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

Assignment time: Sabbaticals/DIPs  TRC grants  Dean's mini-grants  Other grants  Travel

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