

TO: Deans
Department Chairpersons
Faculty Senate, President
FAC, Chair

FROM: Harold W. Baillie
Provost/VPAA

DATE: August 19, 2008

SUBJECT: Tuesday/Thursday Meeting Times

During the 1994-1995 academic year the following guidelines for scheduling meetings during the 11:30 a.m. to 1:00 p.m. slots on Tuesday and Thursday were reviewed and approved by the Academic Policy Council, the Faculty Senate and the University Senate.

I ask that you observe these guidelines as you schedule meetings.

1. The first two available times in any month are reserved for departmental meetings.
2. The last available meeting time in any month is reserved for the CAS, PCPS and KSOM and Graduate Deans' Conferences.
3. FAC is asked to reserve one of the remaining four or five other available times. The other times are open for other meetings (Please note that for this year FAC has chosen to meet on the second Tuesday of the month.)