



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

-Please hold these dates-registration information to follow-

To: Basic Skills Directors

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

Date: January 10, 2005

Subject: Basic Skills Directors Institute

The Basic Skills Directors' Institute will be held in conjunction with NCCCAEA once again this year. Registration will begin at 8:30 a.m., and the Institute starts at 9:30 a.m. on Tuesday, March 8th and will continue through Wednesday March 9th. The Institute will be held at the Grove Park Inn in Asheville. NCCCAEA begins on Wednesday afternoon and runs through Friday, March 11th.

You need to make your reservations at the Grove Park Inn in Asheville for attending the Basic Skills Directors' Institute and NCCCAEA, if you choose to stay on. There will be a Basic Skills Update at NCCCAEA. Since NCCCAEA has already started promoting its program, you need to call ASAP to get a room.

The number at the Grove Park Inn is (800) 438-5800 and their web site is www.groveparkinn.com. The NCCCAEA web site is www.ncccaea.org.

Attached is a draft agenda.

cc: Presidents
Senior Continuing Education Administrators

CC05-005
Paper and e-mail copies

DRAFT 1/6/05

Finding the Trail to Success
Basic Skills Directors' Institute
March 8-9, 2005
Grove Park Inn, Asheville, NC

Tuesday, March 8

8:30 – 9:30 a.m.	Check-in and registration
9:30 – 9:45 a.m.	Welcome and Opening
9:45 – 10:45 a.m.	Be Prepared to Deal with Change: New Legislation and the National Reporting Service (NRS)
10:45 – 11:00 a.m.	Break
11:00 a.m. – 12:00 noon	We'll Tell You Where to Go...For All Your Research Needs!
12:00 noon – 1:30 p.m.	Lunch on your own
1:30 – 3:00 p.m.	Earn Your Supervisor's Merit Badge: Be Prepared to Deal with Your Employees
3:00 – 3:15 p.m.	Break
3:15 – 3:45 p.m.	Earn Your Classroom Merit Badge: Manage Time with Spreadsheets
3:45 – 4:45 p.m.	Earn your Technology Badge: Learn about North Carolina Online

Wednesday, March 9

8:00 – 8:30 a.m.	Coffee and Continental Breakfast
8:30 – 9:30 a.m.	Distance Education: It's Your Wake-Up Call
9:30 – 9:45 a.m.	Race 4 Literacy at the Pinewood Derby
9:45 – 10:00 a.m.	Break
10:00 – 11:00 a.m.	Regional Meetings at the Campfire
11:00 – 11:30 a.m.	Report Back to Main Hall (Regional Reports)
11:30 a.m. – 12 noon	Wrap Up and Evaluations