

## IMPORTANT FACULTY DATES SPRING 2009

### January

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|-----------------|---------------|---------------------------|--|
| Thursday        | January 1     |                           | New Year's Day   |
| Monday          | January 5     |                           | Interim Classes Begin  |
| Monday          | January 5     |                           | Interim Syllabi due to Provost's office<br>(Send to <a href="mailto:ssnyder@alb.edu">ssnyder@alb.edu</a> ) |
| Monday - Friday | January 5 - 9 |                           | Q/NQ Registration Period   |
| Tuesday         | January 6     |                           | Last day to add a course or drop a course<br>without a W grade   |
| Wednesday       | January 7     | 8:30 a.m.                 | ACIT (CCCR)  |
| Thursday        | January 15    |                           | Experience proposals due for events in February  |
| Friday          | January 16    |                           | Last day to withdraw from a course with a W grade  |
| Saturday        | January 17    | 9:00 a.m. -<br>2:30 p.m.  | Eugene Shirk Scholarship Interviews<br>(Selwyn North) Contact: Jennifer Williamson                         |
| Monday          | January 19    | 10:00 a.m.                | Academic Affairs Division Meeting (CCCR)   |
| Tuesday         | January 20    |                           | GEAC workshop (FC)   |
| Thursday        | January 22    |                           | Interim Classes end - end of day   |
| Friday          | January 23    |                           | Final exam day - Interim   |
| Saturday        | January 24    | 9:00 a.m. -<br>2:30 p.m.  | Eugene Shirk Scholarship Interviews<br>Contact: Jennifer Williamson  |
| Sunday          | January 25    |                           | Housing opens for Spring semester  |
| Sunday          | January 25    | 1:30 p.m. -<br>2:30 p.m.  | New student Spring Orientation   |
|                 |               | 12:00 p.m. -<br>1:30 p.m. | Lunch with new students  |
| Monday          | January 26    |                           | Spring semester classes begin  |
| Monday          | January 26    | 4:00 p.m.                 | First Year Faculty Book Discussion (CCCR)  |
| Monday          | January 26    |                           | Electronic syllabi for spring classes<br>due to Faculty secretaries offices                                |

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| Tuesday   | January 27 | 4:00 p.m.                | Curriculum Committee (IT Conference Room)  |
| Wednesday | January 28 | 4:00 p.m.                | FEC meeting (FC)   |
| Thursday  | January 29 |                          | Interim grades due to Registrar  |
| Thursday  | January 29 | 4:00 p.m.                | PC Meeting (TBD)   |
| Friday    | January 30 |                          | Last Day to add a course   |
| Friday    | January 30 | 8:00 a.m. -<br>5:00 p.m. | Board of Trustees meeting  |
| Saturday  | January 31 | 8:00 a.m. -<br>1:00 p.m. | Board of Trustees meeting  |
| Saturday  | January 31 | 9:00 a.m.                | Eugene Shirk Scholarship interviews<br>(Selwyn North) Contact: Jennifer Williamson |

## February

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|-----------|-------------|-----------|--|
| Monday    | February 2  |           | GEAC Proposals Due Contact: Irene Langran  |
| Tuesday   | February 3  | 8:00 a.m. | Full Cabinet meeting, CCSL   |
| Tuesday   | February 3  | 4:00 p.m. | EPC meeting, Teel 309A   |
| Wednesday | February 4  | 8:30 a.m. | ACIT meeting (CCCR)  |
| Wednesday | February 4  | 4:00 p.m. | UGR meeting (CELAR)  |
| Friday    | February 6  |           | Last day to drop a course (without<br>"W" grade)   |
| Friday    | February 6  |           | Last day to change audit-credit designations   |
| Friday    | February 6  |           | Request for Fall 09 Course Schedules<br>Position requests due from Dept. Chairs to<br>A. Fonte |
| Monday    | February 9  | 4:00 p.m. | GEAC Workshop (CCSL)   |
| Tuesday   | February 10 | 4:00 p.m. | Curriculum Committee (CCM Conf. Rm)  |
| Tuesday   | February 10 | 2:00 p.m. | ACRT Open Meeting for<br>tenure track faculty (CCSL)   |
| Wednesday | February 11 | 4:00 p.m. | Faculty meeting (CCSL)<br>(refreshments served at 3:30 p.m.)                                   |
| Thursday  | February 12 | 4:00 p.m. | PC Meeting (TBD)   |

