

Sept. 24, 1999

MEMORANDUM

TO: President

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

SUBJECT: Electronic Visits for Substantive Change

Based on information I have received this week from your colleges, **yes**, the substantive change visit can go on as scheduled in the Eastern Region. Certainly, I applaud your efforts to serve the community and keep education on track following such a massive natural disaster.

As part of the upcoming substantive change visit, I would like to ask for your college's participation in electronic interviews Oct. 11 from 3-4:30 p.m. The interviews will be via the Information Highway at three sites including Pitt Community College. The other two sites have not been confirmed, but you will be informed as soon as they are.

The visiting team has requested that representatives from all 12 colleges in the Eastern 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:

College of the Albemarle--Instructor who teaches courses by
Information Highway, student enrolled in Information
Highway course, instructional technologist/curriculum
developer

Craven--Division chair/department head responsible for administering
distance learning courses, instructor who teaches telecourses,
registrar/person responsible for maintaining student records

Durham Tech--Vice president/dean of academic affairs, instructor
who teaches Internet courses, person who trains faculty in distance
learning

James Sprunt--President, division chair/department head responsible
for administering distance learning courses

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Johnston--Instructor who teaches Internet courses, director of library/learning resources center
Lenoir--President, instructor who teaches by Information Highway, student enrolled in Information Highway course
Nash--Instructor who teaches telecourses, student enrolled in telecourse
Piedmont--Instructional technologist/curriculum developer, person who trains faculty in distance learning, registrar/person responsible for maintaining student records
Pitt--Vice president/dean of academic affairs, student enrolled in Internet course, media services staff member
Wake Tech--Division chair/department head responsible for administering distance learning courses, student enrolled in Internet course, person responsible for providing student orientation in distance learning
Wayne--Vice president/dean of academic affairs, director of library/learning resources center
Wilson Tech--Student enrolled in telecourse, person who trains faculty in distance learning, person responsible for student orientation in distance learning

Representatives from your college may attend this electronic interview at any of the three sites. All three will be linked via NCIH and live during the entire meeting. The visiting team will be at Pitt.

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

