



# UC San Diego

## Policy & Procedure Manual

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### COMMUNICATIONS, INTRA-CAMPUS

#### Section: 20-3 EXHIBIT A

Effective: 07/01/1998

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#### EXHIBIT A

#### SAMPLE Regents' Agenda Item

Where brackets appear on this sample, fill in with appropriate information. However, it is not required that you make determinations on the choices shown in brackets in the upper left section.

PROPOSED REGENTS' AGENDA ITEM

[Office and Campus]

[DATE]

[Committee on Educational Policy, Finance or Grounds and Buildings, on Board]

Drafted by: [Name & ext]

Item for [Action, Discussion or Information]

Reviewed by: [Name & Title]

[Consent or Regular Agenda] Item

\*Coordinated with: [Other office(s)/individuals]

[Open or Closed] Session

\*If applicable, but especially if coordinated with any O/P personnel

For meeting of [Date]

Re: [Title of Item]

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#### RECOMMENDATION

That the President recommend that the Committee on [name of Committee] recommend to The Regents that [continue with recommendation, double spaced.] The recommendation, whenever possible should be written in one sentence. The title of an item is not part of the recommendation; therefore the recommendation itself must include all of the essential facts.

#### BACKGROUND

Insert background statement, double spaced. Be as complete as possible. Attach and other supplementary pertinent information such as charts, graphs, financial statements, etc.