included in your registration fee. You can make your hotel reservations with the Sheraton by calling (919) 941-5050 and saying you are with NCCCAEA. The rates are \$80.00 per night single or double. The Sheraton is located at 4700 Emperor Boulevard, Durham, NC. Take I40 to Exit 282, Page Road. Please fill out the attached registration form and return to Judy Howell whose address is on the form. **The Directors' Institute will not be registering on the same form as NCCCAEA as previously announced.**

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. Even if you did not attend the October Directors' Institute, you should attend this one! If you were at the October Directors' Institute, please click on the following link to take a survey to determine where you are in your program planning work since October:

http://www.ncccs.cc.nc.us/Basic_Skills/conferences/dirinstquick_survey.htm

Basic Skills Directors
Page 2
March 17, 2004

Remember, the various program assessment instrument forms are in the three ring binder you received in October. If you didn't receive a binder, you can download the instruments attached to your e-mail, and there will be some extras at the Institute. Dr. McLendon wants to get an idea where each of you that attended are with your individual program assessment and planning in order to better map out his workshop.

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.

Cc: Presidents
Senior Continuing Education Administrators

CC04-063
Paper and e-mail copies

Basic Skills Directors' Institute II
April 5-6, 2004
In conjunction with NCCCAEA
Sheraton Imperial Hotel, RTP, NC

Tentative Agenda

Monday, April 5, 2004

- | | |
|--------------------------------|--|
| 9:30 – 10:00 a.m. | Check-in and registration |
| 10:00 a.m. – 12:00 noon | Yes'M, We Believe in the Super Duper Ohio Teacher Pro-Net Management and Instructor Competencies!
(Let's revisit the program improvement instruments.)
(Bring your 3-ring binder from October!)
Dr. Lennox McLendon
National Adult Education Professional Development Consortium |
| 12:00 noon – 1:30 p.m. | Lunch in Hotel Restaurant |
| 1:30 – 3:00 p.m. | Integrating Research Findings for Evidence-Based Reporting
Dr. McLendon |
| 3:00 – 3:15 p.m. | Break |
| 3:15 – 4:30 p.m. | Integrating Research Findings (continued) |

Tuesday, April 6, 2004

- | | |
|--------------------------------|---|
| 8:00 – 8:30 a.m. | Coffee and Continental Breakfast |
| 8:30 – 10:00 a.m. | Problem-Solving for Program Improvement
Dr. Lennox McLendon |
| 10:00 – 10:15 a.m. | Break |
| 10:15 a.m. – 12:00 noon | Problem-Solving (continued) |
| 12:00 noon | Adjourn |

Response requested by March 29, 2004

Registration for Training

Basic Skills Directors' Institute II
Monday, April 5 – Tuesday, April 6, 2004
Sheraton Imperial Hotel, Research Triangle Park, NC

Please return form to: Judy Howell
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Phone: (919) 807-7141
Fax: (919) 807-7164

Sensitive Material
Handle with Care
Sensitive Material
Handle with Care
Handle with Care

Amount of Registration: \$70.00 per person

College/Agency Name:

Names of People Attending:

Contact Person: _____

Phone # _____

Email Address: _____

Please pre-register! Those who do not pre-register may not receive handouts.

Please note that the session is from Monday, April 5, 9:30 a.m. through Tuesday, April 6, 12:00 noon.