

RPTA Department Meeting

Time and Place

Date: Tuesday, January 14, 2014

Time: 11:10 -12:00, Rm. 11 - 210

Attendees

Goldenberg, Greenwood, B., Greenwood, J., Hendricks, Mackenzie, Schwab, Korth

Agenda Items

Item	Presenter	Status	Agenda Item / Discussion Topic
1.	Bill	New	CAFES Management Meeting - New/modified recruitment procedures – must submit RECRUITMENT PLAN (RP) for each new hire. This includes our search which has already started. Michele to forward info from Lisa when sent electronically.
2.	Keri	Continuing	ALS Teaching update – number of attendees? Rooms booked at Asilomar?
3.	Brian, All	New	Recap first candidate visit
4.	Brian	New	Prep for next candidate
5.	Bill, Jerusha, Michele	New	Winter 2014 Supervisions
6.	Bill, Jerusha	New	Setting up curriculum/assessment meetings for the quarter
7.	Michele	New	Welcome Carlye Parker to the office! Hours: MW 11am – 3pm F 11am – 1pm
8.	Bill, Jerusha, Dianne	New	Advising
9.	Bill	New	Center Concept
10.	Michele	New	Dean's Office needs 3-4 student nominations for the upcoming road show with the President What: Visit to San Francisco, Sacramento, and Central Valley Feb 9-11 to meet with alumni, potential donors and government. Would like to bring students to represent their respective college. Who: Students who are articulate, energetic, and able to engage in compelling conversation about their background, CAFES, and Cal Poly. Recent awards, internships, or research projects could be a good jumping point when identifying candidates. NEED BY END OF DAY TODAY
11.			Other items? -Assignable research space tour: anyone able to attend? When: January 17, 2014 at 2:00pm (it should take about an hour)

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			<p>Where: meet at the Building 52 breezeway that faces toward the Baker Center for Science and Math (near rooms D1 and D48)</p> <p>-SLOCAPRA Meeting Reminder – this Friday in Morro Bay! – anyone able to attend? (refer to email from Bill 1/13/14)</p> <p>-ASI Master Planning for University Union Facilities – anyone able to attend (refer to email from Bill 1/13/14)</p>

	Pending (In Process) Items	Person Responsible	Due date
1.	Set up meetings with Chairs (For Keri and Susan)	All	Ongoing
2.	Office relocation – should be complete (need to update Portal with office locations)		Ongoing
3.	RFP for Crandall gym – something to consider if you have ideas for use of this space	All	TBD
4.	ALS Teaching Institute update (Feb 25, 26, 27) – ideas to market RPTA and giveaways	All	Ongoing
5.	Visit CA Outlook Forum (Pasadena, Feb 5 & 6)	All	
6.	CPRS – Hotel reservations made (March 5 th and 6 th)		