

**Announcements from the Dean's Office**  
**Tuesday, November 4, 2008**

1. The campus will receive more information about the CSU and the Compass Project. This will have implications for GE and student success. Please check the following link for more information: <http://www.aacu.org/compass/index.cfm>
2. CLA Assessment – will take place during Spring 2009. Faculty will be requested to volunteer time during class (freshman and seniors) to administer the survey. Once you volunteer, you won't be asked again for at least a year.
3. E-mail to students - Campus Global e-mails do not include student Dolphin E-mail accounts. If you would like to send an e-mail to students regarding an event please e-mail to Lisa Power.
4. Procurement Card - Please review the Procurement Card Handbook [http://www.csuci.edu/budget/documents/Procurement\\_Card\\_Handbook.pdf](http://www.csuci.edu/budget/documents/Procurement_Card_Handbook.pdf)
  - Catering-All Business Meal Approval Forms are required for a purchase of food.
    - Procurement Cards can be used for Island's Café Catering.
    - Procurement Card can be used for Tortillas Catering, Business Meal Approval Form must have signature from the Budget Office prior to event
5. ORSP Signature Delegation - ORSP is requesting each program assign someone to sign a grant/contract routing form if the chair is not available.
6. The National Science Foundation is pleased to accept nominations for the 2009 Alan T. Waterman Award. Each year, the Foundation bestows the Waterman Award to recognize the talent, creativity and influence of a singular young researcher. Established in 1975 in honor of the Foundation's first Director, the Waterman Award is the Foundation's highest honor for researchers under the age of 35. <https://www.fastlane.nsf.gov/honawards/>
7. Indirect Cost - Indirect Costs are being distributed monthly to each program. Your support coordinators can view it on the PeopleSoft monthly financial reports. If your program is currently receiving IDC you received an e-mail from Callie regarding the distribution. **Currently IDC is part of the general fund and will be part of the fund balance at the end of June 2009. Ashish will be working with the Provost regarding this issue.** Beatriz Ruettgers will provide monthly distributions to chairs of programs with grants. Please use the worksheet to track the indirect funding coming in so you know how much the unit has and how much each PI has to spend. (10% Department, 10% PI)
8. Spring 2009 - Please enter the faculty assignments into PeopleSoft. Also, please enter Faculty Workload for Spring 2009.
9. E-mail from Dawn regarding Pilot Courses sent to the faculty teams developing these courses - We want to thank you for the outstanding work you have done on

creating the pilot courses from last spring's RFP. Your creative and innovative approach clearly anticipates the components and structure of the way classes will be designed and taught in the decades to come.

At present, there are two issues at the forefront of our next steps. First, is sharing the concept of these courses with the broader campus community. We have asked Ashish to discuss these classes with the chairs. We will also discuss this with Curriculum and GE Committees as well as the GE Task Force. Additionally a brown bag will be planned where you and the other faculty teams can address the pedagogical and mission-based components of the classes.

Second, and also critical to offering these classes, is identifying resources, as outside funding will be needed to support offerings in this format. As we approach grant agencies we will need to have an attractive proposal that presents these courses in the best light possible. Therefore we are requesting specific deliverables from you at this time, most of which you have completed. We will need your completed syllabus and budget. These materials will be used to create an outcome report to the foundation that made your work possible. They will also be used to create proposals to seek funding. Therefore, we ask that you review these materials to ensure that they are in their most complete and professional form, including any power point presentations or abstracts that you think would be helpful.

The pilot course grant also asked that you prepare the necessary forms for approval to the GE Curriculum Committee. While these forms will not be submitted now, please complete (and provide to Karen Gundelfinger, ext 8441) the materials to ensure they fully represent the learning outcomes you expect to occur in the course. Once funding becomes available we will move quickly the paperwork forward for consideration.