



Weekly Bulletin for Department & Program Heads

Number 7 -- Tuesday 11 December 2007

Brevity the soul of wit?

This is a short bulletin, and it will be the last before the holidays. The next regular bulletin will be out on Tuesday 8 January. Best wishes to each of you for a relaxing break and a happy, productive New Year.

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Dean's Executive: tomorrow at 2:30 p.m.

Please mark your calendars for the next meeting of Dean's Executive, which takes place on Wednesday 12 December at 2:30 p.m. in NR 210.7. It will conclude by 4:00, and will be followed by wine and cheese in the University Club. New faculty appointees have been invited to the wine and cheese.

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Jack Boan's 90th birthday

Our wine and cheese coincides in location and time with a reception hosted by the Department of Economics marking Dr Jack Boan's 90th birthday. Happy birthday, Jack!

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Timeliness of final grade submissions

Just a reminder that course grades are due at the Registrar's Office five calendar days after the date of the final exam or, in the case of classes without a final exam, after the last day of classes (Dec. 5). Your cooperation in getting department members to respect this guideline would be greatly appreciated.

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Staffing changes in Student Services Office

We're delighted to welcome *Diane Mullan* to our staff. Diane will serve over the next two years as a student advisor and as the Faculty's recruitment officer. She comes to us from the Centre for Continuing Education, where she has worked for many years as Outreach Coordinator.

We're also very pleased to welcome *Tatum Cruise* back from her year-long maternity leave. Tatum will resume the student advising duties that were handled during her absence by *Ara Steininger*. Ara will remain with us, continuing to handle some advising duties but also taking on a new role as coordinator of student-retention initiatives.

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