**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*** | ***12:05-12:06*** |
|  |  |  |
| ***3*** | ***Graduate Program Updates*** | ***12:06 – 12:20*** |
|  |  | Andrew/Ken-Yu |
| ***4*** | ***Undergraduate Program Updates*** | ***12:20 – 12:30*** |
|  |  | Rachel/Chris |
| ***5*** | ***Faculty Workload/Other Updates*** | ***12:30-1:20*** |
|  |  | Giovanni |
| ***6*** | ***Adjourn*** | ***1:20*** |