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July 18, 1983

PD 83-09

TO: All Faculty and Administrative Staff

FROM: Gail Fullerton  
President 

RE: Fall 1983 General Meeting

There will be a general meeting of all faculty and administrative staff on Wednesday, August 24, at 9:00 a.m. in Morris Dailey Auditorium. Please make every effort to attend. I will try to bring you up to date on the state of the University in an hour or less.

It is essential that as many faculty members as possible be available in their offices during the latter part of the morning and the afternoon of Wednesday, August 24th, to advise students. Many students will be wanting to have drop and add forms signed, and those students who can be accommodated on Wednesday will not need to take class time for this purpose on the first days of instruction.

With this advising in mind, Deans and Department Chairs are being asked to schedule their initial meetings with faculty on Monday, August 22nd, which is the first faculty duty day for the Fall 1983 Semester.

I look forward to seeing you on August 24th.

GF:ck

cc: Academic Vice President Burns  
Executive Vice President Evans  
Dean Martin