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| Thursday          | February 12                  | 4:00 p.m.                | Campus Life Council (FC)   |
| Thursday          | February 12                  | 4:00 p.m.                | ACRE Grant Workshop (SH 217)<br>Contact: Frieda Texter   |
| Thursday          | February 12                  | 4:00 p.m.                | GEAC Meeting (CCM Conf. Rm)  |
| Sunday            | February 15                  |                          | Experience Proposals Due for events in March   |
| Sunday            | February 15                  | 8:30 a.m.                | RA Selection Day Contact: Amanda Hanincik  |
| Monday            | February 16                  | 4:00 p.m.                | First Year Faculty Book Discussion (CCR)   |
| Monday            | February 16                  | 9:00 a.m. -<br>2:00 p.m. | Joseph E. Coleman Preview Day<br>(Multiple locations) Contact: Catrina Mast  |
| Monday            | February 16                  | 4:00 p.m.                | GEAC meeting (CCM Conf. Rm)  |
| Monday-<br>Friday | February 16 -<br>February 20 |                          | Q/NQ Registration Period   |
| Wednesday         | February 18                  | 10:00 a.m.               | Academic Affairs Division meeting (CCCR)   |
| Wednesday         | February 18                  | 4:00 p.m.                | Department Chairs meeting (FC)   |
| Friday            | February 20                  |                          | Faculty Development Grants Deadline  |
| Friday            | February 20                  | 1:00 p.m.                | FEC/EPC Joint meeting for faculty position<br>Requests (CCCR) Contact: Angela Fonte  |
| Monday            | February 23                  |                          | Fall 2009 course schedules due to Registrar<br>from Dept. Chairs   |
| Monday            | February 23                  | 4:00 p.m.                | Dean's Seminar & dinner (CCSL) Topic:<br>"What the Heck Do they Do Over There?!"<br>Conversation about Albright's Writing Center,<br>presented by Melissa Nicolas<br>(RSVP to <a href="mailto:ssnyder@alb.edu">ssnyder@alb.edu</a> by Feb. 16) |
| Monday            | February 23                  | 4:00 p.m.                | UGR meeting (CELAR)  |
| Monday            | February 23                  | 4:00 p.m.                | GEAC meeting (CCM Conf. Rm)  |
| Tuesday           | February 24                  | 4:00 p.m.                | Curriculum Committee (IT Conf. Rm)   |
| Wednesday         | February 25                  | 4:00 p.m.                | FEC meeting (FC)   |
| Thursday          | February 26                  | 4:00 p.m.                | PC Meeting, (TBD)  |
| Friday            | February 27                  |                          | Summer ACRE submissions due<br>Contact: Frieda Texter or Kim Justeson  |

