Agenda

Coordinators Meeting
March 4, 2009
12-1:30
106 HMS North

1. Angelina – HECO 1307 (sub for Consumer Economics?) Handout
2. Emails to Nelda for surveys
3. Committees review
4. Semester Grades (meet with your faculty) (handout)
5. TRACDAT training (handout) (all coordinators schedule training.....have Brenda as DI also schedule training)
6. Research Academy 3/6 and 4/24
7. New position submitted
8. Promotion policy (intent is 5 years)
9. Curriculum timeline (handout) All forms on Academic Affairs/Review HMS Curriculum process
10. Perkins Funds (presentations)
11. Fac/Staff Appreciation Day April 29 (posters, work samples)
12. Grants (handout)
13. Faculty Meetings for rest of semester
   i. March 27- noon until 1:30 – BROWN BAG
      1. Phyllis present
      2. convocation update
      3. economics
      4. committees
      5. fac/staff appreciation
      6. Ahead of the Curve is on 4/17
      7. Program area reports
   April 24th – noon until 1:30 Brown Bag
14. Chay – Send letter to Robbie / Who is sending out this years letter etc???? Ask Perritt
15. No coordinators meeting on April 1st
16. Make sure I get Minutes of program meetings and other committee meetings as well as Center Activities need to be reported on annually.