

July 1, 2008

MEMORANDUM

TO: 2008-09 Registration, Records and Calendar Committee

FROM: James L. Oblinger  
Chancellor

SUBJECT: Appointment to University Standing Committee on Registration, Records and Calendar

You have been recommended by the Committee on Committees as a member of the University Standing Committee on Registration, Records and Calendar. Your willingness to accept this responsibility is greatly appreciated.

The objectives of this committee are:

1. In consultation with the Registrar, advise the Provost and the Vice Chancellor for Student Affairs.
2. Study the workings of the currently approved calendar and evaluate.
3. Approve for recommendation to the Chancellor the academic calendars that are to be published by the University. This function is to be conducted within the [guidelines adopted by the Board of Trustees on April 11, 1969](#).
4. Advise the Department of Registration and Records on its policies and procedures regarding maintenance of student records, registration and scheduling, and suggest new procedures, which would better serve the University.

The committee is reminded of the importance of following the provision of General Faculty Bylaws, Article VII, Section 4, [http://ncsu.edu/faculty\\_senate/general-faculty/GF-Bylaws.php](http://ncsu.edu/faculty_senate/general-faculty/GF-Bylaws.php) which requires that "All University standing and *ad hoc* committees shall forward reports simultaneously to the Faculty Senate and the appropriate administrator. Any action of the Faculty Senate in response to the report will be forwarded to the administrator." The reports are to be accessible from the committee's University Standing Committee web site no later than **May 29, 2009**. This provision enables the Faculty Senate to review and comment on the recommendations of your committee in a timely fashion, and it has generally been understood to include any formal committee minutes where these are regularly distributed and formal recommendations that are submitted for administrative review and approval.

The committee is expected to select a chair-elect from among the continuing members of the committee and to forward that name to Vicki Walton **no later than February 2**. Each committee member is normally appointed to a three-year term, which is subject to annual review.

Committee chairs are to use the committee's web page provided at <http://www.provost.ncsu.edu/governance/standing-committees>. Please contact Teresa Dail for assistance in using the web site and other administrative needs to support the committee's work.

Please be aware that your committee must abide by the UNC Office of the President interpretation of the (August 9, 1996) North Carolina Open Meetings Law. Procedures for doing so are to be found at <http://www.provost.ncsu.edu/governance/openmeet/index.php>.

Again, your willingness to serve on this committee is appreciated.

JLO/vsw