

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 Fayetteville Tech, Forsyth Tech, and Stanly.

The visiting team has requested that representatives from all 13 colleges in the Central 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:

Alamance--Division chair/department head responsible for administering distance learning courses, student enrolled in Internet course, director of library/learning resources center

Bladen--Division chair/department head responsible for administering distance learning courses, student enrolled in telecourse

Central Carolina--Division chair/department head responsible for administering distance learning courses, student enrolled in telecourse, person responsible for providing student orientation in distance learning

Davidson--Instructor who teaches telecourses, registrar/person responsible for maintaining student records

Fayetteville Tech--Vice president/dean of academic affairs, instructional technologist/curriculum developer, person who trains faculty in distance learning

Forsyth Tech--Instructor who teaches by Information Highway, student enrolled in Information Highway course, media services staff member

Montgomery--Instructor who teaches courses by Internet, student enrolled in Internet course

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Rockingham--Vice president/dean of academic affairs, instructional technologist/curriculum developer  
Sandhills--President, instructor who teaches telecourses, person who trains faculty in distance learning  
South Piedmont--Vice president/dean of academic affairs, director of library/learning resources center  
Southeastern--Person responsible for student orientation in distance learning, registrar/person responsible for maintaining student records, media services staff member  
Stanly--President, instructor who teaches Information Highway courses, student enrolled in Information Highway course, media services staff member  
Surry--Instructor who teaches courses by Internet, person who trains faculty in distance learning

Representatives from your college may attend this electronic interview at any of the three sites: Fayetteville Tech, Forsyth Tech, or Stanly. All three sites will be linked via NCIH and live during the entire meeting. The visiting team will be at Fayetteville Tech.

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.

CC: College Substantive Change Contact Person