1. Welcome back/updates/announcements
   a. Thanks to all for flexibility during spring of 2022/commencement
   b. Welcome to Felicia & staffing updates (admin assistant, JM)
   c. LSJ study abroad updates (KB and others)
   d. Faculty search update (KB)
   e. Google migration (JM & KE)
   f. Reminder regarding updating CVs (JM)
   g. Building safety and evacuation plans (FF)
   h. Prison education updates (KB)
   i. COVID protocols/accommodations (FF and KE)

2. Sharepoint intranet overview (JM)
   a. Feedback welcome

3. Policy review and renewal (see policy packet)
   a. Proposed changes/updates highlighted in yellow

4. Practices and protocol review (see practice & protocol packet)
   a. Proposed changes/updates highlighted in yellow
   b. Note new reimbursement processes and forms in Sharepoint

5. New committee/service role structure (see below)
   a. Rationale – few in number, time to rethink curricular structure, 200/363 as gateway courses
   b. Committee work
   c. Feedback on proposed structure

6. Admissions process revisions
   a. Rationale
   b. Internal admissions
   c. Transfer student admissions

7. Budget update
   a. Travel
   b. Other
## Proposed Committee Structure and Service Roles, 2022-23

<table>
<thead>
<tr>
<th>Committee/Role</th>
<th>Description/Activities</th>
<th>Personnel</th>
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</table>
| **Undergraduate Program Committee** | • Develop proposal for curriculum (re-)structure; oversee development and implementation  
• Work with advising staff to implement revised admissions policy  
• Vet requests for event sponsorship | Katherine Beckett, Chair  
Rawan Arar  
Angelina Godoy  
Kat Eli (staff support)  
Josh MacKintosh (staff support) |
| **Graduate Program Coordinator**   | • Recruit applicants  
• Offer professionalization and intellectual events for grad certificate students  
• Oversee administration of certificate program  
• Vet applications for travel funds | Stephen Meyers  
Kat Eli (staff support) |
| **Events Committee**               | • Organize and publicize departmental workshares, talks and social events | Stephen Meyers, Chair  
Arzoo Osanloo (fall)  
Steve Herbert (winter)  
Angelina Godoy (spring)  
Felicia Foster (staff support) |
| **Admissions Committee**           | • Vet applications to major using revised applications process  
• To include direct-to-major applications from transfer students | Rawan Arar  
Arzoo Osanloo  
Kat Eli |
| **Inclusive Learning Specialist**  | • Serve as resource for faculty and staff making accommodations and ensuring inclusivity | Ann Frost  
Kat Eli (staff support) |
| **Awards Committee**               | • Oversee nomination of and select Stromberg, Garcia scholarship recipients  
• Oversee nomination of and select commencement awardees  
• Proactively nominate LSJ students for University-wide awards | Steve Herbert, Chair  
Jamie Mayerfeld  
Kat Eli (staff support) |
| **Prison Education Coordinators**  | • Reimagine/re-create mixed enrollment course  
• Run prison-based book clubs | Katherine Beckett  
Ann Frost  
Kat Eli (staff support) |

### AD HOC COMMITTEES

<table>
<thead>
<tr>
<th>Committee</th>
<th>Description/Activities</th>
<th>Personnel</th>
</tr>
</thead>
</table>
| **Travel Policy Committee**   | • Develop new departmental travel policy for faculty input/review                                          | Katherine Beckett, Chair  
Megan Francis  
Felicia Foster (staff support) |
| **Admissions Policy Committee** | • Refine admissions policy & procedure  
• Refine/revise direct-to-major application process                                                    | All (at retreat and faculty meetings)                                      |