## March

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|--------------------|----------------------|--------------------------|---|
| Sunday             | March 1              | 5:00 p.m. -<br>9:00 p.m. | Prospective Students Honors Dinner (CFA<br>(CFA Mezzanine) Contact: Melanie Holodinsky                              |
| Monday             | March 2              | 4:00 p.m.                | GEAC meeting (CCM Conf. Rm)   |
| Monday             | March 2              |                          | Portfolios from faculty undergoing<br>2- and 4-year reviews due to AA office<br>Contact: Angela Fonte               |
| Monday             | March 2              |                          | Department Chairs letters for faculty<br>undergoing 2- and 4-year reviews due to<br>AA office Contact: Angela Fonte |
| Monday             | March 2              |                          | Peer review letters for faculty<br>Undergoing 2- and 4-year reviews due to<br>AA office Contact: Angela Fonte       |
| Monday -<br>Friday | March 2 -<br>March 6 |                          | Davis Interviews  |
| Tuesday            | March 3              | 8:00 a.m.                | Full Cabinet meeting, (CCSL)  |
| Tuesday            | March 3              | 4:00 p.m.                | EPC meeting, (Teel 309A)  |
| Wednesday          | March 4              | 8:30 a.m.                | ACIT (CCCR)   |
| Wednesday          | March 4              | 4:00 p.m.                | FEC meeting (FC)  |
| Sunday             | March 8              | 5:00 p.m. -<br>9:00 p.m. | Scholarship Dinner (Admission)  |
| Monday             | March 9              | 4:00 p.m.                | First Year Faculty Book Discussion (CCCR)   |
| Monday             | March 9              | 4:00 p.m.                | GEAC Workshop (CCSL)  |
| Monday             | March 9              | 4:00 p.m.                | UGR meeting (CELAR)   |
| Tuesday            | March 10             | 5:00 p.m.<br>9:00 p.m.   | Eugene Shirk Scholarship Dinner<br>(CC Main & South Lounges)<br>Contact: Jennifer Williamson                        |
| Tuesday            | March 10             | 4:00 p.m.                | Curriculum Committee (CCM Conf. Rm)   |
| Wednesday          | March 11             | 4:00 p.m.                | Faculty Meeting (CCSL)<br>3:30 Refreshments   |
| Thursday           | March 12             | 4:00 p.m.                | Campus Life Council (FC)  |
| Thursday           | March 12             | 4:00 p.m.                | PC meeting (TBD)  |
| Thursday           | March 12             | 4:00 p.m.                | GEAC Meeting (CCM Conf. Rm)   |

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| Friday               | March 13               |            | Mid-Term Exams   |
| Saturday -<br>Sunday | March 14 -<br>March 22 |            | Spring Break   |
| Sunday               | March 15               |            | Experience Proposals Due for events in April   |
| Monday               | March 16               | 9:00 a.m.  | Ed Tech Workshops (Library)<br>Contact: George Missonis  |
| Monday               | March 16               | 4:00 p.m.  | GEAC Meeting (CCM Conf. Rm)  |
| Tuesday              | March 17               | 12:00 p.m. | St. Patty's Lunch (FC)<br>(RSVP to <a href="mailto:ssnyder@alb.edu">ssnyder@alb.edu</a> by March 10)   |
| Wednesday            | March 18               | 10:00 a.m. | Academic Affairs Division Meeting (CCCR)   |
| Friday               | March 20               |            | Registration materials sent out to faculty<br>and students   |
| Saturday             | March 21               |            | Third Annual Kutztown University<br>Assessment Symposium (KU)  |
| Monday               | March 23               |            | Classes resume   |
| Monday               | March 23               | 4:00 p.m.  | Dean's Seminar and dinner (CCSL)<br>Topic: Student Engagement, presented by<br>guest speaker Dr. Roger Martin, President<br>Emeritus of Randolph-Macon<br>(RSVP to <a href="mailto:ssnyder@alb.edu">ssnyder@alb.edu</a> by March 16) |
| Monday               | March 23               | 4:00 p.m.  | GEAC Meeting (CCM)   |
| Tuesday              | March 24               |            | Spring Mid-Term grades due   |
| Tuesday              | March 24               | 4:00 p.m.  | Curriculum Committee (IT Conf. Rm)   |
| Tuesday              | March 24               | 4:00 p.m.  | Department Chairs Meeting (FC)   |
| Wednesday            | March 25               | 4:00 p.m.  | FEC meeting (FC)   |
| Thursday             | March 26               | 4:00 p.m.  | PC meeting (TBD)   |
| Saturday             | March 28               | 10:00 a.m. | Spring Preview & Scholarship Brunch<br>Contact: Kevin Driscoll   |
| Monday               | March 30               |            | Registration materials sent to faculty &<br>Students   |
| Monday               | March 30               | 4:00 p.m.  | GEAC Meeting (CCM Conf. Rm)  |
| Monday -<br>Friday   | March 30 -<br>April 3  |            | Woodrow Wilson Scholar arrives<br>Contact: Gerald Ronning  |

