**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Item / Sub-items** | **Time/Lead** | **Attendance** |
| ***1*** | ***Updates and Announcements*** | ***12:00 –12:10*** | Faculty and Staff |
|  | Administrative Timeline and Processes   * ASE Time approvers for Winter quarter * Reminder: EDI workplan discussion summaries during 1/17 department meeting | Ashely |
|  | *Announcement* | *Giovanni* |
| ***2*** | ***Appointment Renewals*** | ***12:10 – 12:40*** |
|  | Discussion and vote | Giovanni |
| ***3*** | ***Undergraduate Program*** | ***12:40 – 12:50*** |
|  | Undergraduate committee reminders | Rachel |
| ***4*** | ***Graduate Program*** | ***12:50 – 1:00*** |
|  | Graduate committee reminders | Andrew |
| **5** | **Open Discussion** | ***1:00 – 1:20*** |
|  | Faculty Updates |  |
| ***6*** | ***Adjourn*** | ***1:20*** |