

Announcements from the Dean's Office
July 15, 2008

1. Travel Authorizations must be submitted 30 days prior to travel. Travel Expense Claims must be submitted no later than 30 days after travel to Accounts Payable.
2. Dean's Website - Currently the Chair's Meeting Information is under construction, Callie is working on a layout. If you need electronic copies of information please contact Callie.
3. Add/Drops-Please review deadlines for Add/Drops in the schedule of classes. Please review all drops after the deadline for serious and compelling reason with documentation. Failing a course is not considered serious and compelling. The register's office will not be overturning the decision of the chair.
4. Chairs/Coordinators Retreat August 19th . Fall Faculty meeting is August 21st. First day of instruction is August 25th.
5. The campus hosted a visitor from the Grameen Bank – Mr. Khalid Shams. He has been meeting with faculty and staff to discuss the planning for an Institute for Social Business. There will be a debriefing meeting in early fall to discuss possible next steps.