

January 7, 1999

TO: Substantive Change Coordinator

FROM: Janyth Fredrickson, Associate Vice President,
Academic and Student Services

SUBJECT: Final Report Meeting

Up to two representatives from your college are invited to attend a final meeting for substantive change on February 4 from 10 a.m. to 12:30 p.m. at Central Carolina Community College's campus in Pittsboro. The purpose of the meeting is to discuss the responses to the recommendations in the Final Report.

Please bring a draft of your college's responses to your recommendations. Recommendations which do not name specific colleges are to be addressed by all 38 participating institutions. You do not need to respond to the suggestions. A copy of SACS guidelines is attached. In keeping with our collaborative approach, I will give you a formatted disk at the meeting to use in finalizing your response which will be due at the System Office February 28.

To indicate attendance, please return the RSVP form to me by **January 28**. An optional feedback sheet is also attached. You can either fax it to me or give it to me at on February 4.

Thank you for your excellent cooperation throughout this process. Do not hesitate to contact me if you have questions or suggestions regarding this last meeting.

CC: President
Martin Lancaster
Delores Parker

S00-002

**Substantive Change Meeting
February 4,
Central Carolina Community College Chatham County Campus
Pittsboro**

College_____

_____Yes, the following person(s) will attend the meeting:

Name_____

Name_____

_____No, representatives from my college will not be able to attend. Please send us the formatted disk.

Return to Janyth Fredrickson, NCCCS Office, by January 28.

Fax: 919-733-0680