

August 27, 1999

MEMORANDUM

TO: Dan Bain

FROM: Janyth Fredrickson,
Substantive Change Coordinator

SUBJECT: Substantive Change Update

We are in the countdown now with less than two months before our joint substantive change visit! Here are a few additional updates to help you prepare for October.

Colleges To Be Visited

I have just received word that these colleges will have a visiting team member on the campus on Oct.12:

Eastern Region: College of the Albemarle, Craven, Durham Tech, Lenoir, Nash, Wake Tech, Wayne, and Wilson Tech;

Central Region: Alamance, Bladen, Central Carolina, Davidson, Forsyth Tech, Rockingham, Southeastern, and Stanly;

Western Region: Caldwell, Central Piedmont, Cleveland, Mayland, Rowan-Cabarrus, Western Piedmont, Haywood, and Southwestern.

Fall 1999 Internet Instructors

As the key substantive change person for your college, you may be contacted soon by visiting team members requesting the name and contact information for instructors teaching specific Internet courses. Please provide this information to them as quickly as possible. A form is attached for your use. It is my understanding that visiting team members will then contact the identified instructors to get access to their courses and review them between now and Oct. 10.

Addendum

Three formatted pages are attached to guide the presentation of addendum items. To the extent the three pages (cover sheet, table of contents, specific item) serve your needs, please use them. Standardization will make visiting team review go smoother.

Documents at Host College

These will be discussed at the regional meetings. Remember that web addresses are acceptable in lieu of paper copies.

Letter to Dr. James Rogers

With the documents you deliver to the host college, please include the attached letter on your college's letterhead signed by your president. This letter will certify that the copies of faculty credentials you provide are from original documents.

Program Oct. 10

At 5 p.m. on Oct. 10, there will be a welcome and NCCCS overview for the visiting team from President Lancaster and Dr. Steve Scott via NCIH to the three host colleges. A 45-min. to one-hour regional welcome and overview will follow at the three sites. The president or his/her designee for every college in the region will be asked to attend this program at the host college. The content and total number of college representatives who can attend (depending on space availability) will be discussed at the regional meetings. At SACS' request, no formal dinner with visiting team members is planned.

E-Mail About Credentials

Following several questions about transcripts, I asked Dr. Jack Allen at SACS for clarification. His e-mail response is attached.

Sharing of Prospectuses

All 38 colleges participating in the joint substantive change visit indicated that they would share their prospectuses with other colleges in the system. The attached list tells you how to access these important documents.

Again, thank you for your hard work and responsiveness to my requests for items. As I receive additional information, you will be notified.

wje

C: President
Attachments

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