

University of Wisconsin-Whitewater
College of Letters & Sciences
Administrative Council
AGENDA
September 11, 2013
2:15 P.M.
Laurentide Hall 4120

1. Call to Order
2. Roll Call
3. Approval of Minutes of previous meeting
4. Announcements
 - a. AAS/Dean's Council Update, Dean Travis
 - b. Requests to be Absent and Designating an Acting Chair, Dean Travis
 - c. Webpages. Department Contact & Plan for Updating/Maintaining Pages, Dean Travis
 - d. Chairs' Timeline, Dean Travis
 - e. Advising Calendar, Deb Heiber
 - f. L&S Dean's Office Duties, Liz Hachten
 - g. Notices of Review and Portfolio/Report Due Dates, Natalie Lamkin
 - h. Emergency Contact List, Natalie Lamkin
5. Discussion/Action Items
 - a. Committee Assignments
 - a. Elect Admin Council rep for the Planning and Budget Committee for a one-year term, 2013-14
 - b. Elect Admin Council rep to for the Professional Development Committee for a one-year term, 2013-14
 - c. Designate two at-large (college-wide) representatives for the International Education Committee for two-year terms, 2013-15
 - b. On Campus Presence Policy
 - c. Office Hours
 - d. Updating Teaching Spaces
 - e. Annual Meeting Agenda Items Not Discussed
 1. Family/Work Balance
 2. Communication & Conflict
6. Adjourn

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