



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

September 3, 2008

**RESPONSE REQUIRED BY SEPTEMBER 18th**

**MEMORANDUM**

**To:** Basic Skills Directors  
Volunteer/Community-Based Organization Directors

**From:** Randy Whitfield, Ed.D  
Associate Vice President of Academic and Student Services  
Basic Skills Department

**Subject:** **Leadership Opportunity – ACT NOW!**  
(Please share with all your staff.)

The Basic Skills Office is pleased to invite up to 40 individuals from across the state to participate in the Leadership Excellence Academy, a two-year nationally-developed professional development opportunity that will allow you to explore, adapt, and apply actual leadership concepts and skills specific to your adult education and literacy program.

The Academies are designed to support local adult education leaders and those striving to become leaders. Both new and experienced managers will benefit from participation, so select staff members whom you feel would benefit from participation. As many local managers are nearing retirement age, the Academies can also assist with transitional planning. Up to forty applicants will be selected to participate.

- You will have opportunities to formulate and implement approaches to instructional leadership problems and issues and interact with other program managers who face similar challenges.
- You will have the opportunity to become one of the first program administrators in the country to earn ***national certification in program improvement*** as well as nine hours of ***graduate credit*** in Educational Administration if you so desire.
- Training will occur over time with opportunities for application through a series of interim activities and learning projects.
- Technology-based delivery such as online courses, discussion boards, and webcasts will be combined with face-to-face workshops by experienced national adult education trainers and will provide opportunities to interact with peers from other states.

**CCO8-200**  
**Paper & Email Copies**

**MEMORANDUM**

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The attached flyer includes additional information about the Academies, including participant responsibilities and the actual application. There is a short turn-around time on this so you must act quickly **because the deadline for submission of the application packet is September 18<sup>th</sup>. Also, note that you must cover the one-day travel to three face-to-face workshops in Year 1 and two face-to-face workshops in Year 2.** The State Office will cover all registration fees.

If you have any further questions, please contact Katie Waters at (919) 807-7136 or Randy Whitfield at (919) 807-7132.

Attachment

c: Presidents  
Senior Continuing Education Administrators



**National Adult Education Professional  
Development Consortium**



**Leadership  
Excellence  
Academies**



*The Leadership Excellence Academy is a joint initiative of the National Adult Education Professional Development Consortium (NAEPDC) and ProLiteracy America.*

### What is it?

The Leadership Excellence Academy is a two-year professional development opportunity that will allow you to explore, adapt, and apply actual leadership concepts and skills specific to your adult education and literacy program. You will have opportunities to formulate and implement approaches to instructional leadership problems and issues and interact with other program managers who face similar challenges.

- The Academies are built upon a foundation of research, theory, professional wisdom, and best practices.
- Training will occur over time with opportunities for application through a series of interim activities and learning projects.
- Technology-based delivery such as online courses, discussion boards, and webcasts will be combined with face-to-face workshops.
- You will have the opportunity to earn **national certification in program improvement** as well as nine hours of **graduate credit** in Educational Administration from Ohio University.
- You will receive training by experienced leaders in the adult education field.
- You will participate in a learning community with your peers from other states through regularly-scheduled webcasts.

### Who should participate?

The Academies are designed to support local adult education leaders and those striving to become leaders. Both new and experienced managers will benefit from participation. As many local managers are nearing retirement age, the Academies can also assist with transitional planning. The Academies offer a great opportunity to begin training some lead teachers or other program coordinators who have interest in assuming a larger leadership role in the future.

### What are my responsibilities as a participant?

Between October, 2008 – May, 2010, you will:

#### YEAR 1 - 2008 - 2009:

- Actively participate in:
  - Three six-hour face-to-face workshops,
  - Two one-hour online courses, and
  - Three one-hour webcasts.
- Complete and submit two interim activities between the face-to-face workshops.
  - All interim activities **must** be posted to the electronic portfolio by the designated deadline date to be eligible for national certification and/or graduate credit.
- Begin Part I of your culminating project.

#### YEAR 2 - 2009 - 2010:

- Activity participate in:
  - Two six-hour face-to-face workshops,
  - One six-hour online course, and
  - Three one-hour webcasts.
- Complete and submit two interim activities between the face-to-face workshops.
- Complete your culminating learning project (actual submission date will be April 2010.)

### Is there a cost?

The state is covering the training costs. Your costs will be your travel-related expenses to and from the workshops. In addition, there is a \$75 application fee if you complete all of the required activities and qualify for national certification at the end of Year 2. If you desire to earn the nine hours of graduate credit, a significantly reduced tuition fee is being offered through Ohio University.

### Where I can learn more?

Visit the Leadership Excellence Academy website at <http://leadershipliteracy.net/index.html>.



## Leadership Excellence Academy Application

Please type or print clearly. **Return to Randy Whitfield by September 18<sup>th</sup>.**

<b>Last Name</b>	<b>First</b>	<b>MI</b>	
<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Program Name</b>		<b>Title</b>	
<b>Phone (Work)</b>			
<b>E-mail Address (Please insert it twice for accuracy.)</b>			
<b>(1)</b>		<b>(2)</b>	
<b>Number of Years in Current Position</b>		<b>Number of Staff Supervised</b>	
<p>1. Give a brief summary of your management and leadership responsibilities.</p>			
<p>2. Describe the areas of professional development that you view as needed to improve your leadership abilities.</p>			
<p>3. Describe how the leadership academy will help you achieve your professional goals.</p>			

4.	Describe any additional skills, knowledge and abilities that make you qualified to participate in this project.
5.	How many years have you been employed: <ul style="list-style-type: none"> <li>a. As an adult education program director/coordinator?</li> <li>b. As an adult education instructor?</li> <li>c. In some other adult education position?</li> </ul>

**Leadership Excellence Academy Commitment Contract**

6. Are you willing to commit to the following criteria?

Between October 2008 – May 2010, I agree to do the following:

**YEAR 1:**

- Actively participate in:
  - Three six-hour face-to-face workshops,
  - Two one-hour online courses, and
  - Three one-hour webcasts.
- Complete and submit two interim activities between the face-to-face workshops.
  - All interim activities **must** be posted to the electronic portfolio by the designated deadline date to be eligible for national certification and/or graduate credit.
- Begin Part I of the culminating project.

**YEAR 2:**

- Activity participate in:
  - Two six-hour face-to-face workshops,
  - One six-hour online course, and
  - Three one-hour webcasts.
- Complete and submit two interim activities between the face-to-face workshops.
- Submit a culminating learning project (actual submission date will be April 2010).

**I affirm that this application is being submitted with approval and support of my immediate supervisor.**

**Yes**

**No**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Leadership Excellence Academy  
Administrator/Executive Endorsement**

Our organization is pleased to endorse \_\_\_\_\_

**Candidate's Name**

as a candidate for the Leadership Excellence Academy. This endorsement is an acknowledgement of the nominee's commitment to enhance his/her management skills and leadership ability. This endorsement further supports the candidate's full participation in the two-year training series. Through this endorsement, our organization acknowledges that the benefits of the Leadership Excellence Academy training will provide our organization the opportunity to:

- Engage in reform initiatives for adult education
- Enhance the qualifications of the adult education staff through participation in a national certification process
- Participate in a national peer network and share promising practices
- Improve learner achievement and state performance

\_\_\_\_\_  
**Name of Organization**

\_\_\_\_\_  
**Administrator/Supervisor Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Administrator/Supervisor Signature**

\_\_\_\_\_  
**Date**