

College of Arts and Letters

Council of Chairs Meeting
Thursday, January 14, 2016
10:00 AM – 11:45 AM
UH 237

AGENDA

10:00 - 10:15 (Time Certain): Cindy Levin, Brief Overview of the Concur Travel Process

10:15 - 10:30 (Time Certain): Sara DeMoss, CAL's New Professional Advisor

Approval of Summary Notes from 12.3.15 Chairs Council

1. Announcements
 - a. Chairs
 - b. Dean's Office
2. Revised Policy on SOTEs: FAM 652.4, Section 4 pp. 9 -11
3. Faculty Professional Conduct
 - a. SOTEs
 - b. Office Hours: FAM 852.6 and 827.3 (distributed learning policy)
4. Staff Appreciation Luncheon: Tomorrow!

Standing Requests

- a. Scholarly and creative contributions in AY 2014-15: Due Jan. 12
 - b. Professional development provided in AY 2014-15: Due Jan. 12
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|----------------------|-------------------------|-------------------|---------------------------|
| <i>Assigned time</i> | <i>Sabbaticals/DIPs</i> | <i>TRC grants</i> | <i>Dean's mini-grants</i> |
| <i>Other grants</i> | <i>Travel</i> | | |

E-Handouts:

- 1) Summary Notes of December 3, 2015 Chairs Council meeting

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