Undergraduate Studies in Education
December 9, 2014
Eureka 223
1:30 – 3:00

Agenda

I. Approval of the Agenda
II. Approval of the Minutes

Branch Updates:

III. Faculty Senate – Amber Gonzalez
IV. New Student Orientation- January 2015
V. Assessment update from CHDV
VI. Spring Registration
VII. TAC – social media – Ravin Pan

Faculty Request for Services
Please allow time for processing when you make requests for services, events and materials from Academic and Program Services. Staff will do their best to accommodate your request. Below are examples of things to consider when making requests:

Parking Permits
- Must allow **5 days** if picking up at an Information Booth or UTAPS.
- Must allow **10 days** if picking up at APS – Eureka 401 (Interoffice mailed from UTAPS to APS).
- Must allow **at least 14 days** if being sent to recipient by U.S. Mail. (Interoffice mailed from UTAPS to APS to Central Receiving to U.S. Post Office)

Room Requests
- For Central Campus Rooms, must allow **at least 12 business days** for processing. (Staff process and must submit to Space Management no later than 10 business days before).
- For CoE-Owned Rooms, must allow **at least 5 business days** for processing. (Rooms must be cross-checked in the system and some rooms require the Dean’s approval).

Copy Requests
- Must allow **1.5 days** for copy requests to be completed.

Announcements/Open Forum

December 15-19 – Finals Week
December 20 @ 5 pm– COE Commencement
December 25-January 1 – Winter Recess (Campus Closed)
January 2 – Fall 2014 Grades Due