

Announcements from the Dean's Office
Tuesday, February 3, 2009

1. Important dates: Mini-grant deadline Feb 15; Lecturer evaluations complete April 10th; Honors May 1st; Faculty Student Research Forum May 9th; Commencement May 16th
2. Internship Documents-Attached are draft internship documents. Please review and send comments to Callie Juarez
3. Budget - All travel authorizations, travel expense claim, RGS and check requests must be reviewed/approved by the Dean's Office prior to receiving approval from the Provost. Any travel authorizations signed prior to the Budget Restrictions needs to be sent to the Dean's Office for approval prior to travel.
4. Please submit requests for matches on grants, service agreements, and space need to the Dean's Office for review and approval.
5. CERF Balances - June 2009 the CERF balances will be a part of the fund balance.
6. Lab Fees - Please ensure that all lab fee revenue is expended by the end of the semester. Please note that any unspent balances will be reviewed which may result in a fee adjustment.
7. Current Magazine is requesting names of one or two faculty members whose scholarship, research, and or creative activities will be highlighted in every issue. The Dean's Office would like your help in soliciting volunteers. Please see Nancy's email below:

We are beginning to work on the storyboard for our next issue of Current and as you may recall from our fall issue, we featured a lengthy but brief summary of faculty scholarly and creative activities that were completed over the summer. In our efforts to further promote the work of our faculty, we'd like to expand that idea and feature the scholarly or creative activities of 1 or 2 faculty members in every issue.

This is where you come in....any chance you'd be willing to discuss this idea with the program chairs and provide a recommendation to us for 1-2 faculty we could feature in our next issue?

Ideally, if they can be from different disciplines that would be better. The only stipulation will be that they need to write the article themselves (400 words maximum) and of course we would review and edit as needed in consultation with the faculty member. What do you think of this idea? Thanks, Nancy

Please submit names of interested faculty by February 20th, 2009.

8. Discover CI - April 18th 9:00am-12:30pm. Callie will be distributing a schedule similar to last years. Please ask faculty to assist with the Academic Highlight presentation and the Marketplace.