

**Announcements from the Dean's Office**  
**Tuesday, March 17, 2009**

1. Important dates: Lecturer evaluations complete April 10<sup>th</sup>. Discover CI - April 18<sup>th</sup>; Honors May 1st; Faculty Student Research Forum May 9<sup>th</sup>; Commencement May 16<sup>th</sup>
2. Summer Chairs Meetings: July 14<sup>th</sup> 10:00am-noon, August 4<sup>th</sup> 9:00-11:00am, August 18<sup>th</sup> 9:00-10:30am
3. Student Faculty Research Forum-If your program is having a separate event for Capstone, please consider showcasing the best projects at this event as well
4. Discover CI (April 18<sup>th</sup>)- Please e-mail Callie the name(s) of the presenters and those that will be available at the Marketplace by **April 1st**.
5. Please review the updated University Alumni Groups Policy (attached). If you have any comments please forward to Ashish Vaidya.
6. Honors Convocation (May 1<sup>st</sup>)-Please inform Amber Weir by **Friday, March 20<sup>th</sup>** if you will be attending Honors Convocation. If you will not be attending who will be representing your program on the platform?
7. O&E-Please spend down O&E prudently.
8. Increasing class enrollment limits- Chairs must consult faculty prior to changing class enrollment limits.