To: Faculty and Staff

From: Don Reede

Subject: Department Meeting Friday December 1, 2000

Announcements:

1. Nominations are sought for the Brittingham Visiting Scholars Grants for 2001-2. These are intended to provide a sustained interaction between a single visitor and a specifically designated small group of under-graduates. Information is available in the Department Office.

2. The College will strictly enforce the enrollment limits for classes next semester. Be sure that you drum up a clientele. Auditors count if they are enrolled as such. Limits are:
   i. Course # <300 15 students minimum
   ii. Course # <700 12 students minimum
   iii. Course # >699 8 students minimum

3. We have not received the written report of the External Review Committee.

4. We have made an offer to one Professorial Candidate. We have not received permission for other offers.

5. There is no further information on the selection of an Architect for the remodeling of Chamberlin.

Agenda

Due to lack of business, the Department meeting has been cancelled.