



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

TO: Basic Skills Directors

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

DATE: March 2, 2005

SUBJECT: Basic Skills Directors' Institute
Finding the Trail to Success

As you know, the Basic Skills Directors' Institute this year will be held next week, March 8-9, 2005, at the Grove Park Inn, Heritage A & B Rooms, Asheville, NC. Again, it will be held as a pre-conference activity to the NCCCAEA Spring Conference. We will begin at 8:30 a.m. on Tuesday, March 8, and continue through noon on Wednesday, March 9. NCCCAEA will be held March 9 (after the Directors' Institute) through March 11 at the Grove Park Inn.

We thought you might like a few more details on the Institute as well as some material for thought and preparation. First, for the best part - your registration fee for the Institute will include continental breakfasts on both mornings and lunch on Tuesday, March 8!

At your request, we have prepared a program to help you with program management and resources. We will also be demonstrating our new online professional development resources and sharing with you a distance learning manual. During your regional meetings on Wednesday morning, you will be asked to discuss how you have utilized the materials given to you by Dr. Lennox McLendon at last year's institutes on program planning, improvement and quality. **It will be helpful if you bring the notebooks from last year.**

We look forward to seeing you again next week!

c: Presidents
Senior Continuing Education Administrators

CC05-051
E-mail copy



Finding the Trail to Success

Basic Skills Directors' Institute
March 8-9, 2005
Grove Park Inn, Asheville, NC
Heritage A & B

Tuesday, March 8

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| 8:30 – 9:30 a.m. | Check-in and registration
Continental Breakfast |
| 9:30 – 9:45 a.m. | Welcome and Opening
Linda Ray, Training Specialist, NCCCS |
| 9:45 – 10:45 a.m. | Be Prepared to Deal with Change: New Legislation and the National Reporting Service (NRS)
Dr. Randy Whitfield, Associate Vice President of Academic and Student Services, Basic Skills, NCCCS |
| 10:45 – 11:00 a.m. | Break |
| 11:00 a.m. – 12:00 noon | Earn your Technology Badge: Learn about North Carolina Online
Kathi Polis, President, Strategic Training Resources |
| 12:00 noon – 1:30 p.m. | Lunch (provided) |
| 1:30 – 3:00 p.m. | Earn Your Supervisor's Merit Badge: Be Prepared to Deal with Your Employees
Dr. Randy Whitfield
Bob Allen, Coordinator, NCCCS Literacy Resource Center |
| 3:00 – 3:15 p.m. | Break |
| 3:15 – 3:45 p.m. | Earn Your Classroom Merit Badge: Manage Time with Spreadsheets
Lou Ann Parker, Coordinator of GED and Adult High School, NCCCS
Jonathan McDougald, Applications Analyst Programmer, NCCCS |
| 3:45 – 4:45 p.m. | We'll Tell You Where to Go...For All Your Research Needs!
Melinda Hefner, Human Resources Development Coordinator
Caldwell Community College and Technical Institute
Bob Allen |

Wednesday, March 9

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| 8:30 – 9:30 a.m. | Distance Education: It's Your Wake-Up Call
Dr. Randy Whitfield |
| 9:30 – 9:45 a.m. | Race 4 Literacy at the Pinewood Derby
Bob Allen |
| 9:45 – 10:00 a.m. | Break |
| 10:00 – 11:00 a.m. | Regional Meetings at the Campfire
Debbie Woodard, Kathy Gardner, Candace Taylor, Barbara Boyette,
Vickie Tate |
| 11:00 – 11:30 a.m. | Report Back to Main Hall (Regional Reports) |
| 11:30 a.m. – 12 noon | Wrap Up and Evaluations |