**Agenda**

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| **#** | **Item / Sub-items** | **Time/Lead** | **Attendance** |
| ***1*** | ***Updates and Announcements*** | ***12:00 –12:05*** | Faculty and Staff |
|  | Faculty/staff updates | All |
| ***2*** | ***Administrative Updates*** | ***12:05-12:15*** |
|  | Faculty/staff updates | Ashely |
|  | Update to EO 59: all units are required to report standard ranges of workload by May 15 | Giovanni |
| ***3*** | ***Graduate Program Updates*** | ***12:15 – 12:30*** |
|  |  | Andrew/Ken-Yu |
| ***4*** | ***Undergraduate Program Updates*** | ***12:30 – 12:40*** |
|  |  | Rachel/Chris |
| ***5*** | ***Common Issues with Grading Submissions*** | ***12:40 – 1:00*** |
|  | Submitting/Assigning Grades | Rachel/Andrew |
| ***6*** | ***Strategic Plan*** | ***1:00 – 1:20*** |
|  | Strategic Plan/Accreditation  | Giovanni  |
| ***7*** | ***Adjourn***  | ***1:20*** |