



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

October 4, 2007

MEMORANDUM

RESPOND BY 4:00 PM, October 12, 2007

TO: Select Presidents

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

SUBJECT: **System Conference Surveys**
2008 North Carolina Community College System Conference

This is a reminder that planning is underway for the 2008 North Carolina Community College System Conference. The conference will be held October 12-14, 2008, at the Raleigh Convention Center in Raleigh, North Carolina.

This memo is a second request for your college to respond to the **two** assessment surveys. In an effort to make sure that we plan appropriately, we ask that the chief academic officer, dean, department head, or designee complete each of the two surveys for your college. The *Anticipated Attendance Survey* will assist us in correctly gauging the numbers of attendees, and the *Program Recommendations Survey* will assist us in giving you the professional development activities that you seek. The purpose of this conference is to provide the opportunity for all college personnel to obtain staff development activities.

To respond to the two surveys, use a web browser to go to <http://www.continuingeducation.ncsu.edu/ncccs> where you will see links to both the *Anticipated Attendance Survey* and the *Program Recommendations Survey*. Then, follow the links to the appropriate survey, enter the information, and click on the *done* button.

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Thank you for your continued support and cooperation.

DAP/EI/pck

c: H. Martin Lancaster
System Office Senior Staff
Elizabeth Brown
Judith C. Mann
Chip Futrell, NCSU

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Email