

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

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