



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

DATE: March 10, 2008

TO: Presidents
Instructional Administrators
Auditors
Basic Skills Directors/Coordinators
Resource Development Coordinators
Student Development Administrators
Vocational Education Coordinators
Continuing Education Administrators

FROM: Delores A. Parker, Vice President
Academic and Student Services

SUBJECT: **2008 North Carolina Community College System Conference
Call for Proposals**

Thanks to you and all of the community college faculty and staff persons who submitted a proposal to hold a workshop or association meeting/activities at the conference. It has been brought to my attention that some persons experienced technical difficulties while attempting to submit their proposals. In an effort to capture all proposals, attached is a log of the proposals that we have received to date using the "Call for Proposals" form. Please share this document with anyone on your campus who may have experienced difficulties. If a person submitted a proposal, and it is not on the list, they will need to complete the presentation form, and return it **electronically** by Monday, March 17, 2008 at 4:00 p.m. This process is only for those who experienced difficulty and do not find their proposal on the attached list.

To respond to the "Call for Proposals," use a web browser to go to <http://www.continuingeducation.ncsu.edu/ncccs> or the Community College System web site at http://www.ncccs.cc.nc.us/what's_new.htm

Submitting the proposal then becomes a four step process:

1. Click on Word format to access the form.
2. Save the form to your computer or network.
3. Complete the form on your computer.
4. Submit the completed form by:
 - (a) filling in your name and e-mail address;
 - (b) using the "Browse" button to find the completed proposal form that you saved;
 - (c) completing this process by clicking on "Upload This File."

CC08-064
Email

2008 System Conference Call for Proposals
March 10, 2008
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This form may also be completed and sent electronically to chip_futrell@ncsu.edu not later than 4:00 p.m. on March 17, 2008. After that time, due to planning requirements, we will no longer be accepting proposals.

If you have questions please contact Elizabeth Brown at (919) 807-7128, or email at browne@nccommunitycolleges.edu and/or Judith Mann at (919) 807-7108, or email at mannj@nccommunitycolleges.edu.

Thank you for your support and cooperation.

DAP/ei/pck

Attachments

c: Martin Lancaster
System Office Senior Staff
Elizabeth Brown
Judith Mann
Van Wilson
Chip Futrell, NCSU

CC08-064
Email

Submission Deadline: March 17, 2008
(Completed form should be submitted online)

Call for Proposals

2008 North Carolina Community College System Conference **October 12-14, 2008**

This year's theme is **BEYOND THE HORIZON: Preparing Students for a Global Advantage**. By embracing this concept, we set providing educational experiences for learners to prepare them to work competitively in a global market as a priority. This commitment represents a significant dedication to preparing graduates for the changing architecture of the workplace.

Proposal Guidelines

1. In an effort to encourage individuals in our System to share their expertise, proposals for workshop presentations are being solicited. Please note that the President of the college or his/her designee must approve proposals submitted by community college personnel.
2. Please complete the attached forms. *All proposals are to be submitted electronically to:* the Office of Professional Development, North Carolina State University, by **February 11, 2008**. Use a web browser to go to <http://www.continuingeducation.ncsu.edu/ncccs>
or
http://www.nccommunitycolleges.edu/professional_development/2008_conference/index.html#
Follow the links to the "Call for Proposals", complete the forms, and click on the "Upload This File" button.
3. Reviewers of proposals will be staff of the North Carolina Community College System Office. They will be looking for innovative practices, new ideas inclusive of a global advantage, active learning opportunities, and best practices that conform to the conference theme. Traditional lecture-only presentations are discouraged.
4. As many proposals as possible will be selected. A submission of a proposal is not a guarantee of acceptance. Notification of acceptance status will be sent to respondents electronically by April 14, 2008. If your proposal is chosen, please be prepared to accept the day and time of your presentation as assigned.

5. If your presentation is selected, you will be asked to provide an electronic copy of presentation handouts for inclusion on the conference website.
6. You are not required to use a presider for your session. This line may be left blank if you are not using a presider.

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Criteria for Selection of Presentations

- The proposal is clearly written. It is complete and its purpose and process obvious and easy to follow.
- The topic is relevant to the theme and speaks to a current issue, research, or a “tried and true” approach within the content area of: **Preparing Students for a Global Advantage**.
- The format is appropriate in terms of pedagogy and presentation style. There is a commitment to participant involvement such as opportunities for questions or “hands-on” experiences.
- The presentation is not a promotion or endorsement of any commercial product or for-profit program.
- All information requested on the proposal form that follows is complete.

Submission Deadline: March 17, 2008
(Completed form should be submitted online)

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DO NOT WRITE IN THIS SPACE:

No. /Init.: _____ Location: _____

Date: _____ Time: _____

Call for Proposals
NC Community College System Conference
October 12-14, 2008

Theme: BEYOND THE HORIZON: Preparing Students for a Global Advantage

Please complete this form to request holding a *workshop* session at the 2008 North Carolina Community College System Conference. A "Call for Proposal" form must be completed for each session.

State Title of Presentation [one-hundred (100) characters or less]

Give Maximum Number of Participants Expected _____

Presenter(s)

Presider(s)

Give a Brief Description of the Content [fifty (50) words maximum]

Indicate willingness to repeat this session: _____ Yes _____ No

Arrangements for a presider are the responsibility of the speaker. If you will have presiders at your session state the following:

Presider's Name: _____

Email Address: _____

Contact information:

(For use on acceptance
of proposal)

Contact person: _____

Email Address: _____

Telephone Number: _____

College/Company: _____

For college personnel only:

I certify that the President of the college or designee has approved this proposal:

(Name of President)

(Date)

The North Carolina Community College System Office does not provide travel support for presenters who are employees of the North Carolina Community College System and/or the state of North Carolina.

For technical assistance in completing this form, contact:

Cindy Allen
Office of Professional Development
North Carolina State University
Raleigh, NC 27695-7401
(919) 515-8179

For all other questions, contact:

Elizabeth Brown
Academic and Student Services
NC Community College System
Raleigh, NC 27699-5016
(919) 807-7128

Judith Mann
Academic and Student Services
NC Community College System
Raleigh, NC 27699-5016
(919) 807-7108

Deadline is March 17, 2008