## April

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|--------------------------|------------------------|------------------|---|
| Wednesday                | April 1                | 8:30 a.m.        | ACIT Meeting (CCCR)   |
| Friday                   | April 3                |                  | Last day to withdraw from a course w/<br>W grade            |
| Monday                   | April 6                | 4:00 p.m.        | GEAC Workshop (CCSL)  |
| Monday                   | April 6                | 4:00 p.m.        | First Year Faculty Book Discussion (CCCR)                   |
| Monday<br>Friday         | April 6 -<br>April 17  |                  | Withdraw from class with W/WF at<br>Instructor's discretion |
| Tuesday                  | April 7                | 4:00 p.m.        | EPC meeting (Teel 309A)                                     |
| Wednesday                | April 8                | 4:00 p.m.        | Faculty Meeting (CCSL)<br>3:30 Refreshments                 |
| Thursday -<br>Monday     | April 9 -<br>April 13  |                  | Easter Break (begins at the end of classes 4/9)             |
| Thursday                 | April 9                | 4:00 p.m.        | Campus Life Council (FC)                                    |
| Thursday                 | April 9                | 4:00 p.m.        | PC meeting (TBD)  |
| <b>Thursday</b>          | <b>April 9</b>         | <b>4:00 p.m.</b> | <b>GEAC Meeting (CCM Conf. Rm)</b>                          |
| Friday                   | April 10               |                  | Good Friday - College Closed                                |
| <b>Monday</b>            | <b>April 13</b>        | <b>4:00 p.m.</b> | <b>GEAC Meeting (CCM Conf. Rm)</b>                          |
| Monday                   | April 13               | 6:00 p.m.        | 2009 Dearden Scholars Honors<br>& Awards Banquet            |
| Tuesday                  | April 14               |                  | Classes resume  |
| Tuesday                  | April 14               | 8:00 a.m.        | Full Cabinet Meeting (CCSL)                                 |
| Tuesday                  | April 14               | 4:00 p.m.        | Curriculum Committee (IT Conf. Room)                        |
| Wednesday                | April 15               | 10:00 a.m.       | Academic Affairs Division Meeting (CCCR)                    |
| Wednesday -<br>Wednesday | April 15 -<br>April 22 |                  | Registration for Fall 2009 semester                         |
| Wednesday                | April 15               |                  | Experience Proposals due for events in May                  |
| Wednesday                | April 15               | 4:00 p.m.        | Department Chairs meeting (FC)                              |

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| Friday    | April 17 |                       | Last day to withdraw with a W grade at Instructor's discretion   |
| Friday    | April 17 |                       | Joseph E. Coleman Overnight Program<br>Contact: Lisa Blount  |
| Saturday  | April 18 |                       | Berks Undergraduate Research Conference (RACC) Contact: Kim Justeson                                       |
| Saturday  | April 18 | 10:00 a.m.            | Spring Preview & Scholarship Brunch<br>Contact: Kevin Driscoll   |
| Monday    | April 20 | 4:00 p.m.             | Dean's Seminar & dinner (CCSL)<br>RSVP to <a href="mailto:ssnyder@alb.edu">ssnyder@alb.edu</a> by April 15 |
| Monday    | April 20 | 4:00 p.m.             | GEAC Meeting (CCM Conf. Rm)  |
| Tuesday   | April 21 | 4:00 p.m.             | UGR meeting (CELAR)  |
| Wednesday | April 22 | 4:00 p.m.             | FEC meeting (FC)   |
| Friday    | April 24 |                       | Faculty Development Grants Deadline & Summer Faculty Scholarship Grants Deadline                           |
| Saturday  | April 25 | 9:00 a.m. - 3:00 p.m. | Just for Juniors Open House<br>Contact: Kevin Driscoll   |
| Monday    | April 27 | 4:00 p.m.             | GEAC Meeting (CCM Conf. Rm)  |
| Tuesday   | April 28 | 4:00 p.m.             | Curriculum Committee (IT Conf. Rm)   |
| Thursday  | April 30 | 4:00 p.m.             | PC meeting (TBD)   |

