



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

March 22, 2006

**MEMORANDUM:**

**TO:** Compensatory Education Program Coordinators  
Basic Skills Directors

**FROM:** Sillar G. Smith, NCCCS Compensatory Education Coordinator

**SUBJECT:** *Compensatory Education Program Regional Instructors' Training*

This year's Compensatory Education Program Regional Instructors' Training is limited to three (3) instructors from each program. You are required to send three of your best instructors to the training on one of these dates: April 20 – 21, 2006 or April 27 – 28, 2006. Only one (1) of the three instructors from each program that attended one of the first two training sessions can attend the training on May 11 – 12, 2006. This will be the train-the-trainer session.

The regional training is provided at no cost; however, you must complete the enclosed registration form to indicate, by name, the three (3) instructors who will be attending from your program. *Please note that we are no longer allowed to provide refreshments during breaks when there is no registration fee.* Therefore, you will need to provide your own refreshments.

The training will be conducted through a special project with the University of North Carolina at Chapel Hill's Center for Development and Learning (CDL). The project staff at CDL developed a manual entitled, Improving Individual Instruction. This manual can be used with information from CASAS and it can be used with students functioning at any level.

Space is limited per training location and will be available to all Compensatory Education program instructors on a "first come" basis. Please register early before the space fills up. Space for the third training (May 11 – 12) is limited to 58 participants (one participant from each Compensatory Education program). Each participant attending this session must have attended one of the two previous sessions.

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E-mail  
Paper Copy

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The Compensatory Education Program Regional Instructors' Training dates and locations are:

**Eastern/Central Regional Training** (the central area closest to the east)

April 20 –21, 2006  
North Carolina Community College System Office  
5<sup>th</sup> Floor Conference Room  
Raleigh, NC  
**Registration Due by April 12, 2006**

**Western/Central Regional Training** (the central area closest to the west)

April 27 –28, 2006  
Catawba Valley Community College  
East Campus/Hickory Metro Higher Education Center (HMHEC)  
Room 1114  
2550 Hwy. 70 SE  
Hickory, NC  
**Registration Due by April 17, 2006**

**Train-the-Trainer Training**

May 11—12, 2006  
North Carolina Community College System Office  
5<sup>th</sup> Floor Conference Room  
Raleigh, NC  
**Registration Due by May 1, 2006**

*Please note that there are three separate deadline dates for returning registration forms. Due to limited seating space there will be no on site registration at any location.*

Enclosed you will find an agenda and information regarding lodging. Directions and a map to the NCCCS Office can be found at <http://www.ncccs.edu/>. Directions and a map to Catawba Valley Community College can be found under the college's webpage.

If you have any questions about registration for the training sites, contact Monique Bloomfield at (919) 807-7142 or e-mail her at [bloomfieldm@ncccommunitycolleges.edu](mailto:bloomfieldm@ncccommunitycolleges.edu). I can be reached at (919) 807-7134 or e-mail me at [smiths@ncccommunitycolleges.edu](mailto:smiths@ncccommunitycolleges.edu).

Enclosure: 3

# Individualizing Instruction for Adults with Developmental Disabilities

North Carolina Community College System's Compensatory Education Program  
Partnership with the Center for Development and Learning

## Agenda

April 20-21 & April 27-28

8:15 – 8:45 a.m.	Session Check-in
<u>Day 1</u>	<u>Whole Group Instruction</u>
8:45 – 9:00 a.m.	Opening//Welcome
9:00 –10:30 a.m.	Learning Style Overview of Neurodevelopment Model
10: 30 – 10:45 a.m.	Break
10:45 – 12:00 noon	Application to Individual Learners Interventions Accommodations
12:00 – 1:15 p.m.	Lunch on your own
1:15-2:30 p.m.	Individualizing Instruction Individual Profiles
2:30 – 2:45 p.m.	Break
2:45 – 4:30 p.m.	Observation Checklists CASAS Curriculum Objectives
<u>Day 2 Small Group Work</u>	
8:30 –9:45 a.m.	Differentiated lesson planning
9:45 – 10:00 a.m.	Break
10:00 – 11:30 a.m.	Differentiated lesson planning
11:30 – 11:45 a.m.	Closing Remarks

*Agenda for training session on May 11 –12, 2006 will be given out at that session*

**REGISTRATION FORM**

**Compensatory Education Program Regional Instructors' Training**

***NO REGISTRATION FEE REQUIRED***

*Please indicate with a check mark the training location you will be attending.*

**Return Registration Form by April 12**

\_\_\_\_\_ Yes, I will attend this training session.

April 20 –21, 2006

North Carolina Community College System Office

5<sup>th</sup> Floor Conference Room

Raleigh, NC

**Return Registration Form by April 17**

\_\_\_\_\_ Yes, I will attend this training session.

April 27 –28, 2006

Catawba Valley Community College

East Campus/Hickory Metro Higher Education Center (HMHEC)

Room 1114

2550 Hwy. 70 SE

Hickory, NC

**Return Registration Form by May 1**

\_\_\_\_\_ Yes, I will attend this training session.

May 11—12, 2006

North Carolina Community College System Office

5<sup>th</sup> Floor Conference Room

Raleigh, NC

Names of Participants (please print as you wish it to appear on nametag)

Name of College: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

***Return registration form to:*** Monique Bloomfield

North Carolina Community College System

Caswell Building

5016 Mail Service Center Raleigh, NC 27699-5024

Telephone: (919) 807-7142 Fax: (919) 807-7164

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Hotels for Training on April 20 –21, and May 11 –12, 2006

**The New Clarion State Capitol Hotel**

320 Hillsborough Street

Raleigh, NC

**(919) 832-0501**

**Note:** The entire hotel is **smoke free**

A block of rooms at state rate have been set aside until April 7, for the North Carolina Community College.

**Days Inn - Downtown Raleigh** (located right behind the NCCCS Office Building)

Rooms available: King, Double and Single - all \$49.00

**Reservations: (919) 828-9081 (877) 264-6766**

Hotels for Training on April 27 –28, 2006

*Hotels off exit 125*

**Holiday Inn Select**

**(828) 323-1000**

**Courtyard Marriott**

**(828) 267-2100**

**Fairfield Inn-Marriott**

**(828) 431-3000**

**Hampton Inn**

**(828) 323-1150**

*Hotels off exit 128*

**Days Inn**

**(828) 465-2378**

**Ramada Inn**

**(828) 465-1100**

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