

**MEMORANDUM**

DATE: September 18, 2007

TO: Division of Academic Affairs Employees

FROM: Emily F. Cutrer  
Provost and Vice President for Academic Affairs

SUBJECT: Academic Affairs Town Hall Meeting Schedule, Fall 2007

I'd like to thank all of you who were able to attend the Academic Affairs Town Hall meeting held last Thursday, September 13<sup>th</sup>. I found the conversation very valuable and trust those in attendance did, too. I also recognize many from the division who would have liked to attend were unable to do so due to prior scheduling commitments.

To ensure everyone has an opportunity to participate in the Town Hall meetings, and based on the encouragement received from colleagues who serve on the Academic Senate Executive Committee, a number of additional Town Hall meetings have been scheduled. The days of the week and times of the meetings have been selected in an effort to accommodate teaching schedules and allow the broadest participation by employees in the division. Hopefully your schedule permits you to participate in several of these Town Halls, scheduled as follows:

<u>Date</u>	<u>Time</u>	<u>Place</u>
Wednesday, September 26 <sup>th</sup>	3:00 p.m. – 3:50 p.m.	COM 206
Tuesday, October 2 <sup>nd</sup>	University Hour (12n – 12:50 p.m.)	MARK 125
Thursday, October 11 <sup>th</sup>	University Hour (12n – 12:50 p.m.)	MARK 125
Monday, October 15 <sup>th</sup>	12 noon – 1:00 p.m.	COM 206
Monday, October 22 <sup>nd</sup>	12 noon – 1:00 p.m.	COM 206
Thursday, October 25 <sup>th</sup>	University Hour (12 noon – 12:50 p.m.)	UNIV 100
Monday, November 5 <sup>th</sup>	3:00 p.m. – 4:00 p.m.	COM 206
Thursday, November 8 <sup>th</sup>	University Hour (12 noon – 12:50 p.m.)	MARK 125

We will cover a wide variety of topics in the Town Hall meetings. During the next couple of meetings, we may decide that it would be useful to schedule the discussion of a selected topic for a specific Town Hall. I envision holding Town Hall meetings during the Spring 2008 term, as well.

I appreciate the high interest in these meetings and look forward to developing dialogue across the division throughout this academic year.

EFC/mab

The California State University