## May

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|--------------------|---------------|-----------------------|--|
| Friday             | May 1         | 8:00 a.m. - 5:00 p.m. | Board of Trustees meeting                                      |
| Saturday           | May 2         | 8:00 a.m. - 1:00 p.m. | Board of Trustees meeting                                      |
| Monday<br>Thursday | May 4 - May 7 |                       | Honors Week <b>Presentations</b><br><b>Contact: Liz Freund</b> |
| Monday             | May 4         | 4:00 p.m.             | GEAC Meeting (CCM Conf. Rm)                                    |
| Tuesday            | May 5         | 4:00 p.m.             | EPC meeting,<br>(Teel 309A)                                    |
| Tuesday            | May 5         | 4:00 p.m.             | UGR meeting (CELAR)  |

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| Wednesday          | May 6              | 8:30 a.m.              | ACIT (CCCR)  |
| Thursday           | May 7              | 4:00 p.m.              | PC meeting (TBD)   |
| Thursday           | May 7              | 4:00 p.m.              | Honors Week Reception (CFA Mezzanine)<br>Contact: Liz Freund   |
| Saturday           | May 9              | 5:00 p.m.              | DCP Cohort Dinner Contact: Kevin Ezzell  |
| Sunday             | May 10             | 5:00 p.m.              | Honors and Awards Ceremony<br>(Campus Center Dining Hall)  |
| Monday             | May 11             | 2:00 p.m.              | New Faculty Book Discussion (TBD)  |
| Monday             | May 11             | 4:00 p.m.              | GEAC Meeting (CCM Conf. Rm)  |
| Tuesday            | May 12             | 8:00 a.m.              | Full Cabinet Meeting (CCSL)  |
| Tuesday            | May 12             | 4:00 p.m.              | Curriculum Committee (IT Conf. Rm)   |
| Wednesday          | May 13             | 4:00 p.m.              | Faculty Meeting (CCSL)<br>3:30 refreshments  |
| Wednesday          | May 13             | 5:30 p.m.              | President's Reception<br>following Faculty Meeting   |
| Thursday           | May 14             | 4:00 p.m.              | Campus Life Council (FC)   |
| Friday             | May 15             |                        | Last Day of Classes  |
| Friday             | May 15             |                        | Sabbatical reports due to Academic Affairs for<br>Faculty on sabbatical in the fall 2008 semester<br>Contact: Angela Fonte |
| Monday             | May 18             | 4:00 p.m.              | GEAC Meeting (CCM Conf. Rm)  |
| Monday -<br>Friday | May 18 -<br>May 22 |                        | Final Examinations   |
| Tuesday            | May 19             |                        | Grades due for Seniors   |
| Wednesday          | May 20             | 10:00 a.m.             | Academic Affairs Division Meeting (CCCR)   |
| Wednesday          | May 20             | 4:00 p.m.              | Department Chairs Meeting (FC)   |
| Thursday           | May 21             | 4:00 p.m.              | Professional Council Meeting (TBD)   |
| Saturday           | May 23             | 6:00 p.m.<br>6:30 p.m. | Jacob Albright Seniors:<br>Reception (CFA Mezzanine)<br>Dinner (Dining Hall)   |
| Sunday             | May 24             |                        | Baccalaureate & Commencement   |

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| Monday                | May 25             |           | Memorial Day Holiday   |
| Tuesday               | May 26             | 4:00 p.m. | Curriculum Committee (CCM Conf. Rm)  |
| Wednesday             | May 27             | 4:00 p.m. | FEC Meeting (FC)   |
| Wednesday -<br>Friday | May 27 -<br>May 29 |           | CIC Department Chairs Workshop<br>(Cambridge, MA) Contact: Angela Fonte  |
| Thursday              | May 28             |           | Spring Final Grades Due  |
| <b>Sunday</b>         | <b>May 31</b>      |           | <b>Notice of intent to go up for Tenure/Promotion<br/>due to Academic Affairs Office<br/>Contact: Angela Fonte</b> |

