



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

**March 25, 2008**

**MEMORANDUM**

**TO: Great Basic Skills Participants**

**FROM: Bob Allen, Program Coordinator, NCCCLRC**

**SUBJECT: 2008 NC Great Basic Skills Staff Event**  
**April 6-9, 2008**

**Dear Participant!**

Welcome to the Great Basic Skills Staff Event. We are excited and very pleased you have decided to participate in this new professional development experience.

The Kanuga Conference Center (828.692.9136) is located just off Kanuga Road approximately 7 miles southwest of Hendersonville. Map directions are located on Kanuga's web site at [www.kanuga.org](http://www.kanuga.org).

Please report to the Lobby Inn at the Kanuga Conference Center between 4:00 and 5:30pm on Sunday, April 6, 2008 for registration. Payment will be collected then. Sunday supper will be served at 6:00 PM. Our first retreat gathering will be held at 7:30 pm.

The Great Basic Skills Staff Event is not your typical conference-style meeting! There is no pre-planned agenda. The sessions are intense and sequential; each session builds on the previous one. Time for personal reflection and relaxation is included. Attendance at each of the sessions is required. Due to the nature of the retreat, participants are expected to stay through Wednesday lunch. The retreat officially ends with lunch.

The focus of the event is not on the teaching or leading of specific disciplines, but rather on the **ART** of teaching and leading. The emphasis is on the universals of education and on the special nature of those who are and will be **GREAT STAFF MEMBERS**.

It is based also on the notion that, if properly tapped, the collective wisdom, experience and creativity of any group of practicing educators far surpasses that of any individual expert.

The structure of the event evolves from an ongoing needs assessment as the seminar progresses. Underlying all activities of the event is the perpetual challenge to characterize and to define the **YOUR ROLE**.

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## EVENT OBJECTIVES

- To celebrate good teaching and good leadership.
- To venture beyond the limits of our own specializations and environments in search of transferable ideas and the universals of teaching and leading.
- To develop an atmosphere of introspection and self-appraisal by providing a relaxed setting and straightforward process where participants seriously review and contemplate their attitudes, methods, and behavior as educators.
- To practice a rational analysis of instructional problems and develop realistic, creative approaches and solutions that address those specific problems.
- To renew ourselves professionally and personally.

If you are in a single room, the cost is **\$387 per person**. If you are in a double room, the cost is **\$287 per person**. **Your check is to be made payable to NCCCS**. If you cancel, you will be billed Kanuga's cancellation charge of \$45.00. All your meals and accommodations are involved in the registration fee. Housing will be in the Inn.

If you have questions or need further assistance with anything, please call me at (919) 807-7144 or e-mail [allenb@nccommunitycolleges.edu](mailto:allenb@nccommunitycolleges.edu).

Please have a substitute identified if you are unable to attend. We are not charging any overhead and must meet our budget and expenses.

**I look forward to seeing you in April! This will be an *unforgettable and significant learning experience!***

**Please see the attached preparation sheet.**

Attachment: 1

BA/jj

cc: Dr. Randy Whitfield  
Presidents  
Senior Continuing Education Administrators

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# NCCC Great Basic Skills Staff Event

## Participant Preparation Sheet

*Please prepare & bring the following:*

▶ **Thirty (30)** copies of a one-page (max length) paper describing a personally attempted Leadership/Teaching Innovation, successful or unsuccessful. The paper may include a BRIEF description of the need or circumstances that generated your innovation. You may also bring a brief analysis of its relative success or failure.

Each participant will receive a copy of every paper. **(Please print on 8½ x 11, 3-hole punched paper! Please include your name, school address, phone, e-mail, etc somewhere on the page.)**

AND

▶ **Thirty (30)** copies of a BRIEF one-page (max length) paper describing a Problem in Leadership/Teaching for which you have not yet found a satisfactory answer or solution. This paper may analyze the problem or merely pose your questions for discussion.

Copies of this paper also will be distributed to each participant. Again... **please print on 8½ x 11, 3-hole punched paper! Please include your name, school address, phone, e-mail, etc somewhere on the page.**

AND

▶ **ANY single Teaching Device or Leadership Strategy, homemade or commercial, subject-oriented or universally applicable, which has enhanced your leadership/teaching effectiveness. Bring ANYTHING from your bag of tricks! Presentation time of this device or strategy is limited to 1 – 3 minutes.**

AND...

▶ One copy of a book relating to leadership or teaching which you have found very helpful or extremely inspiring. Your selection will become part of a Browsing Library at the retreat.

▶ A 3-Ring Notebook

▶ Note: All meals are provided. However, prior to dinner in the evenings is a social hour with beverages and snacks. This is not paid through registration, so we typically take up a collection of \$5 per person and also use the balance to tip the employees.

**Optional items include walking shoes, musical instruments, alarm clock, camera, fishing gear, etc... Please DO NOT bring dressy clothing or class prep materials! Leave that stuff at the office!**