

August 4, 1999

MEMORANDUM

TO: Substantive Change Liaison

FROM: Janyth Fredrickson, Assoc. Vice President
Academic & Student Services

SUBJECT: Update on Joint Substantive Change

I have been advised not to have the NCIH meeting on substantive change scheduled for Aug. 12. Our NCIH sites are in the process of being converted to the T-1 network, so transmission is unreliable during this installation phase. Consequently, I will provide an update of joint substantive change activities in this memo.

Prospectuses

Your prospectuses have covers and are in the final stages of being bound with a modified spiral binder. The ones I have scanned seem to be very comprehensive and well prepared. They will be sent to the visiting team by mid-August.

Due to the spiral binding, we could not include the small brochures and plastic-insert pages that some of you included. If any of your college's items were left out, you will get a call from my office. Please plan to include those items with your other documents in October. We will inform the visiting team about the colleges whose documents were omitted in case they are referenced in the body of your prospectus.

Distance Learning Class Schedules

If your prospectus did not include the distance learning class schedules for (1) spring, (2) summer, and (3) fall, be sure to include them in the documents you send to the host site in October. If you included the schedules for the three semesters and your fall schedule changes, include an updated fall schedule in the documents you send to the host site.

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Within the next two to three weeks, your college will receive a copy of the systemwide prospectus/report. It includes the spring, summer, and fall distance learning schedules for all participating colleges. Check your college's listing. If there are changes or discrepancies, please plan to address them in the materials you provide to the host site in October.

Documents for October

As stated earlier, the basic documents needed for October include the college catalog, student handbook, college institutional effectiveness plan and update, college policies and procedures, relevant professional development plans, library policies and contract agreements, student access to library resources and library materials, samples of distance learning course syllabi, and credentials of all faculty teaching distance learning courses in spring, summer, and fall.

You may add to this list an addendum/update describing any changes that have occurred since the prospectus was submitted (including changes to the fall schedule). Also, you will want to include any brochures that we took out of your prospectus.

In addition to these items, please plan to include a college contact sheet with names, titles or areas of responsibility, telephone numbers, and e-mail addresses. This will be helpful to visiting team members who want to contact specific staff at your college while they are here.

Regarding copies of your distance learning faculty transcripts and relevant credentials, I will send you a form in September for your president to sign verifying that the copies are of original documents. While you will need to send two sets of all other documents (one for the hotel workroom and one for the host college workroom), you will be asked to send only one set of faculty credentials which will be housed in a secure area at the host college.

You will get more information on submitting the documents at your regional meeting in September. I recommend that you plan to have them ready for submission by Oct. 1.

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Logistics

Our three regions are now finalized and a total of 38 community colleges will participate in this joint substantive change visit. The attachment indicates which region your college is in.

I have sent a fall schedule of distance learning classes to Dr. Hoffman, chair of our visit, and I hope to learn which colleges will be physically visited by early September. She and her team will also use the schedule to select distance learning courses to visit electronically. I will forward information to you as soon as I receive it.

On the afternoon of Oct. 10, we plan to have an NCIH broadcast from the System Office to the three host colleges with a short overview of the NCCCS. President Lancaster and our new executive vice president, Dr. Steve Scott, will participate. Following that, there will be a regional overview at the host college with a basic introduction to the area and the colleges in it. You will get information about that program and who is recommended to attend within the next few weeks. The basic format will be similar for the three regions in an effort to standardize our visit as much as possible.

Next Meeting

No additional statewide meetings are planned. Your next meeting will be with colleges in your region, and you will receive information about the meeting from the host college. The regional meeting dates are:

Western Region: Sept. 1 at 1:30 (and possible follow-up meeting
Sept. 14)

Central Region: Sept. 9 at 10 a.m.

Eastern Region: Sept. 8 at 10 a.m.

Your Input

Please complete and return the attached sheet which asks for two items of feedback:

1. A single contact person for your college for substantive change. While communication up to now has gone to three people at your college, it is time to have a single contact person to respond to requests from the visiting team and last-minute requests from me.

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2. Availability of your prospectus. A number of colleagues within the system have expressed an interest in reading the prospectuses of other colleges to get ideas to strengthen their own distance learning programs. Will you share your prospectus? If you check "yes" on the attachment, the name of your college and access information will be included on a list that is distributed to all North Carolina community colleges. If you check "no," your college will not be included on the list.

Thank you for your hard work and responsiveness in this major endeavor. As always, please contact me with questions and suggestions about the process.

CC: President
H. Martin Lancaster
Barry Russell
Elizabeth L. Johns
Brenda Rogers
Kennon Briggs

Response Form

College _____

Person Submitting Form _____

Telephone _____

1. The principal contact person for substantive change for this college is:

Name _____

Title _____

Telephone _____

E-mail _____

Fax _____

2. Will your college share its prospectus with other colleges?

Yes _____ This college will share its prospectus. Access is by:

_____ e-mail. Contact _____ to
request an electronic transmission.

_____ web address which is _____

_____ postal service. Contact _____
to request a paper copy.

No _____ This college does not want to share its prospectus at this time.

Fax to Janyth Fredrickson at 919-733-0680 by Aug. 17.

Thank you.