## June

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|                       |                   |                           |  |
|-----------------------|-------------------|---------------------------|--|
| Monday                | June 1            |                           | First Summer Session classes begin   |
| Tuesday -<br>Thursday | June 2-<br>June 4 |                           | CIC Dept. Chairs Workshop (Pittsburgh, PA)<br>Contact: Angela Fonte  |
| Tuesday               | June 2            | 8:00 a.m.                 | Full Cabinet Meeting (CCSL)  |
| Wednesday             | June 3            | 8:30 a.m.                 | ACIT meeting (CCCR)  |
| Friday                | June 5            |                           | Faculty Evaluation portfolios<br>due to Dept. Chairs<br>Contact: Angela Fonte  |
| Tuesday               | June 9            | 4:00 p.m.                 | Curriculum Committee meeting (CCM Conf. Rm)  |
| Friday                | June 12           |                           | Faculty evaluation portfolios<br>due to Provost Contact: Angela Fonte  |
| Saturday              | June 13           | 12:00 p.m. -<br>6:30 p.m. | Accelerated Degree Program Commencement  |
| Monday                | June 15           |                           | Academic Year Ends   |
| Monday                | June 15           |                           | End of year materials due from<br>department chairs to Academic Affairs office<br>Contact: Angela Fonte <ul style="list-style-type: none"><li>• End of the year departmental report</li><li>• Update of 3-year course plan</li></ul> |
| <b>Monday</b>         | <b>June 15</b>    |                           | <b>Rank &amp; Tenure scholarly materials due<br/>to Academic Affairs Office<br/>Contact: Angela Fonte</b>  |

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| Wednesday | June 17 | 8:00 a.m. | Academic Affairs Division Retreat (TBD) |
| Tuesday   | June 30 |           | Faculty secretaries evaluations due     |

## July

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|----------------------|--------------------|------------|---|
| Wednesday            | July 1             |            | First Summer session classes end          |
| Wednesday            | July 1             | 8:30 a.m.  | ACIT meeting (CCCR)                       |
| Thursday             | July 2             |            | First Summer session final exams          |
| Thursday -<br>Monday | July 2 -<br>July 6 |            | College Closed for Independence Day       |
| Tuesday              | July 7             |            | Second Summer session classes begin       |
| Thursday             | July 9             |            | First Summer Session Grades Due           |
| Sunday               | July 12            | 10:00 a.m. | Summer Open House Contact: Kevin Driscoll |
| Wednesday            | July 15            | 10:00 a.m. | Academic Affairs Division Meeting (CCCR)  |

## August

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|           |           |            |   |
|-----------|-----------|------------|---|
| Tuesday   | August 4  | 8:00 a.m.  | Full Cabinet (CCSL)   |
| Wednesday | August 5  | 8:30 a.m.  | ACIT (CCCR)   |
| Thursday  | August 6  |            | Second summer session classes end                                     |
| Friday    | August 7  |            | Second summer session Final Exams                                     |
| Thursday  | August 13 |            | Second Summer session grades due                                      |
| Friday    | August 14 | 2:30 p.m.  | Employee Appreciation and<br>Recognition Day with Welcome Back Picnic |
| Monday    | August 17 |            | Operation White Glove   |
| Wednesday | August 19 | 10:00 a.m. | Academic Affairs Division meeting (CCCR)                              |
| Thursday  | August 20 | 8:00 a.m.  | New Faculty orientation (FC)  |
| Wednesday | August 26 |            | Faculty Retreat (TBD)   |
| Thursday  | August 27 |            | Move-in Day   |

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| Thursday             | August 27                | 3:00 p.m.    | Convocation (Bollman gym)<br>Contact: Angela Fonte     |
| Thursday -<br>Sunday | August 27 -<br>August 30 |              | Orientation  |
| Friday               | August 28                | 11:30 a.m. - | Department Chairs Luncheon Meeting (FC)<br>(tentative) |
| Monday               | August 31                |              | 2009-2010 Academic Year begins<br>Fall Classes begin   |

*Provost's office hours: Mondays, 11:30 am - 1:30 pm  
@ Jake's Place*