



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 31, 2005

Attendance is required.
Respond by Friday, April 22, 2005.

MEMORANDUM

TO: Basic Skills Directors

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

SUBJECT: "Using Data to Assess Programs and Improve Quality" Training Sessions

Two proposed bills in Congress state that local programs must meet outcome measures to receive funding; therefore, programs must not only collect accurate data, they must also be able to use the data to improve the quality of the programs. Dr. Randy Whitfield and Lou Ann Parker will conduct five regional training sessions entitled "Using Data to Assess Programs and Improve Quality." These "hands-on" training sessions will provide participants with experience in assessing local data and using it to improve program quality. ***At least one person per college is required to attend one of these sessions.*** We recommend this session for Basic Skills directors, coordinators, and assessment/retention specialists. Attached are a draft agenda and a registration form.

The sessions will be held at the following locations from **9:30 a.m. – 3:15 p.m.:**

- ☞☞ April 27, 2005, Beaufort County Community College, Washington, NC, Building 8 in the auditorium
- ☞☞ April 28, 2005, Fayetteville Technical Community College, Fayetteville, NC, Continuing Education Building, Room 118
- ☞☞ May 3, 2005, Edgecombe Community College, Tarboro, NC, Rocky Mount Campus auditorium
- ☞☞ May 19, 2005, Mayland Community College, Spruce Pine, NC, Sam Center auditorium
- ☞☞ June 8, 2005, Davidson County Community College, Lexington, NC, Reich Building, Room 100

There is no registration fee, but please complete the attached registration form and return to Dara Mills no later than Friday, April 22, 2005. If you have questions, please contact me at 919/807-7132 or email me at whitfieldr@ncccommunitycolleges.edu.

Attachments

cc: Presidents
Senior Continuing Education Administrators

CC05-072

Paper & Email Copies

Response requested by April 22, 2005

Registration for Training
Using Data to Assess
Programs and Improve Quality

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

Amount of Registration: N/A

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 that the session is from 9:30 a.m. – 3:15 p.m.

Date	Location	Participants Attending
April 27	Beaufort CCC	_____
April 28	Fayetteville TCC	_____
May 3	Edgecombe CC	_____
May 19	Mayland CC	_____
June 8	Davidson CCC	_____

Tentative Agenda
Using Data to Assess Programs and Improve Quality

9:00 – 9:30	Registration
9:30 – 9:45	Welcome, Overview
9:45 – 10:00	Status of New Legislation for Adult Education
10:00 – 11:30	Accountability ?? Emergence of Accountability ?? Vital Importance of Accountability
11:30 – 12:45	Lunch (on your own)
12:45 – 1:00	Changes to the National Reporting System
1:00 – 1:30	Assessment ?? New National Assessment Review Process ?? Importance of Assessment ?? Assessment Pitfalls
1:30 – 2:30	Program Data ?? What is Your Data Telling You? ?? How Can You Improve Your Data?
2:30 – 3:00	Program Quality ?? Staff Training ?? New, Innovative Approaches
3:00 – 3:15	Evaluation, Wrap-up