



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 6, 2008

MEMORANDUM

TO: Presidents
Chief Academic Officers

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

SUBJECT: Revised Cooperative Education Manual - Information Highway Sessions

The State Board of Community Colleges (SBCC) is currently reviewing revisions to the Cooperative Education (Work Experience) Manual, which is Section 20 of the *Curriculum Procedures Reference Manual*. The System Office will provide two identical Information Highway sessions that summarize important changes related to cooperative education. Program Coordinator Frank Scuiletti and a member of the System Office Audit Services staff will facilitate the meetings and answer questions. **(Note: If the State Board does not approve the changes, you will be notified that the training sessions must be rescheduled.)**

It is recommended that staff members whose responsibilities include cooperative education attend **one** of the two sessions. The Information Highway sessions are scheduled for Tuesday, March 25, and Wednesday, March 26, from 1-3 p.m. at various community colleges across the state (see list below) and at the System Office, Room 470, in Raleigh.

March 25th (1-3 p.m.) locations: Brunswick CC; Central Piedmont CC; Fayetteville TCC; McDowell TCC; and the System Office.

March 26th (1-3 p.m.) locations: Caldwell CC&TI; Guilford TCC; Haywood CC; and the System Office.

The current Section 20 of the *Curriculum Procedures Reference Manual* is available for your review on our website: http://www.nccommunitycolleges.edu/Programs/reference_manual.htm.

Thank you for your attention to this matter. If you have questions, please contact Frank Scuiletti at (919) 807-7114 or scuilettif@nccommunitycolleges.edu. Please contact the information highway or video conference department at the chosen college to reserve a seat and for more detailed information.

DAP/fs

c: Dr. Vince Revels
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