



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 11, 2007

MEMORANDUM

TO: Distance Learning Administrators

FROM: Dr. Linda M. Nelms
Distance Learning Coordinator

SUBJECT: Complete Reporting of Telecourses Offered

It will soon be time to submit this semester's telecourse report to the System Office. Colleges are required to report the use of all vendor produced telecourse material used each semester regardless of the delivery method. Colleges may have master copies, DVDs, video cassettes or other forms of delivery. Licenses must be on file at the System Office before a telecourse is offered. Contracts for the licenses are negotiated by the System Office on a semester basis and must include all colleges using each vendor's telecourses. The purchase of telecourse materials such as video cassettes, master copies, DVDs, etc. does not exempt a college from the requirement of reporting the use of this material to the System Office.

If you have any questions concerning this policy, I can be reached by email at nelmsl@nccommunitycolleges.edu or by telephone at (919) 807-7179.

LMN/kd

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