OFFICE OF INSTRUCTION

DIRECT REPORTS

Pam Claflin  Judy Hodge  Bob Murray
Denise Clark  Jay Lee  Karen Ruppel
Jamie Green  Ann Lewis  Steve Ruppel

MEETING AGENDA
Thursday, September 24
9:00 a.m. – 10:30 a.m.
Molstead Conference Room

1. Additions to Agenda
   a. Accreditation
   b. Met Life Grant
   c. General Education and Curriculum

2. President Bell
   Discussion on campus climate and rumor control
   Fielded several suggestions for improving the campus climate
      - Share good news
      - Encourage the use of web site dialogue boxes for good and bad news
      - Use of NIC thank you cards
      - Find ways to again make the SUB and campus center for faculty & staff
      - Picture directory – still to be done

3. Job Analysis Forms – to be completed and then meet with Jay

4. H1N1 Report

5. Registration DeBriefing Meeting
6. Jay's Performance Evaluation
7. Rumor Control/Campus Climate
8. Good of the Order/Other