**College of Arts and Sciences**

**Department Heads and Managers Meeting  
Friday, September 29, 2017  
8:00 am – 1:30 pm  
EMU Ballroom**

8**:**00-8:30 am Breakfast is served

8:30 – 8:35 Welcome – W. Andrew Marcus

8:35 – 8:55 Introduction of Jayanth Banavar

8:55 - 9:30 State of the College and vision for the future – W. Andrew Marcus

9:30 – 9:45 Academic Affairs update – Scott Pratt

9:45 – 10:30 OA performance reviews – Annie Bentz

10:30 – 10:45 Break

10:45 – 10:55 Diversity initiatives – Karen Ford

10:55 - 11:20 CAS Updates – W. Andrew Marcus

* Budget (Sherri Nelson)
* Metrics
* Heads/Directors
  + Heads Training
  + Heads Stipends schedule
  + Professional Development policies deadline
  + Merit Reviews
* Taskforces/workgroups
  + Small programs
  + Tykeson advising
* CAS Calendar/Heads Digest (Miriam Bolton)

11:20 – 11:45 CAS Space and Facilities – Bruce Blonigen & Cathy Soutar

* Roles and Responsibilities
* CAS Space guidelines
* Small and Medium Projects
* Tykeson Hall update

11:45 – 11:55 Administrative services taskforce report - Sherilyn Schwartz

11:55 - 12:00 Concluding remarks – W. Andrew Marcus

Noon Transition to breakouts

Noon – 1:30 Lunch in breakout session rooms:

* Managers: EMU Ballroom
* Humanities heads: EMU Gumwood Room (#245)
* Natural Science heads: EMU Oak Room (#239)
* Social Science heads: EMU Maple Rooms (#240)