



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

February 4, 2005

**RESPONSE DEADLINE: March 1, 2005**

**MEMORANDUM**

**TO:** Distance Learning Administrators & Coordinators  
Chief Academic Officers

**FROM:** Darryl D. McGraw, Associate Vice President  
Instructional Development & Technology

**SUBJECT:** REPORTING OF DISTANCE LEARNING TELECOURSES

Please use the attached form to report Distance Learning Telecourse information for the Spring 2005 semester. Reports are due in the System Office no later than March 1, and must be transmitted electronically. The college must submit a negative reply to the System Office if no telecourses were used.

The colleges need to report only telecourses that are licensed by a vendor; and are required to submit the completed report to the System Office only once per semester. Please note it is the responsibility of each individual college to submit their report by the deadline. **The System Office will not pay penalties for late submissions.**

Reports should be submitted electronically to Ms. Pauline Kury, in the absence of Ms. Jalaine Gross, Distance Learning Coordinator, at [kurryp@ncccs.cc.nc.us](mailto:kurryp@ncccs.cc.nc.us). Please direct any questions regarding the reporting form or procedures to Dr. Paula Berardinelli, at 919/807-7123 or [berardinellip@ncccs.cc.nc.us](mailto:berardinellip@ncccs.cc.nc.us).

DM/JG/pnm

Attachment

c: Community College Presidents  
Dr. Delores A. Parker

CC05-026  
E-mail



NAME OF COLLEGE:				CONTACT PERSON:				
REPORT TERM (mm/dd/yr):				DATE REPORT SUBMITTED:				
Number	CCL Prefix/No.	Program Course/Title	Vendor*	Vendor's Course Title	*Type of Delivery	No. Students		
Sample	BUS 110	Introduction to Business	PBS	It's Strictly Business	1	12		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
Total								
*Type of Delivery and Definitions: 1: Telecourse; 2:TeleWeb; 3:Internet; 4:Hybrid; and 5:Other (Specify)								
1. <b>Telecourse</b> - A complete integrated instructional system that generally includes television programs, a textbook, and a variety of other instructional materials designed to be used by the student as the principle components of a college course. May be delivered by: a) public								

broadcast such as UNC-TV; b) community cablecast;									
or, c) videotape cassette. Includes vendor produced cassettes.									
2. <b>TeleWeb</b> - Telecourse with a web component.									
3. <b>Internet Course</b> -Course licensed from a vendor, delivered via the Internet.									
4. <b>Hybrid</b> -Any course that combines distance and face-to-face instruction and includes enough distance learning that face-to-face class time is reduced. Select this delivery if telecourse is used to supplement face-to-face instruction or vice versa.									
5. <b>Other</b> -Please specify.									
* <b>Vendor</b> : List the entity that you actually order a course from, pay student enrollment fee to, and/or obtain course materials from. Do not confuse vendor and producer - a producer may be the vendor, but often times the vendor is an entity other than the producer.									
<b>**You may add columns or lines as needed for adequate space**</b>									

**NOTE:** If you have already submitted this data to PBS-ALS, please include their data on this report also.

Please complete this form and e-mail, fax, or mail to: **Jalaine Gross, Distance Learning Coordinator, Academic and Student Services, NC Community College System, 016 Mail Service Center, Raleigh, NC 27699-5016. Fax: 919/807-7164; e-mail: grossj@ncccs.cc.nc.us**