

**Announcements from the Dean's Office**  
**Tuesday, September 16, 2008**

1. CERF-Income is moved monthly for everything except Open University, Special Session, and Non-credit. The reason is the one-to-one relationship between an Extended Education degree program and the academic program that gets the 15%. So that part is automated.

Open University Income is moved to the academic programs in December for Fall and March for Spring.

2. Weekly Information-On Mondays the Dean's Office will e-mail "Information for the Chairs". We will be gathering information from the prior week and compiling in into one e-mail to prevent multiple e-mails from the Dean's Office on informational items. If an item is time sensitive we will send it out separately.
3. Lottery Requests-Please send in lottery requests by September 30<sup>th</sup> to Callie Juarez  
Guidelines for Lottery Funds  
[http://www.calstate.edu/budget/1998\\_99BudIndex/98\\_99\\_LottInfo/9899LottBud/PolicySt.shtml](http://www.calstate.edu/budget/1998_99BudIndex/98_99_LottInfo/9899LottBud/PolicySt.shtml)
4. CUR Workshop will be held in October-Joan Karp, Phil Hampton, Nitika Parmar, Tracylee Clarke, Kimmy Kee and Kathryn Leonard will be attending. The Workshop is Institutionalizing Undergraduate Research on you Campus
5. Social Business-Friday there is a Debriefing schedule for those that were able to participate in the summer and those that are interested.
6. CLA Survey- will be performed in Spring 2009. Faculty will need to volunteer for their classes. This is mandated by the Chancellor's Office. There will be many surveys coming up in the next few years. Once a faculty member volunteers they will be off the list.
7. Island View Orientation please participate in Friday's discussion or complete the survey online
8. Spring 2009 Schedule will be built from scratch-please get your schedule to coordinator sooner than later