

Meeting Notes

October 22, 2014

- I) Open issues
 - A) Undergrad 490 Course
 - i) Dr. Wlezien has the proposal – waiting for response
 - B) Potluck – Tues November 4.
 - i) Reserve the Atrium – George
 - ii) Flyers – check with Brady
 - (a) Update with new photo
 - iii) Send email at the end of the week
 - C) Lecture series
 - i) Bharat is busy and so Jeremy will represent
 - (a) Prepare snacks, introduce speaker, and ensure smooth operation
 - (b) Sign in sheet
 - D) Open Forum
 - i) Scheduled for Dead week – wait
 - E) Student concerns
 - i) Ombuds is on campus to provide support – (Clark Wolf)
 - F) Reminder E-mail
 - i) Send out beginning of next semester
 - ii) Include – Calendar details, room reservation procedure, and Ombuds info