



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

September 15, 2008

**RESPONSE DEADLINE: September 26, 2008**

**MEMORANDUM**

**TO:** Distance Learning Administrators & Coordinators  
Chief Academic Officers

**FROM:** Dr. 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 Fall Semester 2008. Reports are due in the System Office no later than **September 26, 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. 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](mailto:davisk@nccommunitycolleges.edu). Please direct any questions regarding the reporting form or procedures to Ms. Davis at (919) 807-7109 or to Dr. Bill Randall, Associate Vice President of Learning Technology Systems at [randallb@nccommunitycolleges.edu](mailto:randallb@nccommunitycolleges.edu) or by telephone at (919) 807-7061.

We appreciate your participation in this process.

BR/kd

Attachment

c: Community College Presidents  
Dr. Sandra W. Williams

**CC08-209**  
**E-mail**

**Distance Learning Course Report  
NCCCS Distance Learning Telecourse Report**

**FALL 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 Telecourse Report**

**FALL 2008**

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

\*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-

Reports should be emailed to :  
Katherine Davis, Distance Learning Technician  
at [davisk@ncccommunitycolleges.edu](mailto:davisk@ncccommunitycolleges.edu)  
Any questions regarding this procedure or the reporting form should be directed to  
Katherine Davis, Distance Learning Technician  
Learning Technologies Services  
North Carolina Community College Sytem  
5006 Mail Service Center  
Raleigh, NC 27699-5006  
Tel: 919-807-7109 Fax: 919-807-7164