



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

June 9, 2008

RESPONSE DEADLINE: June 24, 2008

MEMORANDUM

TO: Distance Learning Administrators & Coordinators
Chief Academic Officers

FROM: Bill Randall, Associate Vice President
Learning Technology Systems

SUBJECT: REPORTING OF DISTANCE LEARNING TELECOURSES

Please use the attached form to report Distance Learning Telecourse information for the Summer Semester 2008. Reports are due in the System Office no later than **June 24, 2008**, and must be transmitted electronically. The college should submit a negative response if telecourses are not being used.

The colleges need to report only the telecourses that are licensed by a vendor. The report should list all telecourses being utilized for the entire semester (Summer 2008). Colleges will be liable for penalties due to late submission of the report.

Reports should be submitted electronically to Ms. Kathy Davis, Distance Learning Technician, at davisk@nccommunitycolleges.edu. Please direct any questions regarding the reporting form or procedures to Ms. Davis. Ms. Davis can be reached at (919) 807-7109.

We appreciate your participation in this process.

BR/kd

Attachment

c: Presidents

Dr. Delores A. Parker

Dr. Judith C. Mann

Dr. Sandra W. Williams

CC08-130

E-mail

**Distance Learning Course Report
NCCCS Distance Learning Programs**

SUMMER 2008

NAME OF COLLEGE					CONTACT PERSON;		
REPORT TERM (MO./DAY/YR.)					DATE REPORT SUBMITTED:		
No.	I-A CCL Prefix/No.	i-B Program/Course Title	i-C VENDOR'S Name**	I-D VENDOR'S COURSE TITLE	ii-a *Type of Delivery	ii-B Number of Students	ii-c Type "NONE" IF NO PAYMENT IS REQUIRED
EXAMPLE	MAT 000	College Math 000	Vendor, Inc.	The ABC's of Math	Telecourse	25	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
TOTAL						25	

**Distance Learning Course Report
NCCCS Distance Learning Programs**

SUMMER 2008

NAME OF COLLEGE					CONTACT PERSON;				
REPORT TERM (MO./DAY/YR.)						DATE REPORT SUBMITTED:			
No.	I-A CCL Prefix/No.	i-B Program/Course Title	i-C VENDOR'S Name**	I-D VENDOR'S COURSE TITLE	ii-a *Type of Delivery	ii-B Number of Students	ii-c Type "NONE" IF NO PAYMENT IS REQUIRED		

*Type of Delivery and Definitions: 1:Telecourse 2:Teleweb 3:Internet 4:Two-way Video (NCIH) 5:Video Cassette 6:Hybrid 7:Other (Specify)

1. Telecourse-a complete integrated instructional system that generally includes television programs, a textbook, and a variety of other instructional materials designed to be used by the student as the principle components of a college course. May be delivered by a) public broadcast such as UNC-TV, b) community cablecast, or c) videotape cassette. Includes vendor produced cassettes.

2. TeleWeb-telecourse with a web component.

3. Internet Course-instructor and students interact asynchronously primarily via web or similar technology. Includes VLC and college produced web courses.

4. Two-way Video Course-connected via NC Information Highway (NCIH) or local area connection in which instructor and students interact synchronously at scheduled time and location.

5. Video Cassette-college produced cassettes.

6. Hybrid-including a combination of distance learning and other methods delivered primarily by distance.

7. Other-Please specify.

****VENDOR: List the entity that you actually order a course from, pay student enrollment fee to, and/or obtain course materials from (do not confuse vendor and producer - a producer may be the vendor, but often times the vendor is an entity other than the producer).**

-You may add columns or lines as needed for adequate space-

NOTE: If you have already submitted this data to PBS-ALS. Please include their data on this report also.

Reports should be emailed to :
Katherine Davis, Distance Learning Technician
at davisk@ncccommunitycolleges.edu
Any questions regarding this procedure or the reporting form should be directed to
Katherine Davis, Distance Learning Technician
Academic & Student Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Tel: 919-807-7109 Fax: 919-807-7164