



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 6, 2006

RESPONSE DEADLINE: March 1, 2006

MEMORANDUM

TO: Distance Learning Administrators & Coordinators
Chief Academic Officers

FROM: Sharon J. Tanner, 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 2006 semester. Reports are due in the System Office no later than March 1, and must be transmitted electronically. The college should submit a negative response if no **telecourses** are being used.

The colleges need only to report **telecourses** that are licensed by a vendor. The report should list all **telecourses** being utilized for the entire semester (Spring 2006). Colleges will be liable for penalties due to late submission of the report.

Reports should be submitted electronically to Ms. Polly Murphy, Research Assistant, at murphyp@nccommunitycolleges.edu. Please direct any questions regarding the reporting form or procedures to either Dr. Sharon J. Tanner, Associate Vice President, Instructional Development & Technology or Ms. Polly Murphy, Research Assistant. Dr. Tanner can be reached at (919) 807-7108 or tanners@nccommunitycolleges.edu and Ms. Murphy at (919) 807-7113.

We appreciate your participation in this process.

SJT:pnm

Attachment

c: Community College Presidents
Dr. Delores A. Parker

CC06-028
E-mail

**Distance Learning Course Report
NCCCS Distance Learning Programs**

NAME OF COLLEGE					CONTACT PERSON;		
REPORT TERM (MO./DAY/YR.)					DATE REPORT SUBMITTED:		
No.	I-A CCL Prefix/No.	i-B Program /Course Title	i-C VENDOR's Name**	I-D VENDOR'S COURSE TITLE	ii-a *Type of Delivery	ii-B Number of Students	ii-c Type "NONE" IF NO PAYMENT IS REQUIRED
SAMPLE	ACA 118	College Study Skills	Coast	Mastering the College Experience	1	25	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
TOTAL						25	

*Type of Delivery and Definitions: 1:Telecourse 2:Teleweb 3:Internet 4:Two-way Video (NCIH) 5:Video Cassette 6:Hybrid 7:Other (Specify)

1. Telecourse-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. TeleWeb-telecourse with a web component.
3. Internet Course-instructor and students interact asynchronously primarily via web or similar technology. Includes VLC and college produced web courses.
4. Two-way Video Course-connected via NC Information Highway (NCIH) or local area connection in which instructor and students interact synchronously at scheduled time and location.
5. Video Cassette-college produced cassettes.
6. Hybrid-including a combination of distance learning and other methods delivered primarily by distance.
7. Other-Please

specify.

****VENDOR: 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).**

-You may add columns or lines as needed for adequate space-

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

Reports should be emailed to:

Polly Murphy at murphyp@nccommunitycolleges.edu.

Also, any questions regarding this procedure or the reporting form should be directed to

Polly Murphy, Research Assistant

Academic & Student Services

North Carolina Community College System

5016 Mail Service Center

Raleigh, NC 27699-5016

Tel: 919-807-7113 Fax: 919-807-7164