

September 17, 1999

MEMORANDUM

TO: President

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

SUBJECT: Joint Substantive Change Visit

Although your college is not participating in the upcoming joint substantive change visit for distance learning, I am sending you three items which may be helpful.

1. The Executive Summary for the joint substantive change visit was sent to the visiting team to provide a broad overview of the North Carolina Community College System and its involvement in distance learning. The Executive Summary includes a three-semester inventory of distance learning courses offered by the 38 colleges participating in the visit.
2. The sheet entitled "Prospectuses for Substantive Change" provides information on how to get copies of the substantive change prospectuses of the 38 colleges. These documents offer valuable information about the distance learning programs at the individual colleges and include such components as evaluation of distance learning, delivery of student services, and student orientations. All 38 colleges have agreed to share their prospectuses within the community college system.
3. The sheet entitled "Colleges Participating in Joint Substantive Change Visit" indicates the 38 colleges and their assigned regions. The visiting team will be subdivided with members assigned to work with all the colleges in one of the three regions.

For your information, the exit report for the substantive change visit will be given Oct. 14 at 9 a.m. and available via satellite to all community colleges. You can access it on band C, Satellite Galaxy 6, Transponder 11, location 99 degrees west, downlink frequency 3920, horizontal polarity. This information will also be communicated to your satellite personnel.

c: President H. Martin Lancaster  
Dr. Elizabeth L. Johns

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