Basic Skills Program (BSP) Roundtable
College Staff Training

Target Audience: The target audience for this class includes Basic Skills Directors, Coordinators, Administrative Staff, Instructors, and anyone who supports the division through the use of the College Information System (CIS).

Date: February 9, 2016

Register by Date: February 4, 2016

Delivery Method via Webinar

Time: 2:00 p.m. – 4:00 p.m.
Log in 30 minutes before class start time.

Facilitator(s): Wayne Madry, SME Continuing Education (Western Division)
Rosallene Massey, SME Continuing Education (Eastern Division)

Prerequisites: If you have a particular questions or subjects to discuss, please submit to facilitators via email:
madryw@nccommunitycolleges.edu or masseyr@nccommunitycolleges.edu

Course Description: This session is designed to support Basic Skills staff within the community colleges. This forum is being used to discuss current issues involving the College Information System (CIS) and how CIS is impacting workflows, processes, and updates

Advanced Preparation: Prior to class, print and bring the class documentation, if available, published via the NCLOR at http://explorethelor.org.

Course Objectives: After completing this session, participants will be able to:
- Troubleshoot and develop possible generic technical solutions to workflows and processes topics.
- Identify Student Applications (modules) with impact to BSP workflows, which are not being utilized fully.
- Develop strategies and support to present solutions for evaluation, implementation, and/or software adjustments/changes for CIS applications.

Directions for Joining the Webinar:

Join a webinar session by using the meeting link and telephone bridge information provided to you via the "Class Information" email. If you cannot locate the "Class Information" email from Diana Spears (spearsd@nccommunitycolleges.edu), please contact the College User Support Team at (919) 807-7178 or InternalCUST@nccommunitycolleges.edu and someone will assist you.

A limited number of phone lines are available for the call; therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access, and a projection unit to display the presentation. Contact your college's IT Department Help Desk if you need assistance.

Course Evaluation:

Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.