



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 1, 2007

Registration Information
Reply by April 1, 2007

MEMORANDUM

TO: Basic Skills Directors

FROM: Randy L. Whitfield, Ed.D.
Associate Vice President, Academic and Student Services
Basic Skills Department

SUBJECT: Basic Skills Directors' Institute (**Required Training**)

The Basic Skills Directors' Institute will be held in conjunction with the NCCCAEA conference again this year. The Institute starts at 8:30 a.m. on Tuesday, April 17, 2007, with Registration (Coffee and Danish) and will continue through Wednesday, April 18, 2007 until 11:00 a.m. The Institute will be held at the Koury Convention Center, Greensboro, North Carolina. The NCCCAEA conference begins on Wednesday afternoon and runs through Friday, April 20, 2007.

This Institute is **required training** for at least one person from each college.

You need to make your reservations (see attached information) for attending the Basic Skills Directors' Institute and NCCCAEA, if you choose to do both. This year's NCCCAEA conference track is filled with Basic Skills workshops and plenty of networking sessions. Since NCCCAEA has already started promoting its program, you need to call ASAP to get a room. You can find registration information for the NCCCAEA conference on their web site www.ncccaea.org

Attached is a draft agenda, registration form, and hotel information.

cc: Presidents
Senior Continuing Education Administrators

CC07-055
Paper and e-mail copies

Sheraton Greensboro Hotel at Four Seasons -

3121 High Point Road @ I-40.
Greensboro, NC 27407
800-242-6556 / 336-292-9161

NCCAEA Conference Rate: \$120.00

Greensboro, NC Drury Inn & Suites-

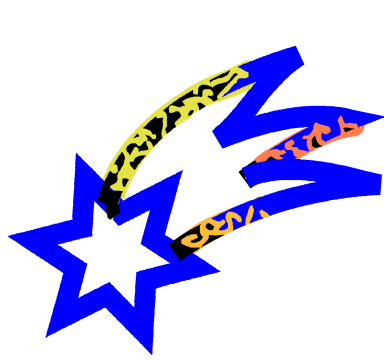
3220 High Point Rd
Greensboro, NC 27407
(336) 856-9696

Government Rate:

\$99.00

59.75 Double

\$10.00 Additional per person



Success Matters!

Basic Skills Directors' Institute
April 17-18, 2007
Sheraton Greensboro- Four Seasons

Tuesday, April 17

8:30 – 8:45 a.m.

Check-in and Registration

Coffee and Danish

8:45 – 9:00 a.m.

Welcome and Opening

Katie Waters, Training Specialist, NCCCS

9:00 – 9:30 a.m.

You Make a Difference!

Katie Waters, Training Specialist, NCCCS

9:30 – 10:45 a.m.

Can We Talk? A Frank Discussion about the Future of Basic Skills

Dr. Randy Whitfield,

Associate Vice President of Academic and Student Services

10:45 – 11:00 a.m.

Break

11:00 a.m. – 12:00 noon

Successful Outcomes Matter

Dr. Randy Whitfield,

Associate Vice President of Academic and Student Services

12:00 noon – 1:30 p.m.

Lunch (provided)

Literacy Ambassadors Make a BIG Difference: Success Matters to Students

Students share their experiences.

1:30 – 3:00 p.m.

Numbers Matter to Everyone!

Terry Shelwood, Director of Planning and Data Coordination

Johnathan McDougald, Business and Technology Applications Analyst

3:00 – 3:15 p.m.

Break

3:15 – 4:15 p.m.

Making a Difference as a Team

(Regional Breakouts)

4:15 – 4:45 p.m.

Make a Difference as a Team

(Regional Reports)

Wednesday, April 18

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|---------------------------|---|
| 8:00 – 8:30 a.m. | Breakfast Buffet |
| 8:30 – 9:30 a.m. | Understanding the Administrative Code Does Make a Difference
Barbara Boyce,
Director of Continuing Education |
| 9:30 – 10:00 a.m. | Hot Solutions |
| 10:00 – 10:15 a.m. | BREAK |
| 10:15– 10:30 a.m. | Reports on Hot Solutions |
| 10:30 – 10:50 a.m. | Great Teacher’s Retreat Makes a Difference!
Bob Allen, Coordinator
NC Community College Literacy Resource Center |
| 10:50 – 11:00 a.m. | Wrap Up and Evaluations |

NCCCAEA Opening Session: 12:00 noon



Response requested by April 1, 2007

Registration for Training

Basic Skills Directors' Institute

Please return form to: Monique Bloomfield
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
bloomfieldm@nccommunitycolleges.edu

Phone: (919) 807-7142

Fax: (919) 807-7164

Sensitive Material
Sensitive Material
Handle with Care
Handle with Care

Amount of Registration: \$80.00 per person

College/Agency Name: _____

Names of People Attending: _____

Contact Person: _____ **Phone** _____

***Email Address:** _____

Please pre-register! Those who do not pre-register by April 1, 2007 may not receive handouts and will not be in the meal count!

***Important for confirmation of registration.**