

Meeting Agenda

CAL Chairs Council

Date: August 17, 2023
Time: 9:00-11:00 a.m.
Location: Frazier Hall 214 [Zoom Link](#)

Announcement and/or discussion items

- A. Updated PPR policy, CAL evaluation and eligibility list, course release/travel RFP, and college deadlines for chairs (John)
- B. Department administrative assistant duties (Zack)
 1. Advising
 2. Website maintenance
- C. FY24 salary matrix (Angie/Bobby)
- D. CPI payments (Angie/Bobby)
- E. Department Budgets - Admin Fee (Angie/Bobby)
- F. All chairs budget meeting
- G. Spring course schedule
- H. Global Studies Director call (Zack)
- I. Other directors call/recalibration (Zack)
- J. Updating of P&T guidelines, mission and vision statement, and goals

Guests

- Beth Curtis and Braeden Tolman - Website updates and strategic marketing (10:30)

Upcoming events and deadlines

- All chairs/directors budget meeting, Black Box Theatre 8/16
- CAL Welcoming Assembly, REND ABC Suite 8/18
- CAL Cornhole Tournament 8/25
- Sabbatical reports due to Academic Affairs 8/31
- CEC nominations due 9/1
- Spring 2024 course release proposals due 9/8
- Course schedule for spring 2024 due 9/8
- Sabbatical applications due 10/2
- Travel funding proposals due 10/8
- Chair evaluations for second year tenure-track faculty 10/16