



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 23, 2007

RESPONSE DEADLINE: February 9, 2007

MEMORANDUM

TO: Distance Learning Administrators & Coordinators
Chief Academic Officers

FROM: Linda Nelms, Distance Learning Coordinator
Academic and Student Services

SUBJECT: REPORTING OF DISTANCE LEARNING TELECOURSES

Please use the attached form to report Distance Learning Telecourse information for the Spring 2007 semester. Reports are due in the System Office no later than **February 9, 2007**, and must be transmitted electronically. The college should submit a negative response if no **telecourses** are being used.

The colleges need to report only the **telecourses** that are licensed by a vendor. The report should list all **telecourses** being utilized for the entire semester (Spring 2007). Colleges will be liable for penalties due to late submission of the report.

Reports should be submitted electronically to Ms. Kathy Davis, Distance Learning Technician, at davisk@nccommunitycolleges.edu. Please direct any questions regarding the reporting form or procedures to Dr. Linda Nelms, Distance Learning Coordinator or Ms. Davis. Dr. Nelms can be reached at (919) 807-7179 or nelmsl@nccommunitycolleges.edu and Ms. Davis at (919) 807-7109.

We appreciate your participation in this process.

LN/kd

Attachment

c: Community College Presidents
Dr. Delores A. Parker

CC07-023
E-mail

**Distance Learning Course Report
NCCCS Distance Learning Programs
SPRING 2007**

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
EXAMPLE	MAT 000	College Math 000	Vendor, Inc.	The ABC's of Math	Telecourse	25	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

11							
12							
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 :
 Katherine Davis, Distance Learning Technician
 at davisk@nccommunitycolleges.edu
 Any questions regarding this procedure or the reporting form should be directed to
 Katherine Davis, Distance Learning Technician
 Academic & Student Services
 North Carolina Community College Sytem
 5016 Mail Service Center
 Raleigh, NC 27699-5016
 Tel: 919-807-7109 Fax: 919-807-7164