

College of Arts and Letters

Council of Chairs Meeting
Thursday, February 28, 2019
11:00 AM – 12:45 AM
UH 237

AGENDA

Approval of Summary Notes from the February 14, 2019 meeting.

1. Dean's Office
 - Department message included in students' acceptance letter
 - February report on team drive: reminder
 - Coyote Advertising
 - Equipment requests
 - Scheduling
 - Semester classroom allocation
2. Budget
 - CERF Fund
 - GEN08 (Indirect) Fund
3. Travel Policy & PDC Travel Reimbursement
4. Scheduling and Enrollment

See Google Docs on the CAL Chairs team drive: [here](#)

 - PDC class scheduling and enrollment
 - Minimum class size guidelines
5. Announcements: Faculty searches, Q2S, etc.
6. Time certain 11:15PM: Dean Craig Seal on Q2S Advising
7. Additional items

909.537.5800 • fax: 909.537.5926

5500 UNIVERSITY PARKWAY, SAN BERNARDINO, CA 92407-2393