



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 15, 2005

MEMORANDUM

TO: Basic Skills Directors

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

SUBJECT: Data Warehouse Training

Jonathan McDougald from the System Office will conduct five training sessions on the Data Warehouse. Each training will last from 9:00 a.m. – 4:00 p.m. at the System Office in the computer training lab on the second floor, Room 280. (Get off the elevator on the second floor, turn left and the room is at the end of the hall on the right.) Only twenty (20) people will be accepted each date.

Proposed new legislation for adult education requires that all local programs meet core outcome measures to receive funding. The Data Warehouse Training will help local program staff analyze data and note potential problem areas. **Do not miss this crucial training!** It will be geared toward people who need to analyze data, especially Basic Skills directors, Assessment/Retention Specialists, etc.

If you need to spend the night in Raleigh, we recommend the Clarion Hotel or the Days Inn, which give state rates and are within walking distance of the System Office. The Clarion Hotel (formerly Holiday Inn State Capital) is two blocks from the office at 320 Hillsborough Street. For reservations, call 800/252-7466. Also, directly behind our building at 300 N. Dawson Street is a new Days Inn. The reservation number is 919/828-9081 or 877/264-6766. For those coming in for the day, you should park at the McDowell Street parking deck in the visitors' section on the first floor. It is about two blocks down from the side of the NCCCS building (McDowell Street side) on the right – a white building.

Please complete the attached registration form, check the date you prefer to attend and send it to Dara Mills at the address indicated on the form. The registration process will be first-come, first-serve basis. Thank you for your participation.

c: Presidents
Senior Continuing Education Officers

CC05-060
Email and paper copies

A Response is Requested

Registration for Training

Data Warehouse Training

Please return form to: Dara Mills
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Phone: (919) 807-7142
Fax: (919) 807-7164

Sensitive Material
Sensitive Material
Handle with Care
Handle with Care

College/Agency Name: _____

Names of People Attending: _____

Contact Person: _____ phone # _____

Email Address: _____

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

Please note session times are from 9:00 a.m. – 4:00 p.m. and are all held on the 2nd floor in the computer training room of the System Office.

<u>Date</u>	<u>Number of Participants</u>
April 4	_____
April 11	_____
April 18	_____
April 25	_____
May 2	_____