



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

September 25, 2008

MEMORANDUM

TO: Chief Academic Officers
Student Development Administrators

FROM: Delores A. Parker
Senior Vice President
Chief Academic Officer

SUBJECT: **Request to Save-the-date**
Academic and Student Services Orientation Session November 13, 2008
Academic and Student Services Seminar November 14, 2008

The Division of Academic and Student Services at the System Office will be conducting the annual seminar for Chief Academic Officers and Senior Student Development Administrators November 13-14, 2008. The format will include an **orientation session** for **new** administrators and a full day of activities for **both** “new” and “seasoned” administrators. Due to limited space, we are asking that you send only the senior administrator or a total of two designees, one from instructional services and one from student services. The program will include sessions on current issues, policies, and procedures for all participants.

The **orientation session** will be held from 1:00 p.m. to 4:30 p.m. on Thursday, November 13, 2008. This session is reserved for those senior academic and senior student development administrators who are new in their current position.

The **seminar** for both “new” and “seasoned” administrators will be held from 8:30 a.m. to 5:00 p.m. on Friday, November 14, 2008. The program this year will include general sessions, lunch with topic tables, and breakout sessions so attendees can participate in the sessions of their particular interest and/or needs. The orientation and seminar will be held at the System Office in Raleigh.

An agenda, registration form, and a list of local accommodations will be sent in the future.

If you have questions concerning the conference, please contact Dr. Judith Mann at (919) 807.7118, or mannj@nccommunitycolleges.edu or Mr. Van Wilson at (919) 807.7098, wilsonv@nccommunitycolleges.edu.

DAP/RB/KY/gr

c: Presidents
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