



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 7, 2007

MEMORANDUM

TO: Registrars
Academic Officers
Student Development Officers
CIS Project Managers

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

SUBJECT: New GroupWise List – CC CIS CU Programs

A new CC list has been approved for the purpose of transmitting information about courses and programs pertinent to Colleague functions. This list will be used to provide appropriate information directly to persons involved in the day-to-day operations with courses and programs, in a more organized and timely manner than is currently available.

The primary members of this list are persons who manage the course schedules, the course section of the college catalog, and the electronic program of study data entry. We recommend that each college identify at least two persons, but there is no maximum for this list. The determination of the most appropriate persons for this list is a local decision, due to the differences among colleges in organization and/or functional responsibilities. It should be noted that this will periodically be a very high volume list (at peak times, hundreds of messages in a day are possible), which may be a significant factor in the local decision-making process.

The college's GroupWise Administrator is the local contact for adding or deleting users from the list. The name for the local college list that connects to the new CC list is LL CIS CU Programs. The target date for completion of the list is **March 16, 2007**.

CC07-059
Email

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We are excited about this new means of sharing information. We encourage you to quickly identify the appropriate persons on your campus and forward their names to your GroupWise Administrator, so that we may meet the target date and begin using the list shortly thereafter. If you have questions, please contact Edith Lang at 919-807-7119 or lange@nccommunitycolleges.edu.

DAP/el

c: Presidents
Fred Williams
Saundra Williams
Bob Blackmun
Arthur Hohnsbehn
Ken Whitehurst
Wanda White
Judith Mann
Edith Lang