

Department of Foreign Language
Flex Day Schedule & Department Meeting Minutes

August 23, 2013

8:15 a.m. – 12:45 p.m.	Official Flex Day meeting and activities
12:45 – 1:15 p.m.	Lunch
1:20 pm – 1:30pm	Meeting in front of the Founders Hall
1:30 – 3:00 p.m.	Department Meeting (26D-3471)

Department Agenda

(1 ½ hours)

Time	Subject	Details	LH? Or SH?
20mn (1:50pm)	Introductions	1. Greetings..... 2. Each faculty present him/herself 3. Kurt's contacts' lists + distribute the Dept meetings.. 4. Distribute co-chairs' office hours/email..... 5. Talk about new protocol: emailing between Monday and Friday (no weekends).....	LH and SH SH SH LH
	Faculty support	1. Work Study: what exactly does the person for faculty+ Suggestion box + supply at the end of the hallway + files cabinets in 66-237 and 26A-2630..... 2. Flex Day and SLO in the Spring.....	SH LH
10mn (2pm)	Welcome back by our Dean and Associate Dean	- Welcome - Certificate of appreciation to ex co-chairs - New building	
15mn (2:15pm)	Peggy Marcy	- Passport Rewards Program	
5mn (2:20pm)	GO (SH)	- Quick presentation.....	SH
10mn (2:30)	Student life	- Maryann Tolano-Leveque	
1mn (2:31pm)	Committee	- Invitation to Adjuncts to be part of Bulletin Board Committee headed by Serena Ott	LH
15mn (2:46pm)	Contract Update & Faculty Do's and Don'ts	- Presented by LH	
15mn (2:59pm)	How to write better	- Presented by SH	