Department and Unit Administrators,

Welcome to the fall 2016 semester!

As the fall semester began, we welcomed five new department administrators through the New Chair Orientation program. We are continuing our academic year series beginning with six programs this semester. We have worked with colleges to identify a time to meet with the least number of conflicts, and we are committed to state-wide access.

The fall 2016 sessions include the following – please mark your calendar and join us for these sessions:

- Student Learning Outcomes and Program Assessment, *Dale Pietrzak and Sarah Mahuron*
  
  Wednesday, August 24, 2016, 8:00-9:15 am PDT, Panorama Room, Commons

- Department and Unit Administrator Reception
  
  Tuesday, August 30, 2016, 5:30-7:00 pm PDT, Vandal Ballroom

- Program and Curricular Processes: *Mary Stout*
  
  Wednesday, September 14, 2016, 8:00-9:15 am PDT, Room TBA

- Position Descriptions and Annual Performance Reviews, *Jeanne Stevenson, and Mary Stout*
  
  Wednesday, October 5, 2016, 8:00-9:15 am PDT, Panorama Room, Commons

- University Enrollment Initiatives, *TBA*
  
  Wednesday, October 26, 2016, 8:00-9:15 am PT, Crest Room, Commons

- Fostering a Positive Work Place: *Barbara Beatty, Sally Machlis, and Wes Matthews*
  
  Wednesday, November 16, 2016, 8:00-9:15 am PT, Panorama Room, Commons

- University Funding: *Brian Foisy and Trina Mahoney*
  
  Wednesday, December 7, 2016, 8:00-9:15 am PT, Panorama Room, Commons

Detail on each topic will be sent a week prior to the session to provide an overview of the topic and a reminder about the session.

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