

Sept. 22, 1999

MEMORANDUM

TO: President

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

SUBJECT: Electronic Visits for Substantive Change

As part of the upcoming substantive change visit, I would like to ask for your college's participation in electronic interviews Oct. 11 from 1:30-3 p.m. The interviews will be via the Information Highway from sites at Catawba Valley Community College, Rowan-Cabarrus Community College, and Wilkes Community College.

The visiting team has requested that representatives from all 13 colleges in the Western Region be present for the interviews and that they represent specific job functions. In an effort to facilitate this representation, I am requesting that colleges plan to send the following staff to the meeting:

Asheville-Buncombe Tech: Vice president/dean of academic affairs,
instructor who teaches courses by Internet, instructional
technologist/curriculum developer

Blue Ridge: Instructor who teaches courses by Internet, student
enrolled in Internet course

Caldwell: President, person who trains faculty in distance learning

Catawba Valley: Division chair/dept. head responsible for
administering distance learning courses, student enrolled in
telecourse, media services staff member

Central Piedmont: Instructor who teaches telecourses, instructional
technologist/curriculum developer, registrar/person
responsible for maintaining student records

Cleveland: Instructor who teaches telecourses, person responsible for
providing student orientation in distance learning

Haywood: Vice president/dean of academic affairs, person
responsible for student orientation in distance learning

Isothermal: Vice president/dean of academic affairs, student enrolled
in Internet course

Mayland: Registrar/person responsible for maintaining student records, director of library/learning resource center, student enrolled in telecourse

Rowan-Cabarrus: President, vice president/dean of academic affairs, student enrolled in Information Highway course

Southwestern: division chair/dept. head responsible for administering distance learning courses, instructor who teaches via Community Link, person responsible for providing faculty training in distance learning

Western Piedmont: Division chair/dept. head responsible for administering distance learning courses, instructional technologist/curriculum developer, director of library/learning resources center

Wilkes: President, instructor who teaches by Internet, media services staff member

Representatives from your college may attend this electronic interview at any of the three sites: Catawba Valley, Rowan-Cabarrus, or Wilkes. All three sites will be linked via NCIH and live during the entire meeting. The visiting team will be at Catawba Valley.

Please identify your representatives and send their names and a short resume/biographical sketch to **Fred Manley at the System Office by Oct. 1.** A form is attached for your response. I have also enclosed information about the electronic visit and possible interview questions which were distributed by the visiting team chair to the members of the visiting team.

Thank you for your prompt response to this request and for your assistance in all matters related to our joint substantive change visit. Do not hesitate to contact me if I can provide additional information.

c: College Substantive Change Contact Person
President H. Martin Lancaster
Dr. Elizabeth L. Johns

Attachments

S99-043