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