**CS Welcome Lunch**

Description: Lunch paid by department for CS/CIS/MIS students and faculty members. All CS/CIS/MIS students are also invited.

Goal: Build a strong community in the CS/CIS/MIS department, let faculty meet students they have not taught, introduce the department and programs to new students. Attract non-CS/CIS/MIS students.

This is held early every fall (about Week 3).

Possible agenda items:

* Welcome from chair of CS
* Go around and introduce yourself
* Short description of CS/CIS/MIS programs
* Summer internship presentations
* Introduction to ACM/UPE organization
* Talk on “Why do a degree in CS/CIS/MIS?”
* Talk on “How to be successful in the CS department”
* Collect contact info of students not in google group
* Handout career/salary information
* Handout "best companies" information
* Students-only close room forum
* Feedback

Schedule

fall week -1:

* Email Suzanne to inform her of event and request funds
* Send email to all MATH/CS/CIS/MIS faculty to find a suitable time for the lunch
* Check with Plant and Facilities for room availability

fall week 0:

* Make flyer and response slips
* Finalize flyer, response slip; make copies
* Hand out flyer and response slips to MATH/CS/CIS/MIS instructors

fall week 1 (BEGIN OF FALL CLASSES):

* Hand out flyer and response slips

fall week 2:

* Finalize head count
* Hand out reminders to instructors to be passed out to students

fall week 3:

* CS/CIS/MIS lunch