



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

August 9, 2005

RESPONSE DEADLINE: September 9, 2005

MEMORANDUM

TO: Select Chief Academic Officers

FROM: Delores A. Parker, Vice President
Academic and Student Services

SUBJECT: Interior Design (A30220)

The System Office has received a request to pursue a review of the Interior Design (A30220) program and applicable courses. Therefore, we would like to extend an invitation to all colleges that are approved to offer the Interior Design program to meet and review the need for updating the curriculum standard and related courses.

The Interior Design meeting will take place on Tuesday, October 11, 2005, in Room 045 of the Medlin Building on the Guilford Technical Community College (GTCC) campus in Jamestown, North Carolina. The meeting will begin at 2:30 p.m. We hope the established time will facilitate travel for representatives who will also be attending the NC Community College Faculty Association (NCCCFA) conference in Greensboro.

Please use the accompanying form to provide us with confirmation of your college representative's attendance, **and return the form by September 9, 2005, to Jennifer Frazelle.** You may fax your response to (919) 807-7164.

Thank you for your prompt attention to this matter. If you have questions or need assistance, please contact Jennifer Frazelle at (919) 807-7120.

DAP/jf

Attachment

c: Select Presidents
Dr. Vincent Revels
Ms. Jennifer Frazelle

S05-019
Email

Confirmation of Attendance
Interior Design Meeting
October 11, 2005
Room 045, Medlin Building
Guilford Technical Community College
Jamestown, North Carolina

Name and Title of People Attending:

_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title

College: _____

Signature of Chief Academic Officer: _____ **Date:** _____

Please return this form by **September 9, 2005**, to:

Jennifer Frazelle, Director
Program Services
NC Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Fax Number: (919) 807-7164