

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

1. Important dates: Lecturer evaluations complete April 10th. Discover CI - April 18th; Honors May 1st; Faculty Student Research Forum May 9th; Commencement May 16th
2. Please provide me with a plan on spending down your program CERF balances between now and June 30th, 2009. I would appreciate your plans by **March 5th**.
3. Chair elections will be held during the month of April and May. I would like to get your feedback on the idea of staggered terms (2 and 3 years).
4. Those programs that currently have temporary faculty on unconditional one-year contracts will be invited to a meeting with Ashish and Renny to explore and discuss the process of changing those contracts to conditional.
4. Discover CI-Please review the attached draft schedule for Discover CI. Please e-mail any comments regarding the scheduled by **March 11th**. Please e-mail the name(s) of the presenters and those that will be available at the Marketplace by **April 1st**.

Discover CI is an opportunity to showcase what your programs are doing some suggestions from the committee were:

- Open Labs and demonstrations (Sciences, Computer Science, Art, etc.)
- Performing Arts Spring Production Invitation
- E-mails from Programs to accepted students in the major
- Smith Center – B & E sessions
- Nursing Lab
- Capstone Posters in Exhibition Hall of the Library